

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



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 Engaging Law Enforcement to Reduce Juvenile Crime, Victimization, and Delinquency. This program furthers DOJ's mission by providing comprehensive training and technical assistance designed to enhance and expand approaches that engage law enforcement in reducing juvenile crime, victimization, and delinquency.

OJJDP FY 2010 Engaging Law Enforcement through Training and Technical Assistance to Reduce Juvenile Crime, Victimization, and Delinquency

Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities, colleges, and tribal institutes of higher learning) and private organizations (including faith-based, tribal, and community nonprofit organizations).
(See "Eligibility," page 3.)

Deadline

Registration with OJP's [Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 10). All applications are due by 5:00 p.m., Eastern Time, on Wednesday, May 19, 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. The GMS Support Hotline hours of operation are Monday–Friday, 6:00 a.m. to 12:00 a.m., Eastern Time, (closed weekends and Federal holidays).

For assistance with any other requirement of this solicitation, call Gwendolyn Dilworth, Program Manager, at 202-514-4822 or e-mail her at gwendolyn.dilworth@usdoj.gov.

Release Date: March 31, 2010

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OJJDP FY 10 Engaging Law Enforcement through Training and Technical Assistance to Reduce Juvenile Crime, Victimization, and Delinquency (CFDA # 16.541)

Overview

This solicitation invites eligible applicants to propose the enhancement or expansion of approaches that engage law enforcement in reducing juvenile crime, victimization, and delinquency by providing federal, state, local, and tribal law enforcement with comprehensive training, technical assistance, and research. The initiative will examine how police can address priority issues more effectively using evidence-based strategies that enhance their effectiveness in policing situations involving youth. This initiative will engage law enforcement leaders and front-line officers through classroom and Web-based instruction, online resources, peer-to-peer networking and interaction, and geospatial information system technology. This program is authorized by 42 U.S.C. 3796ee et seq..

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register and apply in GMS is 5:00 p.m., Eastern Time, on May 19, 2010. See "How To Apply," page 10 for details.

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities, colleges, and tribal institutes of higher learning) and private organizations (including faith-based, tribal, and community nonprofit organizations).

Program-Specific Information

- **Purpose**

OJJDP seeks applications to enhance law enforcement's capacity to reduce juvenile crime and victimization through a four-tiered training and technical assistance strategy:

- (1) a job performance needs and gap analysis to set priorities for the design, development, and/or modification and delivery of youth-focused training topics and to fulfill other related professional development needs to better equip police officers to improve their interactions with juveniles;

- (2) training and technical assistance support with emphasis on under-served small to mid-sized law enforcement agencies. Nearly 85% of police agencies in the United States are composed of 50 sworn officers or fewer, but vary in organizational structure, geographical location, and capacity;
- (3) implement and monitor the Juvenile Justice Program and Services Directory (JJPSD) website for law enforcement agencies to list, query, and search juvenile justice programs and services submitted by law enforcement agencies via the site's URL at www.leayouthservices.org. Access to the query function will be open to members of the general public, however the query functionality has been designed specifically for law enforcement professionals to encourage peer-to-peer exchange of information related to the profession's youth services and juvenile justice missions; and
- (4) a strategic plan and pilot test in 1–2 police agency(s) to establish youth crime and delinquency prevention as an agency operational standard and to engage law enforcement more intensely on youth issues and effective strategies and outcomes.

- **Goals, Objectives, and Deliverables**

Goal. The program's goal is to provide expert assistance in methods to improve law enforcement's ability to minimize juvenile delinquency and victimization by providing police officers with instructional courses and Web-based tools to better understand the importance of their role and impact on juveniles during or in response to policing situations and their ability to positively influence youth. This expert assistance should enable law enforcement to understand important trends and emerging methods in policing youth.

Objectives. The program's objectives include the following:

- providing instructional trainings and technical assistance support by:
 - designing and delivering regional classroom and blended learning courses that promote performance improvement among police officers who work with youth and are based on the adult learning and experiential paradigm
 - identifying and involving subject matter experts in the design and delivery of the trainings with expertise in topics such as disproportionate minority contact, responses to adolescent girls, school safety, and unsafe and inappropriate use of electronic communication
 - reviewing current course content to ensure that courses are topically relevant, include current and accurate information on juvenile justice challenges for law enforcement, and reflect appropriate topics identified in course evaluations and impact assessments
 - designing and administering a Web-based survey to determine performance needs and gaps to set priorities for the design, development, and/or modification and delivery of youth-focused training topics

- conducting impact evaluations to assess the general learning experience from the training and after a 6–8 month interval measure learning transference including participant’s perceptions of how their job performance has changed as a result of the training and the impact that these changes bring to their sector or division
 - using established protocols based on the OJJDP Core Performance Standards found at www.nttac.org/views/docs/coreperformance.pdf for receiving, assessing, approving, and delivering technical assistance support to produce a tailored response for training participants
 - assessing whether trainings require a multiagency team approach and adapting the marketing plan to recruit an appropriate representation of participants, e.g., school safety planning
 - producing one promising practices brief selected from assessment or other feedback data on critical issues affecting youth and police to be disseminated at OJJDP’s discretion
 - developing an electronic marketing database to identify potential training audiences and distributing course announcements and training schedules
 - assembling a planning team composed of police executives, practitioners with demonstrated ability in addressing juvenile issues, researchers/academicians who specialize in youth issues, and subject matter experts in police operations knowledge to develop a planning strategy to infuse youth issues and effective policing strategies in police operations and recommend to OJJDP 1–2 demonstration sites to test the strategy.
- supporting a Web-based GIS by:
 - enhancing the functionality of the Juvenile Justice Programs and Services Database website found at www.leayouthservices.org which allow users to examine data in a geospatial environment (i.e., a map) that uses defined search criteria (e.g., geography, agency size, and keywords) and highlights law enforcement agencies housing juvenile-specific programs and services
 - Identifying, documenting, and resolving fixes and enhancements relevant to law enforcement data and functionality
 - investigating enhancement of the “programs and services” query capability and monitoring the query functionality by law enforcement agencies of the programs and services database on relevant data elements and on the basis of geographic proximity
 - conducting a session with diverse law enforcement user groups including police executives, juvenile justice officers, school resource officers, and crime analysts and mappers to obtain user feedback about the GIS website.

- updating the Juvenile Justice Programs and Services Database (JJPSD) preparation and upload guide. To view the JJPSD go to www.leayouthservices.org
- conducting marketing and outreach to promote participation in the GIS website, in particular by law enforcement
- developing print materials for broad distribution at law enforcement and juvenile justice meetings, conferences and other appropriate venues, as determined by OJJDP.

The successful applicant will consult with the OJJDP program manager, who will provide input on training topics, publications, manuals, training conferences, GIS, performance measure/evaluation methods, and other substantive issues and deliverables.

Where appropriate, the recipient will act jointly with OJJDP to determine modifications to the program plan or budget and to design data collection instruments. The OJJDP program manager will meet periodically with the recipient, at OJJDP's determination, throughout the duration of the initiative to discuss activities, plans, problems, and solutions.

Deliverables. Applicants should describe all products that will be derived from the project. The deliverables of the program are as follows:

- detailed semiannual progress reports to OJJDP that reflect the status of all program components, and include assessment instruments, findings, implementation issues, progress toward the program goals, and other issues relevant to the completion of the assessments
- promising practices brief
- GIS Website guide
- GIS brief for the OJJDP JUVJUST online newsletter
- curricula outlines and curricula
- electronic media
- a final report providing a detailed description of the entire project including findings and their implications for policy and practice; and recommendations for future programming.

Amount and Length of Awards

OJJDP will make one award of up to \$750,000 for a 12-month project period. Additional funding after this budget period may be available based on performance of the grantee and the availability of appropriated funds or any modifications or additional requirements that may be imposed by law.

OJJDP will make the award in the form of a cooperative agreement. OJJDP uses cooperative agreements when the Office anticipates that there will be substantial coordination between OJJDP and award recipients during the performance of the proposed activities. OJJDP will review and approve all activities under the various required phases, as enumerated in the solicitation, including timely review and approval of all key personnel selections, instructional designs and teaching materials, consultants, data instruments, TTA materials, and documents developed or identified for use in all phases of the project.

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, 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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/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 Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must 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 that the applicant adjust and resubmit their 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 that is to be done.

Research, human subjects, IRB review, and confidentiality

All applicants for OJP funds are advised 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 approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP 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 its 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 IRB approval has been or will be obtained, and it must explain applicant’s procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP website (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. Match is not required for this program.

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 11, 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 Grantees Provide
To provide police officers with instructional courses and Web-based tools to better understand the importance of their role and impact on juveniles during or in response to policing situations, and their ability to positively influence youth.		OJJDP has an online system for grantee performance measures data reporting. To access, see ojjdp.ncjrs.gov/grantees/pm <i>During the reporting period:</i>
	Number of training requests received	Number of training requests received
	Number of technical assistance requests received	Number of technical assistance requests received

	Number of program materials developed.	Number of program materials developed
	Number of planning or training events held	Number of planning or training events held
	Number of people trained.	Number of people trained.
	Percent of people exhibiting increased knowledge of the program area.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).
	Number of program policies changed, improved, or rescinded.	Number of program policies changed, improved, or rescinded.
	Percent of organizations reporting improvements in operations based on training and technical assistance.	Number of organizations that receive training and technical assistance. Number of organizations reporting improvements in operations based on training and technical assistance.
	Percent of those served by training and technical assistance who reported implementing an evidence based program and/or practice during or after the TTA	Number of those served by TTA Number of those served by TTA who reported implementing an evidence based program and/or practice during or after the TTA

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

Applications should be submitted 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 at any point during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to 12:00 a.m., Eastern Time, (closed weekends and 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](#) home page 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 10 Engaging Law Enforcement through Training and Technical Assistance to Reduce Juvenile Crime, Victimization, and Delinquency.
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 you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

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."

Experiencing Unforeseen 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 a GMS Help Desk tracking number(s). 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 Website; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with 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, budget or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "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. When selecting "type of applicant," if the applicant is a for-profit entity, please 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. 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.

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

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the training and technical assistance problem that this project will address. 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 performance of law enforcement professionals when they engage youth. Applicants should describe any previous or current attempts to address the problem.

Project Abstract. A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see “Performance Measures Requirements,” below). The abstract must describe how progress towards these goals will be measured.

- **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 will be required of successful applicants.

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. The award recipient is required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 8.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. The award recipient will be encouraged 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, the award recipient will also be required 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**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section.

Logic Model. Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 16.

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 timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 16. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns must be clearly connected to the project design described in the previous section. This section must describe the experience and capability of the applicant's organization and any contractors that will be used to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Applicants must be knowledgeable of OJJDP-sponsored law enforcement initiatives such as the Law Enforcement Training and Technical Assistance and the Internet Crimes Against Children (ICAC) program initiatives; demonstrate proficiency in strategic planning and police operations research and evaluation; illustrate a capacity to develop and sustain broad alliances with state, local, and tribal enforcement agencies; have demonstrated capacity to manage complex policy and training projects; proficiency in the design and delivery of instructional training and technical assistance (TTA) methods including media that lead to improved policing interventions with youth; and expertise in law enforcement technology.

OJJDP strongly encourages applicants with extensive knowledge of juvenile justice, youth development, and policing and public safety business and operational capacities in the U.S. to submit applications that employ established, innovative, culturally appropriate and gender-specific methodological strategies that promote positive police-youth interactions.

OJJDP also encourages applicants with knowledge of diverse data information needs and capacities of law enforcement end-users and demonstrated expertise in implementing and advancing geo-spatial information system technology for the purpose of exchanging information and conducting analysis and assessment.

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. The budget should cover the entire award period.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. 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 you submit a different format, you must include the budget categories as listed in the sample budget 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 provide justification for all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must 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.

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: http://www.ojp.gov/funding/forms/financial_capability.pdf

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 8.)

Tribal Authorizing Resolution

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must 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 must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as

part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- logic model (see “Logic Model,” page 13)
- timeline or milestone chart (see “Timeline,” page 13)
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.

Selection Criteria

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

1. Statement of the Problem/Program Narrative (15 points)
2. Performance Measures Requirements (10 points)
3. Project/Program Design and Implementation (40 points)
4. Capabilities/Competencies (25 points)
5. Budget (10 points)

See “Program Narrative,” page 12, for detailed descriptions of the above criteria.

Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 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 10 Engaging Law Enforcement to Reduce Juvenile Crime, Victimization, and Delinquency

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

Eligibility

Public Agencies (including state agencies, units of local government, public universities, colleges, and tribal institutes of higher learning)

Private Organizations (including faith-based, tribal, and community nonprofit organizations).

The amount requested does not exceed \$750,000.

The application contains:

Statement of the Problem

Project Abstract

Project Design and Implementation

Capabilities/Competencies

Budget Narrative

Budget Detail Worksheet

Performance Measures Requirements

Program Narrative/Abstract Format

Double-spaced

12-point Standard Font

1" Standard Margins

Narrative is 30 pages or less.

Other Components

Standard-424 Form

DUNS Number

Logic Model

Project Timeline

Position Descriptions

Résumés

Certifications

Indirect Cost Rate Agreement (if applicable)

Accounting System and Financial Capability Questionnaire (if applicable)