U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP), is pleased to announce that it is seeking applications for funding under OJJDP FY 2010 Juvenile Workforce Development Programs in El Paso, TX. This program furthers the Department's mission by assisting local communities in preventing and responding to juvenile delinquency and victimization.

OJJDP FY 2010 Juvenile Workforce Development Programs in El Paso, TX

Eligibility

Applicants are limited to private non- and for-profit organizations operating in El Paso, Texas. (See "Eligibility," page 3.)

Deadline

Applicants must register with **Grants.gov** prior to submitting their application.
All applications are due by 5:00p.m., eastern time on June 23, 2010.

(See "Deadlines: Registration and Application," page 3)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1–800–518–4726 or via e-mail to **support@grants.gov.**

Note: The **Grants.gov** Support Hotline hours of operation are 24 hours, seven days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, contact Jennifer Yeh, Program Manager, at (202) 616-9135 or Jennifer.Yeh2@usdoj.gov.

Release Date: May 25, 2010

Funding Opportunity Number: OJJDP-2010-2766

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OMB No. 1121-0329 (Approval expires 02/28/13)

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CFDA Number: 16.541

Overview

The solicitation invites applicants to propose local initiatives that provide juvenile participants training and job skills in order to successfully enter the workforce, and is authorized under 42 USC 5665-5667.

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. eastern time on June 23, 2010. Please see the "How to Apply" section, page 6 for more details.

Eligibility

Applicants are limited to private non- and for-profit organizations operating in El Paso, Texas.

Program-Specific Information

The Juvenile Workforce Development Program for For-Profits in El, Paso, TX seeks to build the capacity of young people in the El Paso, TX with job skills, education and training in order to obtain employment. OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, grantees will submit semi-annual progress reports in the Grants Management System (GMS).

Purpose

The purpose of this grant program is to support local communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds offenders accountable, and provides treatment and rehabilitative services tailored to the needs of juveniles and their families.

Goals, Objectives, and Deliverables

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Program Objectives. Applicants should explain how their program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and applicants should clearly connect them to the problems they identified in the preceding section.

Objectives must be quantified, measurable, and attainable within the project period and be congruent with the project's goals and objectives.

Deliverables. OJJDP requires award recipients to collect and report data in support of deliverables or performance measures (see "Performance Measures," page 5). Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design associated with this grant.

Amount and Length of Awards

OJJDP will make one award up to $100,000 for a project period of 12 months (1 year) up to 36 months (3 years). OJJDP anticipates that any awards under this solicitation will be made by September 30, 2010.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than $250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at http://www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Research, human subjects, IRB review, and confidentiality

All applicants for OJP funds are advised that the Department of Justice defines *research* as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an

Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. Match is not required for this program.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Refer to "What An Application Is Expected to Include" (page 8) for additional information on applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

Program Goal	Performance Measures	Data Grantees Provide
Program goals will depend on the specific project funded and program areas selected. Examples of objectives may include prevention of delinquency risk behaviors, improvement of family functioning, or prevention of child victimization (including abuse and neglect).	The following are mandatory measures for grant recipients.	OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance data. For information on specific measures and resources, see OJJDP's Performance Measures Web page (ojjdp.ncjrs.gov/grantees/pm). During the reporting period:
	Direct Service Percentage of youth who complete program requirements.	**Direct Service** Number of youth served by program.

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Percentage of youth with whom an evidence-based program/practice was used.	Number of youth completing program requirements. Number of youth with whom an evidence-based program/practice was used.
Percentage of youth who offend/re-offend.	Number of youth who offend/re-offend.
Percent of youth who exhibit desired change in targeted behaviors.	Number of youth who exhibit desired change in targeted behaviors.
System Improvement	**System Improvement**
Percentage increase in number of staff trained.	Number of trained staff at the start of the program.
Number of staff exhibiting increased knowledge of the program area, as a result of project participation.	Number of staff trained as a result of grant funds. Number of program staff exhibiting increased knowledge of the program area, as determined by pre- and post-program testing.
Number of program/technical assistance materials developed.	Number of program/technical assistance materials developed.
Number of planning activities conducted.	Number of planning activities conducted.
Percentage of deliverables (reports, curricula, manuscripts, etc,) completed on time. Deliverables will differ depending upon the specific project and should be outlined in the application.	Number of deliverables to be submitted to OJJDP. Number of deliverables completed on time.
Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.	Number of deliverables that meet OJJDP's expectations, as determined and reported by OJJDP.

For more information about OJJDP performance measures, see
www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and

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apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1–800–518–4726**, available 24 hours a day, 7 days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration**.** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password**. Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.

5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov.   The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.541, titled "Part E - Developing, Testing and Demonstrating Promising New Programs" and the funding opportunity number is OJJDP-2010-2766.

6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact OJJDP staff within **24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What An Application Is Expected to Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Memoranda of Understanding,"

"Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins. OJJDP recommends the program narrative be approximately 15 pages in length and not exceed 30 pages of 8½ by 11-inches, in a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) performance measure requirements, (3) project/program design and implementation, and (4) capabilities/ competencies. The applicant must clearly delineate the connections among these sections. For example, the applicant must derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Project Abstract**

Applicants must include a project abstract as the first page of their program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract must describe how the applicant will measure progress toward these goals.

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that their program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Applicants should clearly describe the target population. The applicant's program must serve a population that is younger than 18 years old. The applicant should use local data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- **Performance Measures Requirements**

Applicants must describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," 5.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information.)

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the project period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. OJJDP encourages applicants to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. Applicants must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 13.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). Applicants must submit

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the timeline as a separate attachment, as stipulated in "Other Attachments," page 13. On receipt of an award, grantees may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants must clearly and evidently connect management and staffing patterns to the project design described in the previous section. Applicants must describe the experience and capability of their organization and any contractors that they will use to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. If partner organizations will assist with project activities, the applicant should attach to the application memoranda of understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute.

Résumés/Job Descriptions. Applicants must provide resumes of key personnel whose work will be funded by the grant and/or job descriptions outlining roles and responsibilities for key positions. Submit the resumes of the authorized representative, the point of contact, and any job positions that will be funded in full or in part with award funds.

Memoranda of Understanding (MOUs). Letters of support or MOUs are required if members of a collaboration or partner organizations have significant responsibility in completing key program activities that OJJDP funds or are central to achieving the proposed project's activities, goals, and objectives.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. Total costs that the applicant specifies in its budget must match the amount it provides in the SF 424 in Grants.gov. All funds listed in the budget will be subject to audit.

Applicants receiving grants of at least $50,000 must budget funds to support as many as two staff to travel to Washington, DC, for a 3-day grantee training meeting to be held in late 2010 or early 2011. Applicants should budget approximately $1,500 per person to attend the training and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc., (for example, 2 people x airline ticket ($400) = $800; 2 people x 2 days per diem ($71/day) = $284, 2 people x lodging ($207) x 3 nights = $1242, etc). Use U.S. General Services Administration (GSA) per diem rates, which may be found at www.gsa.gov.

The meeting will provide grantees training on programmatic and financial reporting, performance measures via OJJDP's online Data Collection and Technical Assistance Tool (DCTAT), and using GMS. In addition, grantees will receive information on OJJDP's SMART system and Model Programs Guide.

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- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally-negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: http://www.ojp.gov/funding/forms/financial_capability.pdf.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 5.)

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application:

- logic model (see page 10).

- timeline or milestone chart (see "Timeline," page 10)

- résumés/job descriptions for all key personnel/positions (see "Résumés/Job Descriptions," page 11)

- letters of support/commitment and memoranda of understanding (MOUs) from partner organizations (see "Memoranda of Understanding," page 11).

Selection Criteria

1. Statement of the Problem (20 points)
2. Project/Program Design and Implementation (35 points)
3. Capabilities/Competencies (20 points)
4. Budget (15 points)
5. Performance Measures Requirements (10 points)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Peer review panels will evaluate, score, and rate eligible applications. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final grant award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) (if applicable)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Nonsupplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-Profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Awards in excess of $5,000,000–federal taxes certification requirement

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Appendix: Application Checklist

OJJDP FY 2010 Juvenile Workforce Development Programs in El Paso, TX

The application check list has been created to aid you in developing your application.

Eligibility Requirements:

_____ Private Non-profit Agency operating in El Paso, TX
_____ Private For-profit Agency operating in El Paso, TX

_____ **The Federal Amount Requested is within the Allowable Limit(s) of $100,000.**

The Application Components:
_____ Statement of the Problem
_____ Project Abstract
_____ Project Design and Implementation
_____ Capabilities/Competencies
_____ Budget Narrative
_____ Budget Detail Worksheet
_____ Performance Measures Requirement

     Budget Components:
_____ Budget narrative with explanations of how those line items relate to the project design
_____ Budget detail worksheet, including:
        _____ All calculations of line items
        _____ Costs and calculations for mandated OJJDP training

Program Narrative/Abstract Format:
_____ Double-spaced
_____ 12-point standard font
_____ 1" standard margins
_____ Narrative is 30 pages or less

Other:
_____ Standard 424 Form (online)
_____ DUNS number
_____ Logic model
_____ Project Timeline or Milestone Chart
_____ Resumes and job descriptions of key personnel
_____ Letters of support/MOUs, if applicable
_____ Indirect Cost Rate Negotiation, if applicable
_____ Accounting System and Financial Capability Questionnaire, if applicable