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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 applicants for its Fiscal Year (FY) 2011 Nonparticipating State Program: Wyoming. This program furthers DOJ's mission by assisting Wyoming in developing a range of secure and nonsecure alternatives for juveniles in custody and in revising policies and implementing procedures to address compliance with the core requirements of the Juvenile Justice and Delinquency Prevention Act.

## OJJDP FY 2011 Nonparticipating State Program: Wyoming

### Eligibility

Applicants are limited to public and private nonprofit agencies (including tribal organizations) operating in Wyoming. (See "Eligibility," page 3.)

### Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 9.) All applications are due by 11:59 p.m., Eastern Time, on May 31, 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](mailto: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 Elissa Rumsey, Compliance Monitoring Coordinator, at 202-616-9279 or e-mail [Elissa.Rumsey@usdoj.gov](mailto:Elissa.Rumsey@usdoj.gov).

Grants.gov number assigned to this announcement OJJDP-2011-2931.

**Release Date: February 9, 2011**

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# OJJDP FY 2011 Nonparticipating State Program: Wyoming (CFDA #16.540)

## Overview

Wyoming has chosen not to participate in the Formula Grants Program, Title II, Part B of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (JJDP Act). As such, the state is ineligible to receive the FY 2011 Title II Formula Grants Program allocation authorized under Sections 221-3 of the JJDP Act (42 U.S.C. Sections 5631-3). Accordingly, OJJDP will competitively award the state's allocation through the Nonparticipating State Program: Wyoming.

## Deadlines: Registration and Application

Registration with [Grants.gov](http://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, on May 31, 2011. See "How to Apply," page 9, for details.

## Eligibility

Applicants are limited to public and private nonprofit agencies (including tribal organizations) operating in Wyoming.

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

The State of Wyoming has elected not to participate in the JJDP Act's Formula Grants Program. OJJDP expects that Wyoming will not submit a program plan for the FY 2011 Formula Grants Program.

Pursuant to Section 223(d) of the JJDP Act, if a state fails to submit a plan, or submits a plan that does not meet the requirements of the JJDP Act, the OJJDP Administrator shall make the Formula Grants Program fund allocation available to public or private nonprofit agencies within the state. The recipient agency must use the funds solely to carry out activities that support compliance with the core requirements. These statutory requirements are as follows:

**Section 223(a)(11)** provides that "juveniles who are charged with or who have committed an offense that would not be criminal if committed by an adult, excluding juveniles who are charged with or have committed a violation of section 922(x)(2) of Title 18, United States Code, or of a similar State law; juveniles who are charged with or who have committed a violation of a valid court order; and juveniles who are held in accordance with the Interstate Compact on Juveniles as enacted by the State; shall not be placed in secure detention facilities or secure correctional facilities; and juveniles who are not charged with any offense; and who are aliens; or alleged to

be dependent, neglected, or abused; shall not be placed in secure detention facilities or secure or correctional facilities.”

**Section 223(a)(12)** provides that “juveniles alleged to be or found to be delinquent or juveniles within the purview of paragraph (11) will not be detained or confined in any institution in which they have contact with adult inmates.”

**Section 223(a)(13)** provides that “no juvenile shall be detained or confined in any jail or lockup for adults except juveniles who are accused of nonstatus offenses who are detained in such jail or lockup for a period not to exceed 6 hours for processing or release; while awaiting transfer to a juvenile facility; or in which period such juveniles made a court appearance; and only if such juveniles do not have contact with adult inmates and only if there is in effect in the State a policy that requires individuals who work with both such juveniles and adult inmates in collocated facilities have been trained and certified to work with juveniles; juveniles who are accused of nonstatus offenses, who are awaiting an initial court appearance that will occur within 48 hours after being taken into custody (excluding Saturdays, Sundays, and legal holidays), and who are detained in a jail or lockup) in which such juveniles do not have contact with adult inmates; and there is in effect in the State a policy that requires individuals who work with both such juveniles and such adult inmates in collocated facilities have been trained and certified to work with juveniles; and that is located outside a metropolitan statistical area (as defined by the Office of Management and Budget) and has no existing acceptable alternative placement available; is located where conditions of distance to be traveled or the lack of highway, road, or transportation do not allow for court appearances within 48 hours (excluding Saturdays, Sundays, and legal holidays) so that a brief (not to exceed an additional 48 hours) delay is excusable; or is located where conditions of safety exist (such as severely adverse, life-threatening weather conditions that do not allow for reasonably safe travel), in which case the time for an appearance may be delayed until 24 hours after the time that such conditions allow for reasonable safe travel.”

**Section 223(a)(22)** provides that the states “will address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come in contact with the juvenile justice system.”

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

The goal of this program is to provide funding to public or private nonprofit organization(s) within the state to carry out activities that support Wyoming State compliance with Sections 223(a)(11), (12), and (13) of the JJDP Act. The following activities are appropriate:

- providing qualified staffing to implement the Nonparticipating State Program, including at least one full-time project manager and one full-time compliance monitor.
- working with the Wyoming State Advisory Group to address state laws that allow for the secure detention of juveniles in a manner inconsistent with the core requirements of the JJDP Act.
- developing and implementing local and statewide policies regarding juveniles in secure confinement that are consistent with the JJDP Act, specifically, policies that will reduce violations of sections 223(a)(11), (12), and (13).

- involving schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups in reform efforts to increase coordination and cooperation within the juvenile and criminal justice systems.
- creating a flexible network of services and programs that responds to local jurisdictions' needs and capabilities and that can be sustained with local resources. This network should be based on a strategy that focuses on jurisdictions with the greatest barriers to meeting the core requirements of the JJDP Act. These services include, but are not limited to, the following:
  - appropriate secure and nonsecure juvenile facilities for the detention of juvenile offenders.
  - intensive supervision in the juvenile's home as a placement alternative and the use of home detention, including electronic monitoring, when safe and appropriate.
  - emergency foster care, shelter care, group care, and independent living arrangements.
  - crisis intervention services, short-term residential crisis intervention programs, and nonsecure holdovers that can be used for conflict mediation, emergency holding, and the provision of emergency attention for youth with physical or emotional problems.
- providing appropriate and consistent onsite training and technical assistance to all facilities in Wyoming (e.g., police departments, sheriff's departments, adult jails, court holding facilities, juvenile detention facilities, juvenile training schools, and adult prisons) with the capability of holding juveniles, pursuant to public authority.
- implementing uniform and consistent data collection efforts at all facilities in Wyoming that hold juveniles securely, pursuant to public authority.

The JJDP Act also requires states to address juvenile delinquency prevention and system improvement efforts to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system. OJJDP requires that when a state determines that disproportionate minority contact (DMC) exists, the state, in its Formula Grants Comprehensive 3-Year Plan and plan updates, must describe specific delinquency prevention and system-improvement efforts to reduce DMC within its juvenile justice system; this includes law enforcement, courts, and corrections. In lieu of a 3-year plan, the applicant should describe the extent of DMC, if it exists, and describe activities the applicant will undertake during the project period to reduce DMC.

Recognizing the complexity of this issue, OJJDP has developed a five-phase approach to DMC reduction. The applicant should describe their efforts in meeting the following requirements for addressing DMC:

- a. Identification – identify the extent to which DMC exists.
- b. Assessment – examine and determine the factors that contribute to DMC, if it exists.

- c. Intervention – develop and implement delinquency prevention and systems improvement strategies to reduce DMC.
- d. Evaluation – evaluate the efficacy of intervention strategies.
- e. Monitoring – track any changes in DMC trends over time.

The applicant can review the *DMC Technical Assistance Manual, 4<sup>th</sup> edition* to find more detailed information regarding this five-phase DMC reduction cycle. This publication is available on the OJJDP Web site at [www.ncjrs.gov/html/ojjdp/dmc\\_ta\\_manual/index.html](http://www.ncjrs.gov/html/ojjdp/dmc_ta_manual/index.html).

### **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.

For additional information on evidence-base programs, see OJJDP's *Model Programs Guide* at [www.ojjdp.gov/mpg](http://www.ojjdp.gov/mpg).

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

OJJDP will award to the successful applicant as much as \$570,000<sup>[2]</sup> through a cooperative agreement for a project period of 2 years. The award recipient must use at least \$513,000—either directly, or through subgrants to or contracts with local public or private nonprofit agencies—to provide services to reduce violations of the JJDP Act. The award recipient may retain as much as \$57,000 to manage the subgrants and/or contracts and coordinate and provide technical assistance and training to the subgrantees and/or contractors. OJJDP will require the award recipient to contract with federally-recognized Indian tribes for approximately \$21,286, the same amount that OJJDP would have required the state to disburse to the tribes.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that the Office will make any awards under this solicitation not later than September 30, 2011.

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

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<sup>[2]</sup> This amount is derived from a FY 2011 state allocation of \$600,000 less \$30,000, which OJJDP will award to the Wyoming Department of Family Services to support the activities of the Wyoming State Advisory Group on Juvenile Justice.

- 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, award recipients may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee at a rate that exceeds 110 percent 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](http://www.opm.gov/oca/11tables/indexSES.asp).) 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. (OJJDP will not consider any such additional compensation to be matching funds where match requirements apply.)

The Assistant Attorney General for OJP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their application. Unless applicants submit a waiver request and justification with their application, they should anticipate that OJP 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 they will provide, 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:

Objectives	Performance Measure(s)	Data Grantee Provides
<p>To develop and support alternatives to secure confinement for delinquent and status offending youth in those localities that hold juveniles in violation of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended.</p> <p>To reduce the violations of the following JJDP Act core requirements by 10 percent:</p> <ul style="list-style-type: none"> <li>• sight and sound separation</li> <li>• deinstitutionalization of status offenders</li> <li>• jail removal.</li> </ul> <p>To identify the percentage of minority youth in contact with the justice system at each of OJJDP's specified nine DMC contact points.</p>	<p>The following are mandatory measures for the grant recipient.</p> <p>Percentage increase in number of partner organizations involved in the reform effort, includes schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups.</p> <p>Percentage increase in number of organizations with whom the grantee has coordinated program activities.</p> <p>Percentage increase in the number of training events conducted.</p> <p>Percentage increase in the number of new local/statewide policies regarding juveniles in secure confinement established or enhanced.</p> <p>Percentage decrease in violations of each of the following JJDP Act core requirements:</p> <ul style="list-style-type: none"> <li>• sight and sound separation</li> <li>• deinstitutionalization of status offenders</li> <li>• jail removal.</li> </ul> <p>Percentage increase in the number of DMC contact points for which data are collected and reported.</p>	<p>Number of partner organizations involved in the reform effort at the start of the program period.</p> <p>Number of partner organizations involved in the reform effort during the reporting period.</p> <p>Number of organizations with whom the grantee has coordinated program activities.</p> <p>Number of training events conducted at the start of the program period.</p> <p>Number of training events conducted during the reporting period.</p> <p>Number of policies in place at the start of the program period.</p> <p>Number of new policies established or enhanced during the reporting period.</p> <p>Number of violations for each of the core requirements at the start of the program period and during the report period.</p> <p>Number of DMC contact points for which data are collected and reported at start of the program period.</p> <p>Number of DMC contact points for which data are collected and reported during the reporting period.</p>

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 11, 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 the 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](http://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.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/index.html](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.fsrs.gov](http://www.fsrs.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](http://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](http://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](http://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](http://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 16.540, titled "Juvenile Justice and Delinquency Prevention Allocation to States," and the funding opportunity number is OJJDP-2011-2931.
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](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 some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative, budget detail worksheet or a budget narrative will neither proceed to peer review nor receive further consideration

OJP 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 applicants include resumes in a single file.

### **Standard Form-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](http://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 must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/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 identified in the previous section.

- **Statement of the Problem**

Applicants must demonstrate a clear understanding of the core requirements of the JJDP Act of 1974, as amended, and the manner in which they are addressed—or not addressed—in jurisdictions across Wyoming. In the context of defining the problem, applicants must provide and discuss data demonstrating the current rates of noncompliance with the JJDP Act.

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

**Project Abstract.** Applicants 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 must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives 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 OJJDP will require successful applicants to provide.

**Goals.** Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Applicants must set forth their vision for systematically improving Wyoming's adherence to the core requirements of the JJDP Act.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives must be quantified, measurable, and attainable within the 2-year project period and must be congruent with the overall project's goals and objectives (as listed on pages 4-6 of this announcement).

**Performance Measures.** OJJDP requires award recipients to collect and report data in support of performance measures (see "Performance Measures," page 7.) OJJDP requires grantees under the Nonparticipating State Program to submit semiannual progress reports, including the reporting of performance measure data. Applicants should provide a written statement of their commitment to collect and report data pertaining to the identified performance measures.

- **Project/Program Design and Implementation**

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

Specifically, applicants must describe how, in cooperation with the Wyoming State Advisory Group, they will affect the following:

- state laws regarding the placement of juveniles in adult jails and lockups, status offenders and nonoffenders in secure detention or correctional facilities, and issues surrounding the removal of such juveniles from those facilities.
- state and local jurisdictions' understanding of and compliance with the core requirements of the JJDP Act, specifically, how the development and implementation of alternative placement to adult jails and lockups will reduce violations of the JJDP Act.
- state legislative, judicial, and executive branch activities related to the supervision and protection of status offenders and nonoffenders and jail removal.
- delinquency prevention and system improvement efforts to reduce DMC within the juvenile justice system and the capacity to evaluate the effectiveness of such efforts and monitor DMC trends.
- development and maintenance of an effective working relationship among the applicant, the Wyoming State Advisory Group, and the Wyoming Department of Family Services to coordinate the project's efforts to meet the JJDP Act's core requirements.

Applicants should detail any leveraged resources from local sources, cash or in-kind, to support the project and discuss plans for sustainability beyond the project period. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

**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](http://ojjdp.ncjrs.gov/grantees/performance.html). The applicant should submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 16.

**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 applicant should submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 16. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should clearly and evidently connect management and staffing patterns to the project design described in the previous section. Applicants should describe the experience and capability of their organization and any contractors that they will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Applicants must demonstrate that they have discussed this program with local and state elected public officials or their staffs; the Wyoming State Advisory Group; the Wyoming Department of Family Services; and such key decision makers as juvenile court judges, juvenile justice-related associations, the boards of public and private youth-service providers, and other groups whose participation is essential to the program's success. Applicants must describe how they will obtain this collaborative involvement on the part of such stakeholders.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under "Eligibility" on 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 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](http://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](http://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](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

### **Tribal Authorizing Resolution (if applicable)**

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 should be included with the application. In those instances where 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.

- logic model (see “Logic Model,” page 14)
- timeline or milestone chart (see “Timeline,” page 14)
- 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 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](http://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:

- Statement of the Problem (10 points)
- Performance Measures Requirements (20 points)
- Program Design and Implementation (40 points)
- Capabilities/Competencies (20 points)
- Budget (10 points)

See “What an Application Is Expected To Include,” page 11, 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 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, 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.

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](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)
- 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 Nonparticipating State Program: Wyoming

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

#### Eligibility Requirements:

- Federally recognized tribe
- The amount requested does not exceed \$570,000

#### What an Application Is Expected to Include:

- Application for Federal Assistance (SF-424) (see page 11)
- Program Narrative (see page 12)
  - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
  - Statement of the Problem
  - Performance Measures Requirements
  - 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 16)
  - timeline or milestone chart
  - résumés of all key personnel
  - job descriptions for all key positions
  - letters of support/MOUs 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, (see page 16) including:
  - DUNS number
  - CCR registration
  - Certifications
  - Disclosure of lobbying activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)