



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 Disproportionate Minority Contact (DMC) Community and Strategic Planning Project. This project furthers DOJ's mission by providing funding to the states to develop effective strategies to reduce disproportionate minority contact throughout their juvenile justice systems.

OJJDP FY 2011 Disproportionate Minority Contact Community and Strategic Planning Project

Eligibility

Only the agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds. Applicants that do not meet this criterion are ineligible to apply under this solicitation. (See "Eligibility," page 3.)

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 6.) All applications are due by 11:59 p.m., Eastern Time, on June 27, 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. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center at 1-877-927-5657 or via email to JIC@telesishq.com. Center hours of operation are 8:30 a.m. to 5:00 p.m., Eastern Time, Monday through Friday. On the solicitation close date, the Center will be open from 8:30 a.m. to 8:00 p.m., Eastern Time.

Grants.gov number assigned to this announcement: OJJDP-2011-2996.

Release Date: May 13, 2011

Contents

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Project-Specific Information	3
Performance Measures.....	5
Notice of New Post-Award Reporting Requirements	6
How To Apply.....	6
What an Application Is Expected To Include	8
Standard Form-424.....	8
Project Narrative	9
Budget Detail Worksheet and Budget Narrative	11
Other Attachments	11
Other Standard Forms	12
Selection Criteria.....	12
Review Process	12
Additional Requirements.....	13
Appendix: Application Checklist.....	15

OJJDP FY 2011 Disproportionate Minority Contact Community and Strategic Planning Project (CFDA #16.540)

Overview

Pursuant to Section 223(a)(22) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, states and territories must address specific delinquency prevention and system improvement efforts to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of minority juveniles who come into contact with the juvenile justice system. DMC exists if the rate with which specific minority group comes into contact with the juvenile justice system significantly differs from the rate of contact for non-Hispanic whites or other minority groups. The goal of OJJDP's DMC efforts is to ensure equal and fair treatment for every youth involved in the juvenile justice system. Thus, this project will provide funding to the states to implement state and/or local governing boards and to conduct an assessment of the local jurisdiction(s) juvenile justice system to determine the extent of DMC and possible contributing factors to reduce DMC in their juvenile justice systems. 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, on June 27, 2011. See "How To Apply," page 6, for details.

Eligibility

Only the agency that the chief executive (i.e., the governor) of each state designates is eligible to apply for these funds. The term "state" means any state of the United States, the District of Columbia, American Samoa, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands. Applicants that do not meet this criterion are ineligible to apply under this solicitation.

Project-Specific Information

OJJDP will require successful applicants to implement the Community and Strategic Planning Project curriculum and provide data and information to designated evaluators. Project funds must be used to implement state and/or local DMC governing boards or committees (e.g. law enforcement, courts, probation, juvenile detention administrators, education, parents, youth, etc.) and to hire local DMC coordinators in at least one and as many as three jurisdictions with the greatest rates of DMC based on the Relative Rate Index (e.g. more than 1.0 for arrests, referrals to court, petitions to court/charges filed, secure detention, cases resulting in delinquent findings, secure confinement, and transfers to adult court and less than 1.0 for diversion and probation), provide training to state and/or local juvenile justice stakeholders (e.g. law enforcement, courts, probation, juvenile detention administrators, education, parents, youth,

etc.), and to conduct an assessment of the local jurisdiction(s) juvenile justice system to determine the extent of DMC and possible contributing factors based on OJJDP's Community and Strategic Planning Project curriculum.

Goals, Objectives, and Deliverables

The project's goal is to help states and their targeted local DMC reduction sites create governing committees and/or boards to implement OJJDP's DMC Reduction Model. Grantees will have 12 months to implement OJJDP's Community and Strategic Planning Project's curriculum, which will include measuring the efficacy of state and local DMC governing committees and/or boards and if any of the recommendations from the local assessment(s) were implemented. The primary long-range impact is for state and local DMC governing committees to develop a viable strategic plan and engage juvenile justice and community stakeholders.

Process Evaluation

Under this project, OJJDP will require grant recipients to assist evaluators as they conduct a process evaluation of each state's project. Process evaluations identify the procedures undertaken and the decisions made in developing an intervention, and they describe the services delivered. Like performance measurement, process evaluations address whether the project was implemented according to expectations. However, by additionally documenting the project's development and operation, process evaluations allow OJJDP to assess the reasons for successful or unsuccessful performance and provide information for potential replication.

Note: Successful applicants will not incur any direct costs for conducting the process evaluation.

Amount and Length of Awards

OJJDP will make awards of as much as \$50,000 for a 12-month period from October 1, 2011, to September 30, 2012. This amount is for the entire award period. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Indirect costs are not allowed under this solicitation. Indirect costs are organizational costs that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. The cost of operating and maintaining facilities, depreciation, and administrative salaries are examples of the types of costs that are usually treated as indirect. Additionally, OJJDP prohibits award recipients or subrecipients from paying any bonus or commission to any individual or organization for the purpose of obtaining approval of an application for award assistance. OJJDP considers bonuses to officers or board members of profit or nonprofit organizations to be a profit or fee and does not allow them.

Match Requirement: There is no match requirement under this solicitation.

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
<p>To implement OJJDP’s Community and Strategic Planning Project’s curriculum within 12 months that includes measuring the efficacy of state and local DMC governing committees and/or boards.</p>	<p>Number of planning or training events held.</p> <p>Number of people trained.</p> <p>Percentage of people trained exhibiting increased knowledge of the program area.</p> <p>Number of program policies implemented, changed, improved, or rescinded.</p> <p>Percentage of organizations reporting improvements in operations based on training and technical assistance.</p> <p>Percentage of those served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after T&TA.</p>	<p>Number of planning or training events held.</p> <p>Number of people trained.</p> <p>Number of people filling out a pre- and post-test.</p> <p>Number of people exhibiting increased knowledge of the program area (determined by pre-and post-testing).</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Number of organizations that received training and technical assistance.</p> <p>Number of organizations reporting improvements in operations based on training and technical assistance.</p> <p>Total number served by training and technical assistance.</p> <p>Number of those served by T&TA who reported implementing an evidence-based program and/or practice during or after the T&TA.</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 8, for additional information.

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

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.

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 (FSRS), found at www.fsr.gov.

Please note also that 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 16.540 titled "Juvenile Justice and Delinquency Prevention Allocation to States" and the funding opportunity number is OJJDP-2011-2996.
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

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit its application. 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 the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov, 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 if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including 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 that do not respond to the scope of the solicitation, that do not meet the eligibility requirements, that do not request funding within the funding limit, that do not include a project 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., "Project 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 (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.

Project Narrative

Applicants must submit a project narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed project. The project narrative should be double-spaced with 1-inch margins, not exceeding 15 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 15," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 15-page limit. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the project narrative page count. If the project narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The project narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project 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 project's structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants should briefly describe the nature and scope of the problem that the project will address (e.g., disproportionate minority contact). Applicants should provide Relative Rate Index data for the state and at least three local jurisdictions with the greatest rates of DMC to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem and should also discuss whether they have a state and/or local governing committee and/or board to carry out OJJDP's DMC Reduction Model discussed in the *DMC Technical Assistance Manual 4th Edition* (www.ojjdp.gov/compliance/dmc_ta_manual.pdf). If so, the applicant should discuss the membership composition (e.g. law enforcement, courts, probation, juvenile detention administrators, education, parents, youth, etc.). Applicants should describe any DMC research or evaluation studies conducted in the state within the last 5 years that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions, if applicable.

Project Abstract. Applicants should include a project abstract as the first page of the project narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose 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 project and identify its objectives. When formulating the project's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

Goals. Applicants should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Project Objectives. Applicants should explain how the project will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: creating a local DMC board comprised of key juvenile justice and other stakeholders in targeted jurisdictions to reduce the arrest rates of minority youth or conducting a local assessment to determine the extent of DMC in targeted jurisdictions with the greatest rates of contact throughout the juvenile justice system).

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 5.) 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 records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of project records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project Design/Implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

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 11. 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 project'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 any previous experience implementing projects of similar design or magnitude.

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. Project funds can be used to support administration of the state and/or local governing committees or boards that includes hiring local DMC coordinators, consumable supplies and other meeting materials, and/or to conduct the local DMC assessment(s).

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted 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, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

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 how well the applicant interpreted and analyzed Relative Rate Index data when assessing the Statement of the Problem. Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- Timeline or milestone chart (see “Timeline,” page 10)
- Relative Rate Index (RRI) Matrices statewide and for three or more local jurisdictions with the greatest rates (i.e. more than 1.0 for arrest, referrals to court, petitions to court/charges filed, secure detention, secure confinement, and transfers to adult court and less than 1.0 for diversion and probation) of DMC
- DMC research and/or assessment studies conducted within the last 5 years
- State DMC Committee/Governing Board roster.

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 to be submitted in GMS prior to the receipt of any award funds).
- [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 (30 points)
2. Performance Measures Requirements (10 points)
3. Project Design and Implementation (40 points)
4. Capabilities and Competencies (10 points)
5. Budget (10 points)

See “What an Application Is Expected To Include,” page 8, 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.

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.

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
- Active CCR Registration

Appendix: Application Checklist

OJJDP FY 2011 Disproportionate Minority Contact Community and Strategic Planning Project

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

Eligibility Requirement:

_____ The federal amount requested is within the allowable limits of \$50,000.

What an Application is Expected To Include:

_____ Application for Federal Assistance (SF-424) (see page 8)

_____ Program Narrative (see page 9)

_____ Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)

_____ Project Abstract

_____ Statement of the Problem

_____ Performance Measures Requirements

_____ Project Design and Implementation

_____ Capabilities/Competencies

_____ Budget Detail Worksheet and Budget Narrative (see page 11)

_____ Other Attachments (see page 11)

_____ timeline or milestone chart (see "Timeline," page 10)

_____ Relative Rate Index (RRI) matrices statewide and for three or more local jurisdictions with the greatest rates of DMC

_____ DMC research and/or assessment studies conducted within the last 5 years

_____ State DMC Committee/Governing Board roster

_____ Other Standard Forms, Certifications, and Other Components, (see page 12) including:

_____ DUNS number

_____ CCR registration

_____ Certifications

_____ Disclosure of lobbying activities (if applicable)

_____ Accounting System and Financial Capability Questionnaire (if applicable)