



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Child Protection Division Fellowship Program on Children's Exposure to Violence. This program furthers DOJ's mission by developing and supporting practice enhancements and innovations for the field of juvenile justice and delinquency prevention including the area of children exposed to violence.

OJJDP FY 2010 Child Protection Division Fellowship Program on Children's Exposure to Violence

Eligibility

OJJDP invites individuals to apply for this fellowship program in the area of children's exposure to violence. (See "Eligibility," page 3.)

Deadline

Registration with OJP's [Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 7.) All applications are due by 8:00 p.m., Eastern Time, on May 18, 2010. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov. GMS Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight, Eastern Time, except Federal holidays.

For assistance with any other requirement of this solicitation, call Kristen Kracke, Program Manager, at 202-616-3649 or e-mail her at kristen.kracke@usdoj.gov.

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OJJDP FY 2010 Child Protection Division Fellowship Program on Children's Exposure to Violence (CFDA # 16.730)

Overview

OJJDP works collaboratively to prevent and reduce the impact of children's exposure to violence in their homes and communities. This fellowship program will help OJJDP fulfill its mission to provide leadership, training, and skill development in the area of children exposed to violence and to promote changes in policy, practice, and skills.

The fellowship will provide an opportunity for professionals, practitioners, researchers, or trainers with expertise in children's exposure to violence to help implement collaborative cross-agency strategies, policies, and evidence-based practices across the services continuum and the developmental age spectrum for children and their families. Exposure to violence includes being a victim of violence or a witness to violence and encompasses abuse, neglect or child maltreatment, domestic violence, and community violence. This program is authorized by Sections 261 and 262 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 USC §§ 5665-5666).

Deadlines: Registration and Application

Applicants must register with GMS prior to submitting an application. The deadline to register in GMS is 1:00 p.m., Eastern Time, on May 14, 2010, and the deadline to apply for funding under this announcement is 8:00 p.m., Eastern Time on May 18, 2010. See "How To Apply," page 7, for more details.

Eligibility

OJJDP invites applications from individuals.

Program-Specific Information

- **Purpose**

OJJDP will support one fellowship to provide professional development opportunities to the candidate and expertise in the field of children exposed to violence to support OJJDP in its programming in that area.

An important component of OJJDP's work is to prevent and reduce the impact of children's exposure to violence in their home and community. OJJDP accomplishes this by providing evidence-based or theory-based interventions for evaluation to build knowledge about mediating the negative effects of exposure to violence, which includes child maltreatment; abuse or neglect; community/school victimization; and witnessing domestic violence, community, and school violence. For example, OJJDP's Safe Start initiative addresses the needs of children and

youth up to 17 years old and their families to ameliorate the long-term impacts of exposure to violence. OJJDP will support one fellowship to work in one or more of the following categories:

- practice innovation
- policy development
- research and evaluation
- resource development
- outreach and awareness.

Goals, Objectives, and Deliverables

The program's primary goal is to enhance OJJDP's efforts to develop and improve innovative programs that serve children, youth, and families. A secondary goal is to provide practitioners an opportunity to work closely with career and political federal staff, contractors, grantees, and other public and private organizations in Washington, DC, and across the country. The fellow will provide direct operational assistance to OJJDP staff through assessment and capacity building, design and development of innovative initiatives and training programs, resource development, research and evaluation, policy development, and outreach and awareness. The fellow will also develop articles for publication and other products on specific topics covered under the fellowship area of this solicitation.

The deliverables will vary according to the skill sets and functional areas on which the successful applicant will focus. OJJDP will finalize deliverables with the fellow on award and will include at a minimum, the following:

- a detailed work plan developed in consultation with OJJDP for the operational work of the fellowship
- timely completion of proposed tasks outlined in the application and OJJDP-approved work plan
- reports, curricula, articles, and speeches related to OJJDP's development of children's exposure to violence programming, to be disseminated at OJJDP's discretion
- monthly reports for the Safe Start project manager and OJJDP management that detail work plan progress and products
- information, guidelines, and technical assistance to enhance OJJDP and the Department of Justice's work on children exposed to violence that also adhere to federal financial and administrative requirements
- quarterly financial and biannual progress reports
- site visit reports for all travel conducted at OJJDP's direction

- final report to OJJDP on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

The fellowship recipient will work on site at OJJDP in Washington, DC, on a 40-hour-per-work-week schedule and will be allowed 15 days of annual leave and 13 days of sick leave during the 12-month period. OJJDP will grant the fellow paid time off for official federal holidays and other approved time off for federal employees. An OJJDP program specialist within the assigned division, with the Associate Administrator for the Child Protection Division providing ultimate oversight, will monitor the fellowship recipient's performance. OJP will provide workspace and equipment, including telephone, computer, office supplies, and Internet access. The successful applicant must obtain an OJP security clearance before beginning the fellowship.

Amount and Length of Awards

OJJDP will select one applicant to receive a fellowship award for a 1-year period, for as much as \$125,000, based on experience and salary history. The award amount may include salary, fringe, and training costs. OJJDP may extend the fellowship for as many as two additional 1-year periods contingent on performance and the availability of funds.

OJJDP will make the award through a cooperative agreement. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations
- reviewing and approving major project-generated documents and materials used in the provision of project services
- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences
- reviewing and approving any proposed solicitations prior to release or publication.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver. With respect to any award of more than \$250,000 made under this solicitation, grantees may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee of the award recipient 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 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/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 of OJP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its 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 he or she 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.

Research, Human Subjects, IRB Review, and Confidentiality

OJP advises all applicants for federal funds that the Department of Justice defines "research" 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)). If OJP determines that a funded application involves research and includes human subjects, the applicant may have to secure the approval of an Institutional Review Board (IRB) before OJP funds may be spent for these purposes. If an application includes an evaluation component, OJP will examine that component to determine whether it meets the definition of research. All applications should be as clear as possible in describing the purpose of the evaluation and the extent to which their findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether the applicant has obtained or will obtain IRB approval, and it must explain the applicant's procedures to obtain informed consent and minimize risks.

OJP will require all applicants whose applications include a research or statistical component that collects information identifiable to a private person to complete and submit a privacy certification. For further guidance regarding federal regulations regarding research, human subjects protection, and confidentiality, see the OJP Web site (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to "What an Application Is Expected to Include," page 9 for additional information. Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>The purpose of the cooperative agreement is to enhance the efforts of OJJDP to facilitate the development or enhancement of innovative programs that serve children and families exposed to violence and to foster the professional development of practitioners by working onsite within OJJDP.</p>	<p>Measures to be determined with OJJDP upon approval of a work plan (based on expertise of the selected fellow). Examples of measures to be used:</p> <p>Number of training requests received.</p> <p>Number of technical assistance requests received</p> <p>Number of program materials developed.</p> <p>Number of planning or training events held.</p> <p>Number of people trained.</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Number of speeches, articles, reports, Web-based products, and public awareness and education activities disseminated on specific areas of crime victimization.</p> <p>Number of recommendations provided to improve direct services for the field.</p> <p>Number of recommendations provided to Safe Start project manager and OJJDP on potential areas of expansion and improvement that enhance the OJJDP Fellowship Program.</p>	<p>Monthly reports and products delivered to the Safe Start Initiative Coordinator and the uploading of semi-annual basis to the Grant Management System (GMS).</p> <p>Number of training requests received.</p> <p>Number of technical assistance requests received.</p> <p>Number of program materials developed.</p> <p>Number of planning or training events held.</p> <p>Number of people trained.</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Number of speeches, articles, reports, Web-based products, and public awareness and education activities disseminated on specific areas of crime victimization.</p> <p>Number of recommendations provided to improve direct services for the field.</p> <p>Final report that provides a comprehensive overview of the OJJDP Fellowship Program with recommendations to address expanding and improving the program.</p>

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applicants should submit their applications through [GMS](#), a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS

can be found at www.ojp.usdoj.gov/gmscbt/. Applicants who experience technical difficulties during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to midnight, Eastern Time, except Federal holidays. 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.** An application must have a DUNS number to be submitted in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 1–866–705–5711 or apply online at www.dunandbradstreet.com to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, select the first time user link under the sign-in box of the [GMS homepage](#) to create a GMS profile. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left side of the page. Select OJJDP and the OJJDP FY 2010 Child Protection Division Fellowship Program on Children’s Exposure to Violence.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

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."

GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide all GMS Help Desk tracking numbers. After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS 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 GMS are posted on the OJP funding Web page (www.ojp.usdoj.gov/funding/solicitations.htm).

What an Application Is Expected to Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative and budget or budget narrative, will not receive further consideration.

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

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program

narrative 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.

The program narrative must 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 must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

- **Statement of the Problem**

Applicants must provide a description of the problem of children exposed to violence and the expertise that they bring to the issue in both content and functional skills. This discussion must address the nature and extent of children’s exposure to violence. OJJDP seeks applicants with broad, cross-cutting expertise and an informed perspective of the issue of children exposed to violence.

Applicants should also identify resources and efforts to reduce the effects of exposure to violence on children as well as noted gaps in community/system response and national service delivery. For this section, applicants must identify their particular areas of expertise, describing the discipline area, the age range, and service or system types in which the applicant has worked and studied. In addition, the applicant must describe his or her functional skills, such as program management, resource development, training and technical assistance development and delivery, curricula development, professional writing, evaluation, etc.

In this section, applicants must also clearly identify their expressed interest in this fellowship program, outlining specific reasons this fellowship meets their professional goals in the area of children exposed to violence and how they will use this fellowship to advance their work and the field.

Applicants interested in the OJJDP’s Children Exposed to Violence Fellowship must have a full understanding of OJJDP’s current work in this area under the Safe Start initiative. OJJDP defines “exposure to violence” to include direct victimization and witnessing violence in the home, school, and community. Applicants can find specific information on children’s exposure to violence and the Safe Start Initiative through the national Safe Start Center at www.safestartcenter.org.

- **Performance Measures Requirements**

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

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must 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 6.) Applicants must describe the steps they will take to assemble the information to comply with OJJDP's performance measures reporting requirements. 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. To ensure confidentiality of program records, OJJDP will require award recipients to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design and Implementation**

In this section, the applicant must provide a clear statement of the component areas of interest: resource development, research and evaluation, outreach, practice innovation, and policy development. Applicants may work in either some or all of the five identified areas depending on range of expertise and project goals. In all components, activities include working under the coordinated effort of the Safe Start Initiative, the Attorney General's Children's Exposure to Violence Initiative, and cross-federal agency work. A brief description of each component area is outlined below:

Practice Innovation involves working with grantees and communities under the Safe Start Program and the Attorney General's initiative to advance evidence-based practice, provide assessments and support to communities, and assist OJJDP in the design and implementation of national programming.

Policy Development involves working with OJJDP, OJP, and other agencies to develop policy for children exposed to violence within the Safe Start project work, the Attorney General's initiative, and across systems. Activities might include reviewing current field policies and developing a policy statement, guidance documents, etc.

Research and Evaluation includes coordinated development of the national evaluation component for Safe Start, the continued development and implementation of a new cohort for the National Survey on Children Exposed to Violence, identification of research gaps and the development of a coordinated research agenda, development/work on a special issue journal on children's exposure to violence or journal articles, etc.

Resource Development can be broad and creative to fill existing field needs, such as curricula development, assessing and integrating curricula needs, training and technical assistance in a specific area or coordinated cross-site meeting planning, publications, supporting the

development of the new online product to be called “Science Digest” and the evidence-based guide to children’s exposure to violence, etc.

Outreach/Awareness involves the development of communications tools for both the general public and practitioners/providers and could include media campaign development; fact sheets, speeches, talking points and press packets for central messaging; and developing and effectively using new communication methods (i.e., Web.2.0) to meet needs of the field.

In this section of the application, applicants must provide a detailed project design that responds to the stated goals and objectives. Applicants must describe how the proposed activities support the problem statement and expertise they outlined in the “Problem Statement” section above, align with the goals and objectives, and expand the area of knowledge about children exposed to violence. The project design and implementation plan must describe the fellowship activities and include a time-task plan that clearly identifies objectives, major activities, and deliverables. The time-task plan presented in chart form will not be included as part of the narrative page limitation. The time-task plan also must provide for the submission of financial and progress reports and an initial work plan to be developed with OJJDP at the start of the award period. All activities will be considered as proposals until OJJDP reviews, negotiates, and approves this work plan with the selected fellow after the award. OJJDP requires all recipients to submit semiannual progress reports and quarterly financial reports. Fellows must attend one financial management training seminar for grantees in Washington, DC, sponsored by OJP’s Office of the Chief Financial Officer. Specific information, such as dates and locations of upcoming events, can be found at www.tech-res-intl.com/doj-octraining/.

The selected fellow will work under the direction of the Associate Administrator for OJJDP’s Child Protection Division.

Timeline. Applicants must 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 applicant must submit the timeline as a separate attachment, as stipulated in “Other Attachments,” page 13. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applications must include a clear description of the applicant’s academic and professional expertise in the subject matter area of the fellowship (children exposed to violence), as well as the unique qualifications that will enable the applicant to fulfill the grant responsibilities. Applicants should demonstrate that they possess the flexibility, skills, and work style to operate in a fast-moving environment on multiple activities, sometimes with very short turn-around time. Applicants should document their ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies.

The applicant must demonstrate sufficient subject matter and project management expertise and other necessary skills, such as technical writing and technological proficiency with specific software programs, to perform crucial functions of the fellowship. Applicants should attach their résumés, which should include all employment and volunteer experience, to the narrative to support this section. Résumés should provide contact information for previous supervisors and indicate whether OJJDP can contact the supervisor. The applicant must include all required

attachments (see "Other Attachments," page 13) to document experience and capability. The applicant may use optional attachments to document specific skills that will assist in the successful completion of the fellowship project.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants may request a total of \$125,000 to include salary, benefits (e.g. health insurance), training, travel, and other justifiable expenses related to the goals of the fellowship. The budget should include \$5,000 for travel (airfare, hotel, and meals) to conferences and meetings. The budget should cover the entire award period.

OJJDP and OJP staff will examine the project budget to ensure that all expenses are allowable and necessary for the completion of the fellowship and comport with the requirements of the OJP Financial Guide. OJJDP will consider applications that exceed the \$125,000 limit for this solicitation to be nonresponsive and will not review them.

The budget prepared by the applicant should include \$5,000 for travel to conferences, project sites, etc.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how the applicant calculated it. For example, costs for personnel must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a different format, it must include the budget categories as listed in the sample worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and justify all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 6.) OJJDP will require the successful applicant to submit monthly reports that include data on the performance measures and grant progress reports on a semi-annual basis.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- timeline or milestone chart (see “Timeline,” page 12);
- résumé (see “Capabilities/Competencies”, page 12);
- academic transcript for all post-secondary education. While OJJDP does not require that certified copies be submitted with the application, it reserves right to request them before making the award;
- three to five professional and academic references;
- list of professional and financial affiliations;
- other attachments, as needed, such as relevant writing samples and training certificates, not to exceed 20 pages.

Selection Criteria

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

1. Statement of the Problem (15 points)
2. Performance Measures Requirements (5 points)
3. Program Design and Implementation (30 points)
4. Capabilities/Competencies (25 points)
5. Budget (15 points)
6. Other Attachments (10 points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

Review Process

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

Internal reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. 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. An internal review panel will evaluate, score, and rate eligible applications. Reviewers’ ratings and any resulting recommendations are advisory only. In addition to review ratings, considerations for award

recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement.

Appendix: Application Checklist

OJJDP FY 2010 Child Protection Division Fellowship Program on Children's Exposure to Violence

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

Eligibility

_____ The amount requested does not exceed \$125,000.

The application contains:

- _____ Statement of the Problem/Program
- _____ Performance Measures Requirements
- _____ Project Design and Implementation
- _____ Capabilities/Competencies
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Project Timeline
- _____ Letters of Recommendation

Program narrative/abstract format

- _____ Double-spaced
- _____ 12-point Standard Font
- _____ 1" Standard Margins
- _____ Narrative is 30 pages or less.

Required Forms, Certifications, and Other Components

- _____ Standard-424 Form
- _____ DUNS Number
- _____ Certifications
- _____ Other Standard Forms, as applicable, including:
 - _____ Disclosure of lobbying activities
 - _____ Accounting System and Financial Capability Questionnaire