



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 Evaluation of Second Chance Act Juvenile Mentoring Initiatives. This program furthers DOJ's mission by increasing our understanding of the effectiveness of combining mentoring with additional reentry strategies to assist youth in their return from juvenile justice residential facilities to the community.

OJJDP FY 2011 Evaluation of Second Chance Act Juvenile Mentoring Initiatives

Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). (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 11:59 p.m., Eastern Time, on March 7, 2011. (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. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, call Barbara Tatem Kelley, Program Manager, at 202-616-9517 or e-mail barbara.kelley@usdoj.gov.

Grants.gov number assigned to this announcement: OJJDP-2011-2892

Release Date: January 6, 2011

Contents

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Program-Specific Information	3
Performance Measures.....	6
Project Evaluations	6
How To Apply.....	7
What an Application is Expected to Include.....	9
Standard Form-424 (SF-424).....	9
Program Narrative.....	9
Budget Detail Worksheet and Budget Narrative	14
Indirect Cost Rate Agreement.....	15
Tribal Authorizing Resolution	15
Other Attachments	15
Other Standard Forms	16
Selection Criteria.....	16
Review Process	16
Additional Requirements.....	17
Appendix: Application Checklist.....	19

OJJDP FY 2011 Evaluation of Second Chance Act Juvenile Mentoring Initiatives (CFDA #16.812)

Overview

OJJDP seeks to conduct a comprehensive process and rigorous impact evaluation of the Second Chance Act Juvenile Mentoring Initiative to determine the effectiveness of combining mentoring with other reentry services for participating juvenile offenders during their confinement, through their transition back to the community, and post-release. OJJDP will select one national evaluator to assess the implementation of these programs and their impact on service delivery and key outcomes for participating youth, including recidivism. This program will be authorized by an Act appropriating funds for the Department of Justice.

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 11:59 p.m., Eastern Time, March 7, 2011. See "How To Apply," page 7, for details.

Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forego any profit or management fee.

Applicants must demonstrate that they have conducted similar types of evaluations of the process and impact of national and/or multi-site programs. OJJDP encourages applicants to consider utilizing interdisciplinary evaluation teams to fully address the breadth of issues relevant to the goals and strategies of mentoring and juvenile reentry projects.

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

Program-Specific Information

OJJDP is committed to providing youth who are held in juvenile facilities with interventions and services to support their successful transition back into the community. All too often, delinquent youth who return to the community are ill-prepared to meet the challenges they face, as evidenced by high rates of recidivism. When youth re-engage in delinquency, they not only jeopardize their own futures, but also take a toll on society in terms of reducing public safety, victimizing community members, and extending their justice system involvement.

Under the Second Chance Act Juvenile Mentoring Initiative, OJJDP provides grants to communities to support a combination of mentoring and other transitional services essential to positive reentry. The initiative's goals are to reduce recidivism among juvenile ex-offenders, increase the safety of communities, and enhance the capacity of local partnerships to address the needs of juvenile ex-offenders returning to their communities. OJJDP first solicited applications for this initiative in FY 2009 and funded 11 for 3-year project periods. In FY 2010, OJJDP solicited applications for this initiative and funded nine for 3-year project periods. In FY 2011, OJJDP is again soliciting applications for this initiative and anticipates awarding a third round of projects.

During Stage One of the Evaluation of Second Chance Act Juvenile Mentoring Initiatives, the evaluation team will: (1) conduct a preliminary investigation of the process of program implementation at those project sites initially funded in FYs 2009, 2010, and 2011; and (2) complete a literature review on evidence-based practices related to mentoring and reentry. During Stage Two, the evaluation team will launch a comprehensive process and impact evaluation of the project sites newly funded in FY 2013. (See "Program Design/Implementation on page 11.)

Purpose

The Evaluation of Second Chance Act Juvenile Mentoring Initiatives is designed to generate rigorous evidence on the effectiveness of combining mentoring with additional reentry strategies. OJJDP will collaborate with the successful applicant to guide program development and the evaluation for this initiative.

Deliverables

The deliverables of the program are as follows:

- detailed progress reports to OJJDP every 6 months of the project period that describe the status of the evaluation, methodological and implementation issues, progress toward the project goals, and other issues relevant to the study's completion
- several reports, one of which, based on study findings, will document the theoretical and implementation issues of the research questions in a manner suitable for publication, at OJJDP's discretion, preferably in a peer-reviewed journal. The successful applicant will summarize this longer report in a second shorter version suitable for an OJJDP bulletin. The final grant report should be a detailed summary of the entire project and include both process and outcome evaluation information.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be

evidence-based. This Evaluation of Second Chance Act Juvenile Mentoring Initiatives is intended to generate valuable evidence regarding program effectiveness.

Amount and Length of Awards

OJJDP anticipates awarding one cooperative agreement for as much as \$3 million for an award period of as long as 5 years. This amount is for the entire award period. OJJDP does not anticipate making additional awards in subsequent years.

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.
- providing guidance in significant project planning meetings and participating 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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/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 OJJDP. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their applications. Unless applicants submit a waiver request and justification, they should anticipate that OJJDP will request that they 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 the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, 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 Measure(s)	Data Grantee Provides
To implement a process and outcome evaluation of OJJDP projects supported under the Second Chance Act Juvenile Mentoring Initiative.		OJJDP will determine program performance. Grantees will submit relevant reports and deliverables as part of their progress reporting or as special reports to OJJDP.
	Percentage 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.
	Percentage of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence.	Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application is Expected to Include,” page 9, for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute research. Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined 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). For

additional information on determining whether a proposed activity would constitute research, see the decision tree on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

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 Institutional Review Board approval, and it must explain the applicant’s procedures for obtaining informed consent and minimizing risks.

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

For more information about OJJDP performance measures, see <http://www.ojjdp.ncjrs.gov/grantees/pm/index.html>.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at www.fsr.gov.

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

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. Applicants who experience difficulties during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726. 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 registration. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS 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. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com.

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. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An 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 16.812, titled "Second Chance Act Prisoner Reentry Initiative," and the funding opportunity number is OJJDP-2011-2892.
6. **Submit an Application Addressing All Solicitation Requirements.** Within 24-48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. **Important:** OJJDP urges applicants to submit their applications 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.

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."

Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit their applications. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must

e-mail a description of their technical difficulties, a timeline of submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application 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 environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of 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 should 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 be made to make an award, it 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 some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative and budget detail worksheet or a budget narrative, will neither proceed to peer review nor receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that resumes be included in a single file.

Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at www07.grants.gov/assets/SF424Instructions.pdf.

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 should 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. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives 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 stipulated for this evaluation.

- **Statement of the Problem**

Applicants must briefly describe in the program narrative how they would conduct the proposed evaluation according to the parameters outlined in this solicitation to advance knowledge regarding the process and impact of implementation of Second Chance Act Juvenile Mentoring Initiatives.

Applicants should conduct a preliminary literature review and describe research or evaluation studies that relate to juvenile recidivism and contribute to the applicant’s understanding of its causes and potential solutions. (Note: OJJDP requires applicants to describe how they would conduct a more comprehensive literature review on evidence-based practices related to mentoring and reentry during Stage One of this evaluation. See “Stage One: Review Literature on Mentoring and Juvenile Reentry,” page 12, for additional information).

Project Abstract. Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and should 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 should focus on short-term and intermediate outcomes (see “Performance Measures Requirements,” below). The abstract should describe how the applicant will measure progress toward these goals.

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

Goals. Applicants should describe the goals of the evaluation.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. The successful applicant will describe how they would advance the following evaluation objectives:

- reviewing the evidence on the effectiveness of youth mentoring and reentry interventions.
- evaluating the process pilot projects employ to implement OJJDP's Second Chance Act Juvenile Mentoring Initiative.
- identifying the criteria that project sites use to select target youth.
- identifying the specific strategies that project sites are implementing.
- analyzing whether a hybrid model with specified mentoring and reentry intervention components should be developed for testing.
- assisting OJJDP in the specification of what program components FY 2013 project sites will be required to implement, possibly articulating a hybrid model approach.
- participating in OJJDP's assessment of how well new sites implement the FY 2013 specified approach or program model and cooperate with the evaluation team to gather rigorous evidence, preferably using an experimental or quasi-experimental evaluation design.
- developing and implementing a rigorous outcome evaluation methodology to assess the impact of program participation on target youth.
- examining the costs associated with program implementation.
- analyzing data and report findings from the process and impact evaluations to provide guidance for practitioners and policy-makers.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6.) OJJDP does not require applicants to submit performance measures data with their applications. 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, as well as 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 pre-award. (See www.ojjdp.ncirs.gov/grantees/pm/faq.html for more information).

- **Program Design/Implementation**

Applicants should detail how they will operate the project throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. OJJDP anticipates sequencing the evaluation activities in two major stages. **Applicants should address how they would design and implement this evaluation in keeping with the stages described below.**

Stage One: Conduct Preliminary Process Assessment

During the first 18 months of the project period, the evaluation team will investigate the process of program implementation at those pilot sites initially funded in FYs 2009, 2010, and 2011. The

evaluation team will gather and analyze information on such topics as how these projects define their target youth, what specific program strategies/components they implement, what measurable objectives the projects track, and which agencies/organizations are participating. This will provide essential information as OJJDP considers various options for stage two, such as (1) developing a more prescriptive model program strategy for testing *versus* (2) continuing to support project diversity with sites exercising considerable discretion in their selection of target youth, program strategies, objectives, and participating agencies or organizations. As OJJDP and the evaluation team refine the overall programmatic approach of this initiative, the evaluation team should revisit and revise its preliminary evaluation design, as needed.

Stage One: Review Literature on Mentoring and Juvenile Reentry

Also during Stage One, the evaluators will conduct a literature review on evidence-based practices related to mentoring and reentry. OJJDP will encourage evaluators to identify and review published literature and explore whether unpublished sources of research or evaluation data are available and appropriate for inclusion. Researchers and evaluators have produced substantial literature on each of these topics separately and identified key features of mentoring and reentry/aftercare programming that have demonstrated efficacy. Some of this discussion has been summarized in OJJDP's *Model Programs Guide*, which may be found at www2.dsgonline.com/mpg/.

A key challenge for this evaluation team is to synthesize the literature on both topics to increase our understanding of how mentoring and other transitional interventions might best be integrated to advance an evidence-based "hybrid" model for effective youth case management and programming during incarceration, transition, and return to the community. (OJJDP does not intend for this literature review to entail a meta-analysis of data from the literature, but rather the team should incorporate into its review any existing relevant meta-analyses findings.)

Stage Two: Conduct Process and Impact Evaluation

During stage two, the team should launch the full process and impact evaluation, focusing its efforts on sites newly funded in FY 2013. This will allow the team to observe and document the process of program implementation as it unfolds and to ensure consistent adherence to the impact evaluation design parameters. By the conclusion of the evaluation project period, the evaluation team will complete data analysis, report writing, and data archiving.

Evaluation Design Considerations

OJJDP is open to considering a variety of methodological approaches to investigate this program. Applicants should provide a description of their proposed evaluation design in which they clearly address the following:

- the theory underlying the proposed implementation of mentoring and reentry services for juvenile offenders.
- research/evaluation questions they will investigate, including key process and outcome indicators.
- data collection elements, sources, instruments/protocols, and timeframes.

- sample considerations, such as recommended size, use of random assignment or comparison groups, and procedures for safeguarding sample selection.
- plans for protecting human subjects (see “Project Evaluations,” page 6).
- data collection management, quality control, and maintenance.
- preliminary data analysis plans.
- plan to provide evaluation support and feedback to project sites during the course of the investigation.
- preliminary plans for interim and final report development and information dissemination.

OJJDP will give preference to rigorous experimental designs that include random assignment of participants, when feasible, or the development of quasi-experimental designs.

OJJDP encourages applicants to consider ways to incorporate an interdisciplinary perspective and, where appropriate, inclusion of multiple sources of data on key variables or outcomes into the evaluation design.

The evaluator should be prepared to work with OJJDP and the project sites throughout the project period to acquire the relevant program information, to refine the evaluation design, to collect project implementation and youth participant data, to assess the integrity of program implementation within the context of each project site’s setting, to evaluate the impact of program participation for individual youth, and to provide timely feedback to project sites.

Due to the complexities associated with advancing program model development and generating evidence on the effectiveness of youth service delivery that spans multiple disciplines, OJJDP plans to establish an advisory committee for this evaluation. OJJDP will work with the award recipient to assist them with establishing the advisory committee, whose purpose is to provide the national evaluator with ongoing review and input on how best to design the evaluation, to implement the design, to analyze the results, and to present findings that address issues of concern to practitioners and policy-makers. The composition of the advisory group would be limited to approximately three to five individuals, with an emphasis on including experts who complement the relevant subject matter expertise of the evaluation team and individuals who have conducted national program evaluations. Applicants should discuss how they would utilize an advisory committee and budget for no less than one meeting every 6 months during stage one and no less than one meeting per year during stage two.

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 15. 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 the applicant will use to implement and manage this effort and its associated federal funding, highlighting previous research and evaluation projects. Applicants should show that they have conducted similar types of national and/or multi-site evaluations of program design and impact.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants should provide signed and dated letters of support or memoranda of understanding 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 Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they 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 should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should 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 should 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 the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes

but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

Tribal Authorizing Resolution

If an application is being submitted by either (1) a tribe or tribal organization or (2) 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 membership should 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 should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

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 13)
- 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 14)

- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service
- evidence of for-profit status, e.g., copy of articles of incorporation.

Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

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

1. Statement of the Problem (15 points)
2. Performance Measures Requirements (5 points)
3. Program Design and Implementation (50 points)
4. Capabilities and Competencies (20 points)
5. Budget (10 points)

See "What an Application is Expected to Include," page 9, for 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 and its requirements.

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. A peer review panel will evaluate, score, and rate all 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, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet 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 Administrator of the OJJDP, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Due to the complex nature of this project and the necessity of the evaluator to work efficiently with pilot sites throughout the duration of the project, OJJDP may conduct site visits/interviews with the applicants prior to making an award.

OJJDP usually notifies successful applicants by a GMS e-mail prior to September 30. OJJDP will notify unsuccessful applicants after September 30 by e-mail or U.S. mail.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement 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)
- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review
- Non-Supplanting 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
- Active CCR Registration.

Appendix: Application Checklist

OJJDP FY 2011 Evaluation of Second Chance Act Juvenile Mentoring Initiatives

This application checklist has been created to assist in developing an application.

Eligibility Requirements:

- State (including territories)
- Unit of local government (including federally recognized tribal governments)
- Nonprofit and for-profit organization (including tribal nonprofit and for-profit organizations)
- Institution of higher education (including tribal institutions of higher education)
- Applicant has conducted national and/or multisite process and impact evaluations
- The federal amount requested is \$3 million or less for the entire award period.**

What an Application is Expected to Include:

- Application for Federal Assistance (SF-424). (see page 9)
- Program Narrative (see page 9)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Statement of the Problem.
 - Performance Measures Requirements
 - Project Abstract
 - Program Design and Implementation
 - Capabilities/Competencies
- Budget Detail Worksheet and Budget Narrative (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 15)
- Additional Attachments (see page 15)
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions for all key positions
 - letters of support/memoranda of understanding from partner organizations
 - evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
 - evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable
- Other Standard Forms, Certifications, and Other Components, as applicable including: (see page 16)
 - DUNS number
 - CCR registration
 - Certifications
 - Disclosure of lobbying activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)