

**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 National Juvenile Justice Data Analysis Program. This program furthers DOJ's mission by establishing an organization to serve as a data analysis source for OJJDP, thereby serving the critical information needs of the juvenile justice community and assisting OJJDP in fulfilling its responsibility to disseminate vital statistical information to the field regarding juvenile justice needs, risk behaviors, victimization, offending and related issues.

# OJJDP FY 2010 National Juvenile Justice Data Analysis 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 July 6, 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 Janet Chiancone, Research Coordinator, at 202-353-9258 or e-mail her at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

Grants.Gov number assigned to announcement: **OJJDP-2010-2776**

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# **OJJDP FY 2010 National Juvenile Justice Data Analysis Program (CFDA # 16.540)**

## **Overview**

This program was designed to establish a data analysis source to serve the critical information needs of the juvenile justice community and assist OJJDP in fulfilling its responsibility to disseminate vital statistical information to the field and inform juvenile justice policy and practice. The National Juvenile Justice Data Analysis Program (NJJDAP) will serve as a principal resource to provide quality data and information to juvenile justice practitioners. This solicitation is authorized by Sections 221–223 of the Juvenile Justice and Delinquency Prevention Act (JJDP Act), 42 U.S.C. §§ 5631-5633 and 42 U.S.C. §§ 3796ee et. seq..

## **Deadlines: Registration and Application**

Registration is required prior to submission. OJJDP strongly encourages registering with Grants.gov several weeks before the application deadline of **5:00 p.m. Eastern Time, on July 6, 2010**. See “How To Apply,” page 7, for details.

## **Eligibility**

OJJDP invites 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.

## **Program-Specific Information**

Under the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, Congress has authorized OJJDP to “undertake statistical work in juvenile justice matters, for the purpose of providing for the collection, analysis, and dissemination of statistical data and information relating to juvenile delinquency and serious crimes committed by juveniles, to the juvenile justice system, to juvenile violence, and to other purposes consistent with the purposes of [42 U.S.C. § 5661, § 251(b)(2) of the JJDP Act].

OJJDP has sponsored the collection of information regarding juvenile arrests, the processing of juveniles in court, juveniles on probation, youth who are neglected or abused, and youth in juvenile justice custody, often in concert with federal and state partners. In the late 1990’s, through a grant award, OJJDP established a primary central resource for the analysis of juvenile justice related data collected by OJJDP and other federal agencies. This central resource has fostered greater use of the data sets and development of expanded dissemination of research findings.

## **Purpose**

While many individual data sets and studies have programs that provide for the analysis and dissemination of data, the purpose of this solicitation is to support the successful applicant in collecting related data sets, analyzing complex issues, and producing reports, thus assisting OJJDP in fulfilling its responsibility to disseminate vital statistical information to the field regarding juvenile justice needs, risk behaviors, victimization, offending and related issues.

## **Goals, Objectives, Deliverables**

The program's over-arching goal is to provide OJJDP with a central, primary source of statistical data and analyses that will inform the juvenile justice field concerning critical issues.

Primary objectives include the following:

- providing analyses of OJJDP-sponsored statistical data collections, specifically:
  - Census of Juveniles in Residential Placement
  - Juvenile Residential Facility Census
  - Census of Juveniles on Probation
  - Census of Juvenile Probation Supervision Offices
- identifying and conducting assessments of specific data sets related to juvenile and criminal justice, victimization, risk factors and related issues
- providing initial analyses of specific data sets as noted above and report on the usefulness of the sets to analyze specific justice system issues
- maintaining and updating OJJDP's Statistical Briefing Book and related online data analysis tools and interactive Web applications (see [www.ojjdp.ncjrs.gov/ojstatbb](http://www.ojjdp.ncjrs.gov/ojstatbb))
- writing OJJDP publications and promoting the program's information resources
- servicing information requests regarding juvenile justice related statistics
- working with federal agencies and awardees involved in other OJJDP-supported statistical data collection activities through periodic working group meetings and collaborative projects (e.g., joint analyses, presentations, and publications).

Deliverables in the initial year 1 of the program will include, at minimum, the following:

- development of a statistical analysis tool for OJJDP's Census of Juveniles on Probation
- writing a comprehensive OJJDP report summarizing the latest data regarding juvenile offenders and victims (see <http://ojjdp.ncjrs.gov/ojstatbb/nr2006/index.html>)
- writing three OJJDP bulletins summarizing relevant statistical data in a manner accessible to juvenile justice practitioners and policymakers, with specific topics to be determined post-award, though applicants may suggest potential topics in their applications

- updating the OJJDP Statistical Briefing Book, as needed.

All publications developed under this program will be published and disseminated at the sole discretion of OJJDP.

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

One award will be made for a three-year project period. The award amount for the initial year will be up to \$800,000. Based on performance and the availability of funds, supplemental awards may be made for two additional years of up to \$800,000 for each year.

Applicants should submit two budgets: a one-year budget totaling up to \$800,000 for the initial year of this project, using the budget detail worksheet; and a three-year budget for the anticipated three-year project period, totaling up to \$2.4 million.

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

OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations;
- reviewing and approving major project-generated documents and materials used in the provision of project services; and
- providing guidance in significant project planning meetings, and participate in project sponsored training events or conferences.

### **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 Administrator of the Office of Juvenile Justice and Delinquency Prevention. 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**

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 Web page ([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 provide OJJDP with a central, primary source of statistical data and analyses that will inform the juvenile justice field concerning issues of current and future importance.	<p>Percent of deliverables completed on time. Deliverables will differ depending on program requirements.</p> <p>Percent of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</p>	<p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables completed and submitted to OJJDP on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.</p>

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

Applications should be submitted 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 at any point 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, seven 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. 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://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](http://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](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. 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 and title for this solicitation is 16.540, "Juvenile Justice and Delinquency Prevention\_Allocation to States," and the funding opportunity number is OJJDP-2010-2776.
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 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](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 should 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) impact/outcomes and evaluation/performance measures, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should 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 should clearly and concisely discuss their understanding of the need for timely and accurate statistical data findings to inform juvenile justice practitioners and policy makers. This includes the importance of producing materials and resources which are easily accessible and responsive to the needs of the field (including state and local funding agencies, as well as youth serving organizations).

In addition, applicants should demonstrate an understanding of the current trends in juvenile delinquency, risk behavior, victimization and related issues. Applicants should describe their familiarity with the array of statistical programs and datasets that exist which can be used to inform these trends and which contain information that is of value to the juvenile justice field and OJJDP.

The statement of the problem should also address the challenges that exist in this area. This includes the challenges faced in presenting findings which are inconsistent with widely-held beliefs and practices. Applicants should also discuss current gaps which exist in the data.

As part of this discussion, applicants should address any anticipated problems associated with carrying out the activities under this program, and should propose potential solutions.

**Project Abstract.** A project abstract should be included as the first page of the Program Narrative, and is included in the page limitation specified above. It should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how progress towards these goals will be measured.

- **Performance Measures Requirements**

Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should keep in mind the goals and objectives of this solicitation. Applicants should also consider the potential for significant advances in the juvenile justice field and bear in mind the performance measures that OJJDP will use to gauge grantee performance.

Applicants should explain how the project will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the project, and they should be clearly connected to the problems identified in the preceding section and measurable.

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.)

- **Project/Program Design and Implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section.

**Timeline.** Applicants should 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 timeline should be submitted as a separate attachment, as stipulated in “Other Attachments,” page 13. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant’s organization and any contractors that will be used to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

**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
- estimate of the percent 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 the applicant submits a different format, it must include the budget categories as listed in the sample worksheet.

- **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 [http://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 an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then 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 must be included with the application. 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, then the application must include a resolution from all tribes that will be included as a part of the services/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 as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal 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 should 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:

- timeline or milestone chart (see “Timeline,” page 11)
- 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 11).

### **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 (5 points)
3. Project/Program Design and Implementation (40 points)
4. Capabilities/Competencies (35 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 application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will be reviewing 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. Eligible applications will be evaluated, scored, and rated by a peer review panel. 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, all final grant award decisions will be made by the Administrator of the OJJDP, who may also give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## 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 A: Application Checklist

### OJJDP FY 2010 Juvenile Justice Data Analysis Program

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

#### Eligibility Requirement:

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 Federal Amount Requested is within the Allowable Limit(s) of \$800,000**

#### The Application Components:

Statement of the Problem

Project Abstract

Performance Measures Requirement

Project Design and Implementation

Project Timeline

Capabilities/Competencies

Letters of Support

Budget Narrative

Budget Detail Worksheet

Position Descriptions

#### 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

Certifications

Other standard forms, as applicable, including

Disclosure of Lobbying Activities

Indirect Cost Rate Agreement

Accounting System and Financial Capability Questionnaire

Tribal Authorizing Resolution



## **Appendix B: Summary of OJJDP-Sponsored Statistical Data Collection Programs**

### **Census of Juveniles in Residential Placement (CJRP)**

CJRP replaced the Census of Public and Private Juvenile Detention, Correctional, and Shelter Facilities, also known as the Children in Custody (CIC) census, which had been conducted since the early 1970s. The CJRP is conducted biennially and provides the nation with the most detailed picture of juveniles in custody ever produced. The CJRP asks juvenile residential custody facilities in the U.S. to describe each youth assigned a bed in the facility on the last Wednesday in October. Characteristics of the facility, treatment services, and facility population are also collected. More information and copies of the CJRP data collection forms are at <http://www.icpsr.umich.edu/NACJD/njcd/>

### **Juvenile Residential Facility Census (JRFC)**

JRFC collects basic information on juvenile facility characteristics, including size, structure, security arrangements, and ownership. It also provides information on the use of bedspace in the facility to indicate whether the facility is experiencing crowding. The JRFC includes questions about the type of facility and also collects information on the health care services, educational services substance abuse treatment, and mental health treatment provided to youth in these facilities. JRFC also collects information about security, unauthorized absences, and use of restraints. In addition, JRFC collects Congressionally-mandated information deaths in the facility. More information and copies of the JRFC data collection forms are at <http://www.icpsr.umich.edu/NACJD/njcd/>

### **Census of Juvenile Probation Supervision Offices (CJPSO)**

The CJPSO has been fielded twice. It collects information on total counts of formal probationers, total counts of information probationers, monitoring, sanctioning and treatment options and case processing options (both court- and non-court) for juveniles on probation. The CJPSO has been fielded twice; in 2005 and 2007. More information and copies of the CJPSO form are at <https://ojjdp.gmu.edu/public/>

### **Census of Juveniles on Probation (CJP)**

The CJP was designed to be the probation collection which collects information similar to the CJRP, above. The CJP asks juvenile probation supervision offices in the U.S. to describe each youth under supervision on a single day of the year. Information collected includes total counts of formal and informal probationers, and individual-level detail on the characteristics of juvenile formal probationers. The CJP was pilot tested to a randomly selected sample in 2006, and is currently completing the first full universe collection (reference date of October 21, 2009). More information and a copy of the CJP 2009 form is at <https://ojjdp.gmu.edu/public/>