



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is pleased to announce that it is seeking applications for its Fiscal Year (FY) 2012 National Juvenile Court Data Archive. This program furthers the Department's mission by collecting and maintaining the nation's primary source of detailed information on juvenile court case processing of delinquency and status offense cases.

OJJDP FY 2012 National Juvenile Court Data Archive

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), 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 forgo any profit or management fee. (See Eligibility, page 3.)

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 10.) All applications are due by 11:59 p.m. eastern time on May 7, 2012. (See Deadlines: Registration and Application, page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at **800-518-4726, 606-545-5035**, or via e-mail to support@grants.gov.
Note: Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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OJJDP FY 2012 National Juvenile Court Data Archive (CFDA #16.523)

Overview

The National Juvenile Court Data Archive (the Archive) houses the automated records of cases that courts with juvenile jurisdiction have handled. This solicitation will fund the annual collection, verification, and analysis of data that documents the activities of the juvenile justice court system and its response to law-violating and at-risk youth. The Archive will disseminate information on juvenile court case processing through Juvenile Court Statistics reports and fact sheets and make national and state-level data publicly accessible online. The Archive will also provide technical assistance to state and local data collection agencies to help them expand and improve their information systems and information sharing capabilities. Finally, the Archive will conduct a feasibility study to assess the level of effort required to expand the scope of the Archive to include data collection from juvenile dependency (child abuse and neglect) courts. This program is authorized by 42 U.S.C. 3796ee-10.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, applicants are urged to submit 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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 7, 2012. See How To Apply, page 10, for details.

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), 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 forgo any profit or management fee.

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

Program-Specific Information

Purpose

In the 1920s, the Children's Bureau developed the National Juvenile Court Data Archive project to obtain national statistics concerning cases of children and youth that juvenile courts handled. Following the passage of the Juvenile Justice and Delinquency Prevention Act (JJDP Act) in 1974, OJJDP assumed responsibility for the Archive, and the following year, awarded the

National Center for Juvenile Justice (NCJJ) a grant to administer and maintain the Archive. From 1975 to the present, the Archive has collected, documented, and analyzed millions of automated juvenile court case records and aggregate case counts.

The Archive now houses a sizable collection of automated juvenile court databases that support the study of a wide range of national and subnational juvenile justice issues. Currently, the Archive collects and processes data from contributing jurisdictions on more than 1 million juvenile court cases annually. The 2008 Juvenile Court Statistics report, the most recent edition, was based on analyses of case data from more than 2,300 courts with jurisdiction over 82 percent of the U.S. juvenile population.

OJJDP's continued support of the Archive ensures that researchers, policymakers, and the public have access to accurate information about the delinquency and status offense cases that U.S. courts with juvenile jurisdiction handle, based upon detailed, comprehensive data from juvenile justice agencies across the country.

Goals, Objectives, and Deliverables

The goal of the National Juvenile Court Data Archive is to maintain and expand the current Archive program and to continue to provide detailed information on juvenile court case processing of delinquency and status offense cases to assist juvenile justice research and policymaking efforts.

Objectives

- **Juvenile Court Case Data Collection and Processing.** State and local agencies voluntarily contribute case-level data and court-level aggregate statistics to the Archive. A key element to the archive's success is to develop and maintain strong relationships with data suppliers and reduce respondent burden. Applicants should explain in detail their strategy to maintain and build relationships with data suppliers to collect submissions of automated case-level data sets extracted from various information systems and how they will combine and aggregate these unique data sets to produce national estimates of U.S. juvenile court activity. Applicants should include information about their plans to:
 - Request and collect data from state and local agencies; enter into data sharing agreements (as necessary); and increase the number of participating agencies (see Technical Assistance below).
 - Review and analyze the quality of data submissions and follow up with data suppliers, as necessary.
 - Prepare raw data files for submission into the Archive national files.
 - Standardize data files and develop national estimates.
 - Prepare and maintain back-ups of all archived files.
 - Protect privacy interests.

As noted above, NCJJ has managed the Archive since 1975. In the event an award is made to a non-incumbent organization, OJJDP will provide the successful applicant with key foundational materials related to the Archive to assist in beginning the project activities, including documentation as to how national estimates have been calculated previously and all public Archive data files. However, the state-level raw data sets housed in the Archive are the property of the court or state agency that originally collected and contributed their data for use in this national reporting effort. Consequently, the grantee must work with individual court and state agencies to gain permission to access state data files from previous years and to set up agreements for future collections.

- **Juvenile Court Data Use and Dissemination.** OJJDP seeks to promote knowledge and use of the archived data to assist researchers, policymakers, and the general public in their understanding of U.S. juvenile court processing and youth whose cases these courts handle. Consequently, applicants should discuss how they will ensure dissemination of the data to a widespread audience and encourage the use of the data for secondary analysis. Applicants should include information about their plans to:
 - Prepare and transfer data for use in OJJDP’s Statistical Briefing Book (www.ojjdp.gov/ojstatbb/default.asp). This includes providing data files for use in OJJDP’s “Easy Access” tools: Juvenile Court Statistics and State and County Juvenile Court Case Counts (www.ojjdp.gov/ojstatbb/njcda/asp/products.asp).
 - Update and maintain the National Juvenile Court Data Archive Web site (www.ojjdp.gov/ojstatbb/njcda/).
 - Respond to requests for state-level data files ensuring all requirements and preconditions have been satisfied, including receipt of Internal Review Board approvals and permissions from the original data supplier.
 - Produce the annual Juvenile Court Statistics report for OJJDP (www.ncjj.org/pdf/jcsreports/jcs2008.pdf) for 3 consecutive years.
 - Produce two or three special OJJDP fact sheets annually (topics to be determined in consultation with OJJDP)
 - Respond to periodic information requests on behalf of OJJDP.
- **Juvenile Court Case Data Quality Improvement and Technical Assistance.** Increasing the number of jurisdictions that provide annual data to the Archive and improving the quality of the data submitted, ultimately leads to better national estimates and a more accurate representation of the nation’s juvenile courts. As a result, OJJDP places a significant emphasis on activities that will assist local jurisdictions in the development, improvement, and expansion of their juvenile court information systems. In addition, OJJDP seeks to provide technical assistance and training to help jurisdictions learn how to better utilize their own court data to improve their juvenile court systems. Applicants should include information about their plans to:
 - Improve and refine the Archive’s data processing procedures for standardizing data and producing national estimates.

- Monitor nonreporting jurisdictions and conduct outreach, as appropriate, to encourage their participation. OJJDP is particularly interested in increasing the participation of U.S. territories and tribal jurisdictions.
- Provide technical assistance to agencies to improve their court information systems. Note that technical assistance requiring a significant level of Archive resources will require prior approval by OJJDP and will be approved on a case-by-case basis.
- Plan and administer a Data Suppliers' Workshop every other year (2013 and 2015) to provide intensive technical assistance and support to Archive data suppliers.
- **Dependency Court Data Collection Feasibility Study.** Recently, interest has increased in crossover youth—children and youth who have a case in the dependency court and the delinquency court. Dependency court cases typically involve the protection of children who have been or are at risk of being abused, neglected, or abandoned. In addition to delinquency, crossover cases may also include children and youth who have committed a status offense or a child in need of care or supervision (CHINS) offense. In some states, the court with jurisdiction of dependency cases is the same court that has jurisdiction of delinquency, status offense, and CHINS cases.

Proposals should describe strategies to conduct a feasibility study to assess: (1) the number of Archive data suppliers that currently collect and could potentially report on dependency cases and delinquency and status offense cases (Note: information on current data suppliers is available in www.ncj.org/pdf/jcsreports/jcs2008.pdf); (2) the number of courts and the proportion of juveniles under court jurisdiction in dependency cases that this would represent; (3) the best approach to collect, review, and standardize dependency court data for submission into the Archive (including estimated level of effort); (4) recommendations on the variables that should be collected and standardized across delinquency and dependency cases; (5) the feasibility of identifying those children and youth identified as crossover; and (6) any important considerations and/or obstacles to the proposed plan.

Deliverables. Proposals should contain a description of products that the grantee will produce from the project. The successful applicant will submit relevant reports and deliverables to OJJDP that will be a part of their progress reporting or special reports and include the following:

- Maintenance and updates to the National Juvenile Court Data Archive Web page (www.ojjdp.gov/ojstatbb/njcda/).
- Data files for use in OJJDP's juvenile court-related Easy Access online tools: Juvenile Court Statistics and State and County Juvenile Court Case Counts, (www.ojjdp.gov/ojstatbb/njcda/asp/products.asp).
- Annual Juvenile Court Statistics report (www.ncj.org/pdf/jcsreports/jcs2008.pdf) for 3 consecutive years.
- OJJDP fact sheets, two or three annually (topics to be determined in consultation with OJJDP).

- Data Suppliers' Workshops (in 2013 and 2015).
- Dependency Court Feasibility Study.

Amount and Length of Awards

OJJDP will make one grant award for a 3-year project period. The award amount for the first year will be \$600,000. Applicants should submit a 1-year budget totaling as much as \$600,000, using the budget detail worksheet. OJJDP intends to supplement this award for an additional 2 years for as much as \$650,000 a year. OJJDP will make supplemental awards based on performance. Both the initial and supplemental award(s) are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its 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 to be done.

Minimization of Conference Costs. No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at www.ojp.usdoj.gov/funding/funding.htm.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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 carry, collect, and maintain the nation's primary source of detailed information on juvenile court case processing of delinquency and status offense cases.	<p>Percentage of deliverables (e.g., reports, manuscripts) completed on time.</p> <p>Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.</p>	<p>During the reporting period:</p> <p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</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 on page 12 for additional information.

Human Subjects and Confidentiality Requirements

The following requirements must be met for all applications that propose to conduct research and include human subjects. Research is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. 28 C.F.R. § 46.102(d).

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that most research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before federal funds are expended for that research. As a rule, persons who participate in federally funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data. 28 C.F.R. § 22.23. The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes." 28 C.F.R. § 22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. § 22.27.

Applicants selected for an award will be required to submit all appropriate IRB and privacy documents prior to spending OJP funds for research-related activities.

For additional information, visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at: www.ojp.usdoj.gov/funding/other_requirements.htm.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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.fsrs.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 will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726, 606-545-5035**, or via e-mail to support@grants.gov, 24 hours a day, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds 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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866–705–5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 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 CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that 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. The applicant organization’s DUNS number must be used to complete this

step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
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 16.523, titled "Juvenile Accountability Block Grants," and the funding opportunity number is OJJDP-2012-3262.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit 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.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

Experiencing Unforeseen 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 email the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the 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) the applicant has received. **Note: Requests are not automatically approved by OJJDP.** 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 environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Is Expected To Include

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 applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, and a Budget Detail Worksheet or a Budget Narrative.

OJP strongly recommends use of 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.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form used 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 www.grants.gov/assets/SF424Instructions.pdf.

2. 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 "Additional Attachments" sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. 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) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) program design and implementation; and (5) 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.

The following sections should be included as part of the program narrative.

- a. 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 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 Goals, Objectives, and Performance Measures, below). The abstract should describe how the applicant will measure progress toward these goals.
- b. Statement of the Problem.** Applicants must clearly and concisely discuss their understanding of the scope and functions of juvenile court system in the United States, including how the proposed project will address the gaps and needs in what is understood about juvenile court case processing.

Applicants should also discuss how they will use rigorous data collection and statistical methods to develop accurate and reliable national data estimates regarding how U.S. courts with juvenile jurisdiction handle delinquency and status offense cases. In addition, applicants should demonstrate their understanding about the challenges of conducting this type of national data collection activity. As part of this discussion, applicants should address any anticipated problems associated with the implementation and maintenance of the Archive and data dissemination activities and propose potential solutions. Applicants should be clear about how the proposed study will contribute to knowledge and practice.

- c. Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives (see Goals, Objectives, and Deliverables, page 4). When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require the successful applicant to provide.

Goals. Applicants should describe the program's intent to address the problem noted in the previous section and outline the project's goals. Applicants should clearly state the impact this project would have in providing detailed information on juvenile court case processing of delinquency and status offense cases to assist juvenile justice research and policymaking efforts.

Program Objectives. Applicants should explain how the program 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.

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 8.) OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

- d. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in Project-Specific Information (page 3).

The narrative should demonstrate the applicant's knowledge of data collecting, analyzing, and archiving strategies and the capability to handle this type of archiving effort. Project design elements should follow directly from the research project's goals and objectives, and the proposed plan should clearly support these ends. Applicants should address the soundness of the proposed methodology, the best analytical and technical approach, and the feasibility of the proposed project and any potential challenges.

Successful applicants must provide OJJDP with evidence of receipt of IRB clearance prior to collecting data. IRB clearance is not required at application.

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 www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 16.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, 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.gov/grantees/timelines.html).

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

- e. Capabilities and 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 expertise, 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.

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.

3. 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.

For budget purposes, applicants should budget for travel costs for as many as 45 persons to attend two technical assistance events (National Juvenile Court Data Archive Data Suppliers' Workshops) in a location to be determined. The training will take place over 2-3 days.

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.

- a. Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.
- b. Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs 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.

4. 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/funding/pdfs/indirect_costs.pdf.

5. Tribal Authorizing Resolution (if applicable)

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 (or comparable legal documentation, as may be applicable) 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 (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

6. Additional 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, job descriptions, and/or letters of support/memoranda of understanding 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/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 15)
- evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable
- evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

7. Other Standard Forms

Additional forms that may be required in connection with an award are available 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.

- [Standard Assurances](#). Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#). Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- [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 submitted.)

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, Statement of the Problem, is worth 5 percent of the entire score in the application review process. Peer reviewers will evaluate and score applications under each criterion in terms of responsiveness to the discussion under "Program-Specific Information," page 3, and "What an Application Is Expected To Include," page 12.

1. Statement of the Problem (5 percent)
2. Goals, Objectives, and Performance Measures (20 percent)
3. Program Design and Implementation (40 percent)
4. Capabilities and Competencies (30 percent)
5. Budget (complete; reasonable and allowable; cost-effective, and necessary for project activity) (5 percent)

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will 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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for OJJDP's research award recommendations and decisions include, but are not limited to (1) appropriateness and strength of research design, (2) planned dissemination of findings, and (3) potential impact on the field. OJJDP may also consider inclusion of 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 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.

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. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- 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

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Appendix: Application Checklist

OJJDP FY 2012 National Juvenile Court Data Archive

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

Eligibility Requirement:

- State or territory
- Unit of local government (including federally recognized tribal government)
- Nonprofit and for-profit organization (including tribal nonprofit and for-profit organization)
- Institution of higher education (including tribal institution of higher education)
- The federal amount requested is within the allowable limit of \$600,000.

What an Application Should Include:

- Disclosure of Lobbying Activities, (SF-LLL) (see page 11)
- Application for Federal Assistance (SF 424) (see page 12)

- Program Narrative (see page 12)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Project Abstract
 - Statement of the Problem
 - Goals, Objectives, and Performance Measures
 - Program Design and Implementation
 - Capabilities/Competencies

- Budget Detail Worksheet and Budget Narrative (see page 15)
- Indirect Cost Rate Agreement (if applicable) (see page 15)
- Tribal Authorizing Resolution (if applicable) (see page 16)

- Additional Attachments (see page 16)
 - logic model
 - 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, (see page 17) including:
 - DUNS number
 - CCR registration
 - Certifications
 - Accounting System and Financial Capability Questionnaire