

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Field Initiated Research and Evaluation Program. This program furthers DOJ's mission by funding research and evaluation on the juvenile justice system's response to juvenile delinquency.

# OJJDP FY 2010 Field Initiated Research and Evaluation Program

## Eligibility

Applicants are limited to public agencies, including state agencies, units of local government (including federally recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, community, and tribal organizations). (See "Eligibility," page 3.)

## Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 7.) All applications are due by **5:00 p.m., Eastern Time, on June 29, 2010**. (See "Deadlines: Registration and Application," page 3.)

## Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail [support@grants.gov](mailto:support@grants.gov). 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, call Michael Shader, at 202- 616-2605 or e-mail him at [michael.shader@usdoj.gov](mailto:michael.shader@usdoj.gov); or call Kellie Dressler, at 202-514-5817 or e-mail her at [kellie.dressler@usdoj.gov](mailto:kellie.dressler@usdoj.gov).

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# **OJJDP FY 2010 Field Initiated Research and Evaluation Program (CFDA # 16.541)**

## **Overview**

OJJDP's Field Initiated Research and Evaluation (FIRE) Program funds research and evaluation that address how the juvenile justice system responds to juvenile delinquency. Research projects funded through this solicitation will seek answers to questions that will inform policy and suggest ways to enhance the juvenile justice system. As set forth in the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (Pub. L. No. 93-415, 42 U.S.C. § 5601 et seq.), OJJDP may conduct research or evaluation in juvenile justice matters, for the purpose of providing research and evaluation relating to control of juvenile delinquency and serious crime committed by juveniles; successful efforts to prevent first-time minor offenders from committing subsequent involvement in serious crime; successful efforts to prevent recidivism; and the juvenile justice system. This program is authorized pursuant to 42 U.S.C. § 3796ee et seq..

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJJDP strongly encourages applicants to register several weeks before the application deadline of 5:00 p.m., Eastern Time, on June 29, 2010. See "How To Apply," page 7, for details.

## **Eligibility**

OJJDP welcomes applications from public agencies, including state agencies, units of local government (including federally recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private organizations (including faith-based, community, and tribal organizations).

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and financial management purposes) and the others indicated as co-applicants.

OJJDP encourages researchers and evaluators in all relevant disciplines to submit applications.

## **Program-Specific Information**

Congress enacted the Juvenile Justice and Delinquency Prevention Act (Pub. L. No. 93-415, 42 U.S.C. § 5601 et seq.) in 1974. This landmark legislation established OJJDP to support local and state efforts to prevent delinquency and improve the juvenile justice system. Many studies have examined the best ways to prevent delinquency, but fewer have investigated how the system responds to delinquent acts once they occur. Punitive sanctions, such as transferring juvenile offenders to adult court, which have been shown to contribute to greater recidivism rates, further complicate the issue. Additionally, the fact that minority youth come into

contact with and enter the juvenile justice system at greater rates than white youth and, research indicates, they receive more punitive sentences than their white counterparts underscores the importance of this issue.

OJJDP seeks to fund research that examines this complicated issue and attempts to determine the appropriate system response to delinquent acts. Applicants must clearly indicate a central research question and should present a thorough and reasonable research methodology. The application should also fully consider and incorporate how the research will suggest ways in which the juvenile justice system can be improved.

OJJDP will consider a wide range of research questions for funding, which may include the following, among others:

- Does a system of graduated sanctions and use of risk assessment mechanisms help juvenile justice personnel determine appropriate sanctions for delinquent behavior?
- Is arrest for juveniles criminogenic?
- What are viable alternatives to arrest for low-level, nonviolent juvenile offenses, and what is their impact on recidivism and outcomes for youth?
- Do punitive sentences serve as a general or specific deterrent?
- What is the balance between public safety and punitive sentences that lead to greater rates of recidivism?

## **Purpose**

The FIRE Program's purpose is to support research and evaluation of programs and initiatives that focus on the juvenile justice system response to delinquency and system improvement. One of OJJDP's primary responsibilities is to provide guidance on how the juvenile justice system operates. To that end, OJJDP supports research, initiatives, and strategies to enhance the system. This solicitation is designed to advance understanding of how the juvenile justice system responds to delinquency.

## **Goals, Objectives, and Deliverables**

The program's goal is to generate research that has practical application for juvenile justice system improvement and, in particular, how the system responds to delinquent acts.

Its objectives include the following:

- identifying a gap or need for research on how to improve the juvenile justice system;
- presenting the status and knowledge base of the current literature on relevant research and the capacity to answer the research question proposed;
- investigating the question via a feasible and reasonable research design and methodology;  
and

- presenting how the findings from the proposed study informs the field and provides policy suggestions on how to improve the juvenile justice system.

Expected deliverables include:

- detailed progress reports every 6 months that describe the status of the research/evaluation, methodological and implementation issues, progress toward project goals, and other matters relevant to the study's completion;
- several reports on the study's findings and results, at least one of which will document the theoretical and implementation issues and implications of the research question and study and be suitable for publication in a refereed journal, and another shorter version suitable for publication as an OJJDP bulletin; and
- a final detailed summary of the entire project from start to finish.

The publication and dissemination of all such products will be at the discretion of OJJDP.

### **Amount and Length of Awards**

OJJDP intends to award multiple grants under this solicitation, depending upon available funding. Expected award amounts will range between \$200,000 and \$500,000 for a project period of as long as 36 months. Applicants should specify the requested award amount (as much as \$500,000) and the proposed project period. OJJDP anticipates that the Office will make any awards under this solicitation by September 30, 2010.

As this is a research and evaluation program, applicants cannot use funds to support training, program development or the provision of services (i.e., program implementation). Applicants may use funds, however, to evaluate training, prevention, and intervention programs. Grantees may use Field Initiated Research and Evaluation funds, for example, to conduct an evaluation of a program implemented with funds from another OJJDP solicitation (e.g., OJJDP's Formula Grants Program Solicitation).

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.

**Match Requirement.** Match is not required for this program.

### **Research, Human Subjects, IRB Review, and Confidentiality**

OJP advises all applicants for federal funds 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 applicant may have to secure the approval of an Institutional Review Board (IRB) before OJP funds may be spent for these purposes. If an application includes an evaluation component, OJP will examine that component 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 their 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 the applicant has obtained or will obtain IRB approval, and it must explain the applicant's procedures to obtain informed consent and minimize risks.

OJP will require all applicants whose applications include a research or statistical component that collects information identifiable to a private person to complete and submit a privacy certification. For further guidance regarding federal regulations regarding research, human subjects protection, and confidentiality, see the OJP Web site ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

### **Performance Measures**

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to "What an Application is Expected to Include," page 9, for additional information. Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantees Provide
To carry out research or evaluation studies which enhance knowledge of the juvenile justice system's response to delinquency and provide suggestions for improvement.		OJJDP will determine program performance. Grantees will submit relevant reports and deliverables as part of their progress reporting or as special reports to OJJDP.
	Percent of research-related deliverables (reports, etc.) completed on time.	Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in applicant proposal). Deliverables will differ depending upon the specific project requirements.
	Percent 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 for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

Applicants should submit their applications through Grants.gov. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). Applicants who experience difficulties during this process, should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Grants.gov Support Hotline hours of operation are 24 hours, 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 several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://www.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 tracking entities receiving federal funds. The identifier is used 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. Call 1–866–705–5711 or apply online at [www.dnb.com](http://www.dnb.com) to obtain a DUNS number. 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. 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](http://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](http://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. Your organization can have more than one AOR.
5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.541, titled "Part E - Developing, Testing and Demonstrating Promising New Programs" and the funding opportunity number is OJJDP-2010-2767.
6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** OJJDP urges applicants to submit their applications at least 72 hours prior to the due date 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 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](http://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](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF 4-24. 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, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. 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, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. Applicants must clearly delineate the connections between and among each of these sections. For example, applicants 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.

- **Statement of the Problem**

Applicants must clearly describe the research or evaluation questions they will address. They should discuss how previous research supports and shapes these questions and how the program will address pertinent issues of concern to the disciplines of juvenile justice and delinquency prevention, improve the juvenile justice system, and contribute to knowledge and practice. Ideally, applications will address specific gaps identified in the research literature.

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 OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

**Project Abstract.** Applicants must include a project abstract as the first page of the 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.

- **Performance Measures Requirements**

In formulating the project's goals and objectives, applicants should consider the potential for significant advances in understanding in the field of juvenile justice and the prevention or reduction of delinquency and victimization.

**Goals.** Applicants should provide a broad statement, written in general terms, that conveys the research or evaluation project's intent to study the problem or problems described. This section of the narrative must outline the specific goals of the project.

**Objectives.** Applicants should explain how the research or evaluation project will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the project, and the applicant should clearly connect them to the problems they identified in the preceding section. The objectives should be measurable.

**Performance Measures.** OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. OJJDP will encourage award

recipients 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, OJJDP will require award recipients to submit a completed Privacy Certificate post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information).

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use to implement the proposed research or evaluation.

Design elements should follow directly from the research or evaluation project's goals and objectives, and the data to be collected should clearly support these ends. The applicant should describe the research or evaluation methodology in detail and demonstrate the validity and usefulness of the data that they will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed research or evaluation and address the feasibility of the proposed project and any potential challenges.

Applicants should address the major activities of their proposed study and how they will implement them. Components should include the following, as applicable:

- linkage, coordination, and cooperation with program partners and sites and OJJDP;
- methodology that clearly identifies the hypotheses to be tested and how the methodology will maximize the applicant's ability to test the hypotheses;
- the study's primary research questions and how they address existing gaps in the literature and will inform future practice;
- recruitment and retention of research subjects, including anticipated challenges and how the applicant will address them;
- description of quantitative and qualitative data collection and analysis methods and the tools to be used, addressing applicant's expertise in these techniques under "Capabilities/Competencies," page 12;
- procedures for collecting, managing, storing, and transmitting data, identifying software and data verification procedures and procedures to remove identifying information from data prior to submission to OJJDP; and
- logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques (see "Logic Model," below).

Successful applicants must provide OJJDP with evidence of receipt of IRB clearance prior to collecting data. IRB clearance is not required at application.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

**Logic Model.** Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's questions, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 14.

**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](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 14. On receipt of an award, the grantee 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.

This section of the program narrative must describe how the applicant will manage and staff the project. The applicant must clearly and evidently connect management and staffing patterns to the project design described in the previous section. This section must describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

OJJDP welcomes multi-disciplinary research collaborations, including collaborations between researchers and practitioners. Applicants must provide written assurances of cooperation for instances in which the proposed research is of a collaborative nature. Similarly, when specific programs or agencies are the subject of an applicant's research or evaluation, the application should include letters of commitment or cooperation from the relevant program or agency.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or memoranda of understanding (MOUs) for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it;
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational; and
- estimate of the percentage of time that the partner will devote to the planning and operation of the project.

### **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. The budget should cover the entire award period.

- **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](http://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.

### **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 [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](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](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](http://www.ojp.gov/financialguide/index.htm).

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 6.)

## **Tribal Authorizing Resolution**

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution, OJJDP will eliminate that application from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

## **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below:

- logic model (see “Logic Model,” page 12)
- timeline or milestone chart (see “Timeline,” page 12)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 12).

## **Selection Criteria**

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values:

1. Statement of the Problem/Program (10 points)
2. Performance Measures Requirements (10 points)
3. Project/Program Design and Implementation (45 points)
4. Capabilities/Competencies (25 points)
5. Budget (10 points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the 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.

All final award decisions will be made by the Acting Administrator of OJJDP, who also may consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://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.



## Appendix: Application Checklist

### OJJDP FY 2010 Field Initiated Research and Evaluation Program

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

#### Eligibility Requirements:

Public agencies, including state agencies, units of local government (including federally recognized tribal governments as determined by the Secretary of the Interior and published in the Federal Register)

Public universities and colleges (including tribal institutions of higher education)

Private organizations (including faith-based, community, and tribal organizations).

**The amount requested does not exceed \$500,000**

#### The Application Components:

Statement of the Problem

Project Abstract

Performance Measures Requirements

Project Design and Implementation

Capabilities/Competencies

Budget Narrative

Budget Detail Worksheet

#### Program Narrative/Abstract Format:

Double-spaced

12-point Standard Font

1" Standard Margins

Narrative is 30 pages or less.

#### Other:

Standard-424 Form

DUNS number

Logic Model

Project Timeline

Position Descriptions

Résumés

Letters of Support/MOUs

Certifications

Tribal Authorizing Resolution (if applicable)

Other standard forms, as applicable, including:

Disclosure of Lobbying Activities

Indirect Cost Rate Agreement

Accounting System and Financial Capability Questionnaire

Tribal Authorizing Resolution