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The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under the OJJDP FY 2007 Child Protection Division Solicited Programs. This program furthers the Department's mission by funding programs to prevent child victimization, identify and serve at-risk children and youth, advocate for child victims, improve system responses to victimized and at-risk youth, provide training and technical assistance to child-serving professionals, and to improve our understanding of the causes, scope, and impact of child victimization.

# OJJDP FY 2007 Child Protection Division Solicited Programs

## Eligibility

Applicants are limited to organizations that OJJDP has designated to receive CPD Program funding.

(See "Eligibility," page 3.)

## Deadline

All applications are due by 8:00 p.m. E.T., on March 6, 2007.

(See "Deadline: Application," page 3.)

## Contact Information

For assistance with the requirements of this solicitation, call the Child Protection Division at (202) 616-3637.

Applicants must submit their applications through [OJP's Grants Management System \(GMS\)](#). The funding opportunity number is OJJDP-2007-1580. For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901.

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# OJJDP FY 2007 Child Protection Division Solicited Programs CDFA Numbers: 16.541, 16.543, 16.730

## Overview

The following application guidelines provide instructions for applying for funding under the OJJDP FY 2007 Child Protection Division Solicited Programs. Generally, the statutory authority for OJJDP's discretionary grants resides within the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. § 5601, et seq.; and the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3796ee et seq. Additional authority may be found in other statutes.

Projects under this solicitation generally can be classified into one or more of the following categories:

- Direct service prevention programs.
- Direct service intervention programs.
- Systems improvement projects.
- Research and development.

## Deadline: Registration

Applicants must register with GMS prior to applying. The [GMS](#) registration deadline is 8:00 p.m. E.T., February 20, 2007.

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., March 6, 2007.

## Eligibility

Only organizations that OJJDP has designated to receive CPD Program funding are eligible to apply for funding under this solicitation.

**Faith-Based and Other Community Organizations:** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, DOJ invites and encourages faith-based and community organizations that statutorily qualify as eligible applicants under DOJ programs to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, DOJ will treat these groups on an equal basis with all other grantees in the administration of such awards. DOJ will discriminate neither for nor against any eligible applicant or

grantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however, may not use DOJ grant funds to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, the grantee must separate such religious activity in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance requirements (see "Additional Requirements," page 11).

## **Program-Specific Information**

**Award information.** All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

**Match requirement:** Match is not required for this program.

**Performance measures.** To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows.

These performance measures are required, given the specific type of program funded. Based on the grantee's program type, the grantee should select the performance measures below that reflect the grantee's program goals and objectives.

Objectives	Performance Measures	Data Grantee Provides
<p>Program objectives will depend on specific project funded. Most projects can be classified into one or more of the following categories:</p> <p><b>Direct Service Prevention Program.</b> Examples of goals may include prevention of delinquency and individual risk behaviors and factors, or prevention of family and community risk factors, or prevention of child victimization (including sexual exploitation or abuse and neglect) by biologically/non-biologically related adults.</p> <p><b>Direct Service Intervention Program.</b> Examples of goals may include intervening with child victims, youth at risk, delinquent youth or status offenders, and/or system-involved families.</p>	<p>These will differ, depending on specific program goals and objectives. Examples follow.</p> <p><b>Direct Service Program (Prevention and/or Intervention)</b></p> <p>Number of program youth and/or families served.</p> <p>Number of service hours completed by program parents, youth and/or families.</p> <p>Percent of grantees implementing an evidence-based program or practice.<sup>1</sup></p> <p>Number of youth/families served with whom an evidence-based program or practice was used.</p> <p>Number of youth/families successfully completing program requirements.</p> <p>Percentage of program youth who offend or reoffend.</p> <p>Percentage of program youth who are victimized or at risk.</p>	<p>OJJDP is developing an online reporting system so grantees may submit data electronically.</p> <p><b>Direct Service Program (Prevention and/or Intervention)</b></p> <p>Within each 6-month reporting period:</p> <p>Number of program youth and/or families served.</p> <p>Number of service hours completed by program parents, youth and/or families.</p> <p>Number of programs implementing an evidence-based program or practice.</p> <p>Number of youth/families served with whom an evidence-based program or practice was used.</p> <p>Number of youth/families successfully completing program requirements.</p> <p>Number of program youth who offend or reoffend.</p> <p>Number of program youth who are victimized or at risk, compared to number of youth served.</p>

<sup>1</sup> Evidence-based programs and practices are those that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or victimization, or related risk factors. Evidence-based programs or practices can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, State Model Program resources). Evidence-based practices may also include practices adopted by agencies, organizations, or staff that are generally recognized as "best practice" based on research literature and/or the degree to which the practice is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention or intervention.

<sup>2</sup> If applicants do not believe the listed System Improvement performance measures are appropriate, they should propose an alternate measure, which OJJDP will review for approval.

Objectives	Performance Measures	Data Grantee Provides
<p><b>Systems Improvement Project</b> (includes training and technical assistance). Examples of goals may include enhancing organizational capacity, improving program quality, and improving system effectiveness through provision of training and/or technical assistance. Development of training curricula is not included in this category (see below).</p> <p><b>Research and Development (research, evaluation and/or statistics projects and development of training curricula).</b> Examples of goals may be to measure the effectiveness of a prevention program or initiative, to enhance understanding of a specific issue related to juvenile justice (including child sexual exploitation by non-</p>	<p>Percentage of program youth/families who exhibit desired change in targeted behaviors (e.g., substance use, antisocial behavior, school attendance, gang involvement, family functioning, etc.).</p> <p><b>Systems Improvement Project</b></p> <p>Percent of grantees implementing an evidence-based program or practice.</p> <p><b>Applicants also must select at least one measure listed below.<sup>2</sup></b></p> <p>Number of MOUs developed between agencies and organizations.</p> <p>Number of planning activities conducted.</p> <p>Number of program materials developed.</p> <p>Number of program staff trained.</p> <p>Number of staff exhibiting increased knowledge of the program area. Number of program policies changed, improved, or rescinded.</p> <p><b>Research and Development</b></p>	<p>Number of program youth/families who exhibit desired change in targeted behaviors, compared to number of youth/families served.</p> <p><b>Systems Improvement Project</b></p> <p>Within each 6-month reporting period:</p> <p>Number of programs implementing an evidence-based program or practice.</p> <p><b>Applicants also must select at least one measure listed below.</b></p> <p>Number of MOUs developed between agencies and organizations.</p> <p>Number of planning activities conducted.</p> <p>Number of program materials developed.</p> <p>Number of program staff trained.</p> <p>Number of staff exhibiting increased knowledge of the program area. Number of program policies changed, improved, or rescinded.</p> <p><b>Research and Development</b></p> <p>Within each 6-month reporting period:</p> <p>Number of deliverables to be submitted to OJJDP. Deliverables will differ depending on the specific project and should be outlined in the application.</p>

Objectives	Performance Measures	Data Grantee Provides
biologically related adults within the family unit), and/or to develop a training guide for the juvenile justice field or communities.	<p>Number of deliverables (e.g., reports, curricula, manuscripts) completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by 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>

## How to Apply

**Grants Management System instructions.** Applicants must submit their applications through the online Grants Management System (GMS). Applicants should begin the process early, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit [www.ojp.gov/funding/Masterjobaids.pdf](http://www.ojp.gov/funding/Masterjobaids.pdf). For additional information, call the GMS Help Desk at 1-888-549-9901.

**CFDA number.** The Catalog of Federal Domestic Assistance (CFDA) numbers for this solicitation are: 16.541, titled "Developing, Testing, and Demonstrating Promising New Programs;" 16.543, titled "Missing Children's Assistance;" and 16.730, titled "Reduction and Prevention of Children's Exposure to Violence." Your Child Protection Division program manager will instruct you regarding which number and title to use in your application. The funding opportunity number is OJJDP-2007-1580.

**DUNS number.** The Office of Management and Budget requires that all applicants for federal funds include a DUNS (Data Universal Numeric System) number when they register on GMS to submit their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dunandbradstreet.com> to obtain a number. Eligible state applicants should already have a DUNS number.

## What an Application Must Include

**Standard Form 424.** Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, following the instructions it provides.

## **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, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages "1 of 25," "2 of 25," and so forth.) Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following criteria: (1) project abstract, (2) statement of the problem/program narrative, (3) impact/outcomes and evaluation, (4) project/program design and implementation, and (5) capabilities/competencies. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive 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.

- **Project Abstract**

The project abstract should not exceed 200 words and should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation," below). The abstract should also describe how progress towards these goals will be measured. Finally, the abstract must contain a brief description of the connections between the project's activities and potential reductions in juvenile delinquency, child maltreatment, or other long-term goals (see "Sample Project Abstract," page 13.)

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction to be addressed by this project (e.g., child abuse and neglect, exploitation of children, missing and abducted children, etc.). Local data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

- **Impact/Outcomes and Evaluation**

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

**Goals.** Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.



Most projects can be classified into one or more of the following categories:

- **Direct Service Prevention Program.** Examples of goals may include prevention of delinquency and individual risk behaviors and factors, or prevention of family and community risk factors, or prevention of child victimization (including sexual exploitation or abuse and neglect) by biologically/non-biologically related adults.
- **Direct Service Intervention Program.** Examples of goals may include intervening with child victims, youth at risk, delinquent youth or status offenders, and/or system-involved families.
- **Systems Improvement Project** (includes training and technical assistance). Examples of goals may include enhancing organizational capacity, improving program quality, and improving system effectiveness through provision of training and/or technical assistance. Development of training curricula is not included in this category (see below).
- **Research and Development (research, evaluation and/or statistics projects and development of training curricula).** Examples of goals may be to measure the effectiveness of a prevention program or initiative, to enhance understanding of a specific issue related to juvenile justice (including child sexual exploitation by non-biologically related adults within the family unit), and/or to develop a training guide for the juvenile justice field or communities.

**Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable.

Program objectives will depend on the specific project funded.

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures. (See “Performance Measures,” page 4.) Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see “Project/Program Design and Implementation,” page 8) associated with this grant.

To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html).

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

This section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

Applicants should include a logic model that graphically illustrates how the chosen performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at [ojjdp.ncirs.gov/grantees/performance.html](http://ojjdp.ncirs.gov/grantees/performance.html).

This section should be detailed and describe how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OJJDP grant award.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Finally, applicants should describe any research or evaluation studies that support the entire project design, or any of its components. Previous research related to the applicant's selected problem area should also be noted to indicate the applicant's understanding of the causes of—and potential solutions to—the problems to be addressed. While applicants are expected to review the research literature for any relevant studies, they should also explore whether any unpublished local sources of research or evaluation data are available.

In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated in "Other Attachments," page 10.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and evidently connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

### **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 must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at [www.ojp.usdoj.gov/Forms/budget.pdf](http://www.ojp.usdoj.gov/Forms/budget.pdf).

Applicants should include in their budgets funds to participate in a special child protection conference in autumn 2007. The 4-day conference will include opportunities for the applicant to participate as an exhibitor, presenter, or session sponsor and to attend sessions of interest. OJJDP will determine the location for the conference in early 2007. Applicants should use a city in the Midwest for formulating their estimated travel costs.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

### **Other Attachments**

Applicants must submit the following materials as attachments to their GMS application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt)—must include:

- Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using “Year 1,” “Month 1,” etc. (See “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html).)
- Résumés of all key personnel.
- Job descriptions outlining roles and responsibilities for all key positions.
- Letters of support/commitment and memorandums of understanding (where appropriate).

- **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity (“service area”) in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

- **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)  
ABC Associates  
123 First Street  
Shrewsbury, PA 17361

(example with no street address)  
ABC Associates  
First Street and Holiday Drive  
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@usdoj.gov).

## Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections Regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/otherrequirements.htm](http://www.ojp.usdoj.gov/funding/otherrequirements.htm).

## **Attachment: Sample Project Abstract**

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.