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 seeking applications for funding under its Fiscal Year (FY) 2010 Juvenile Justice Evaluation Center solicitation. This program furthers DOJ's mission by developing and providing training, technical assistance, and resources that enhance the capacity of juvenile justice-related state, tribal, and community organizations to carry out and participate in evaluation of their strategies, programs, and activities.

OJJDP FY 2010 National Juvenile Justice Evaluation Center

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," 7.) **All applications are due by 5:00 p.m., Eastern Time, on July 9, 2010.** (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance on submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Grants.gov Support Hotline hours of operation are 24 hours, 7 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.

The Grants.gov number assigned to this announcement is: **OJJDP-2010-2778.**

Release Date: June 10, 2010

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OJJDP FY 2010 National Juvenile Justice Evaluation Center
CFDA Number: 16.540

Overview

OJJDP seeks to establish a National Juvenile Justice Evaluation Center (NJJEC) that will advance the capacity of states, tribes, and communities to develop and implement policies, procedures, and practices that support their ability to evaluate their activities and use the findings to enhance their juvenile justice activities and programs. NJJEC will accomplish its mission through a broad range of activities, including training and technical assistance; information dissemination; collaboration with policymakers, practitioners, researchers, and evaluators; and partnerships with federal, state, and local agencies. This solicitation is authorized by Sections 221–223 of the Juvenile Justice and Delinquency Prevention Act (JJDP Act) of 1974, as amended, 42 U.S.C. §§ 5631-5633.

Deadlines: Registration and Application

Registration with Grants.gov is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 5:00 p.m. Eastern Time, on July 9, 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

- **Purpose**

For decades, the juvenile justice community has recognized the need to track program outcomes and evaluate the effectiveness of their approaches and strategies. Indeed, OJJDP's authorizing legislation, the JJDP Act, clearly identifies the responsibility of state and community agencies to measure the impact of their efforts and encourages their use of evidence-based programs and practices wherever possible. Specifically, Title II of the JJDP Act states that the "designated state agency[1] will, to the extent practicable, give priority in

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[1] The "designated state agency" oversees distribution of JJDP Act Title II Part B Formula Grant and Title V Community Prevention Grant funds. This agency often also oversees distribution of Juvenile Accountability Block Grants funds.

funding to programs and activities that are based on rigorous, systematic, and objective research that is scientifically based." [42 USC 5633 (a)(21)(A)]. In addition, Title V of the JJDP Act states that the OJJDP Administrator shall give priority to "developing data-driven prevention plans, employing evidence-based prevention strategies, and conducting program evaluations to determine impact and effectiveness." [42 USC 5783 (c)(5)]

To support these goals, OJJDP has designed and implemented two major programs to support states, tribes, and communities seeking to advance their efforts to track program performance and develop evidence-based approaches. These two programs are:

- **OJJDP's Model Programs Guide.** This online portal to information about scientifically tested and proven programs addresses issues across the juvenile justice spectrum. Developed originally as a tool to support the Title V Community Prevention Grants Program, OJJDP has expanded the Guide to encompass all of its program areas. The Guide profiles nearly 200 prevention and intervention programs and helps communities identify those that best suit their needs. Users can search the Guide's database (www2.dsgonline.com/mpg) by program category, target population, risk and protective factors, effectiveness rating, and other parameters.

- **OJJDP's Performance Measures Program and Data Reporting System** (DCTAT). This program includes a Web portal page (ojjdp.ncjrs.gov/grantees/pm/) that serves as a one-stop shop for logic models, performance measures, and required reporting for OJJDP applicants and grantees and OJJDP's DCTAT online performance measures data reporting system for grantees.

The resources, support, and services provided by these have dramatically changed the landscape when it comes to knowledge and understanding of performance measures, evaluation, and evidence-based programming in the juvenile justice field. Despite this progress, however, states, tribes, and communities increasingly need direct support and resources on evaluation design, development, and implementation, as well as assistance in how best to utilize the data that they collect. This solicitation will support a National Juvenile Justice Evaluation Center that will respond to these needs.

- **Goals, Objectives, and Deliverables**

The overall goal of this initiative is to improve the capacity of states, tribes, and communities to design and implement evaluation activities and utilize the findings from these evaluation efforts to improve their juvenile justice programs. OJJDP will expect the NJJEC, as the national training and technical assistance provider for evaluation capacity development to undertake a range of activities. Primary objectives include:

- developing and implementing multilevel training and technical assistance to improve the ability of juvenile justice state, tribal, and community organizations to design and implement data collection and evaluation activities of their programs. This includes assisting them in fulfilling OJJDP performance measures reporting requirements, as well as other evaluation and assessment related activities, including maximizing the utility of the data that they collect.

- preparing OJJDP publications and promoting the project's information resources through a variety of media.

- servicing information requests from OJJDP (directly or through referral) regarding juvenile justice related evaluation activities.

OJJDP will expect the successful applicant to collaborate with other training and technical assistance providers (including the providers that oversee the OJJDP Model Programs Guide and OJJDP's Performance Measures Program and Data Reporting System) to coordinate efforts to provide services to states, tribes, and communities. This may include participating in periodic working group meetings and collaborative projects (e.g., joint presentations and publications).

Deliverables in the initial year of this 3-year project will include:

- establishment of an OJJDP National Juvenile Justice Evaluation Center Web site.

- developing two manuscripts providing evaluation guidance that responds to the needs of the juvenile justice community. The grantee should write the manuscripts in a manner that is accessible to juvenile justice practitioners and policymakers. OJJDP intends to publish these manuscripts as bulletins. OJJDP will determine the specific topic(s) for these bulletins post-award, but applicants should feel free to suggest potential topics in their applications.

- assessment of the current evaluation-related training, technical assistance, and informational needs of juvenile justice state, tribal, and local entities.

At the end of the first year, the grantee should plan to submit a comprehensive report that summarizes the anticipated activities and deliverables for the project's second and third years. These activities and deliverables should be based on the field's identified needs and gaps.

In the project's third year, the grantee should plan to conduct a National Juvenile Justice Evaluation Workshop in collaboration with 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 $500,000. Based on performance and the availability of funds, supplemental awards may be made for two additional years of up to $500,000 for each year. Applicants should submit one yearly budget totaling as much as $500,000 for the first year of this project, using the budget detail worksheet.

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

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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.

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:

Objectives	Performance Measures	Data Grantees Provide
To develop and provide a range of training, technical assistance, and resources that enhance the capacity of juvenile justice-related state, tribal, community organizations to carry out and participate in evaluations of their strategies, programs, and activities.		During the reporting period:
	Number of training requests received.	Number of training requests received.
	Number of technical assistance requests received.	Number of technical assistance requests received.
	Number of program materials developed.	Number of program materials developed.
	Number of planning or training events held.	Number of planning or training events held.
	Number of people trained.	Number of people trained.
	Percentage of people exhibiting increased knowledge of the program area.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).

	Number of program policies changed, improved, or rescinded.	Number of program policies changed, improved, or rescinded.
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	Number of organizations that receive training and technical assistance.
		Number of organizations reporting improvements in operations based on training and technical assistance.

For information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at 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. 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. 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 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 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. Access information about CCR registration procedures 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. 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 16.540, titled Juvenile Justice and Delinquency Prevention_Allocation to States and the funding opportunity number is OJJDP-2010-2778.

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 <u>not</u> 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 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 briefly describe the nature and scope of the problem that the program will address and describe the effects of the problem on the juvenile justice community. Applicants should describe any previous or current attempts to address the problem.

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 be cognizant of the performance measures that will be required of successful applicants.

Goals. Applicants should 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 should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results that should be clearly linked to the problem 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.) 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 should detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged to adopt a project design that will facilitate the gathering of data on the required performance measures.

Logic Model. Applicants should 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. The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 12.

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). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 12. 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 must 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 the applicant calculated it. 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 justify all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs (if applicable).

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.

Accounting System and Financial Capability Questionnaire

First time applicants and non-profit, for-profit, faith-based organizations that have not previously received funding from OJP 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 need not 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 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.

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 10)

- 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/MOUs 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 (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 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, all final grant award decisions will be made by the Assistant Attorney General (AAG), 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.

- 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

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

Eligibility
_____ 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 per year.**

The Application Components:
_____ Statement of the Problem
_____ Project Abstract
_____ Project Design and Implementation
_____ Performance Measures Requirements
_____ 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
_____ Project Timeline
_____ Logic Model
_____ Résumés
_____ Position Descriptions
_____ Letters of Support/MOUs
_____ Certifications
_____ Other Standard Forms, as Applicable, including
_____ Disclosure of Lobbying Activities
_____ Indirect Cost Rate Agreement
_____ Tribal Authorizing Resolution
_____ Accounting System and Financial Capability Questionnaire