

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 Evaluations of Girls' Delinquency Programs initiative. This program furthers the Department's mission by supporting rigorous program evaluations that will identify effective and promising delinquency prevention, intervention, and treatment programs for girls.

OJJDP FY 2010 Evaluations of Girls' Delinquency Programs

Eligibility

Applicants are limited to public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private nonprofit and for-profit organizations (including faith-based, tribal, and community organizations).
(See "Eligibility," page 3.)

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 8.) **All applications are due by 5:00 p.m., Eastern Time, on July 8, 2010.**
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov. The [Grants.gov](#) Support Hotline hours of operation are 24 hours, seven days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, call Janet Chiancone, Research Coordinator, at 202-353-9258, or e-mail her at janet.chiancone@usdoj.gov or Barbara Tatem Kelley, Program Manager, at 202-616-9517 or e-mail her at barbara.kelley@usdoj.gov.

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CONTENTS

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
Program-Specific Information	3
Performance Measures	8
How To Apply	8
What an Application is Expected to Include	10
Standard Form-424	11
Program Narrative	11
Budget and Budget Narrative	14
Indirect Cost Rate Agreement	14
Tribal Authorizing Resolution	15
Other Attachments	15
Selection Criteria	16
Review Process	16
Additional Requirements	16
Appendix: Application Checklist	18

OJJDP FY 2010 Evaluations of Girls' Delinquency Programs (CFDA # 16.540)

Overview

Over the past two decades, the number of girls entering the juvenile justice system has grown dramatically. This increase has raised a number of questions for OJJDP, including whether delinquency in girls has worsened or society's responses to girls' behavior have changed. A key question to answer is whether programs and strategies exist to prevent and reduce the delinquency and involvement of girls in the juvenile justice system.

This solicitation is designed to fund grants to document and measure the effectiveness of delinquency prevention, intervention, and/or treatment programs in preventing and reducing girls' risk behavior and offending. This program is authorized by the Department of Justice Appropriations Act, 2010 (Pub. L. 111-117).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 5:00 p.m. eastern time on July 8, 2010. Please see the "How to Apply" section, page 8 for more details.

Eligibility

OJJDP invites applications from public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private nonprofit and for-profit organizations (including faith-based, tribal, and community organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Program-Specific Information

Juvenile delinquency prevention, intervention, and treatment programs have been customarily designed with boys in mind. Little is known about how well girls respond to these interventions. In addition, while many states and communities design programs to prevent and treat female delinquency, little is known about whether these programs work as intended.

To research such issues and provide a sound foundation to guide the development, testing, and implementation of strategies to prevent and reduce girls' delinquency, OJJDP funded the Girls Study Group in 2004. [For information about OJJDP's activities related to understanding and preventing girls delinquency, including links to the Girls Study Group Bulletins, see OJJDP's Girls' Delinquency Web page (www.ojjdp.ncjrs.gov/programs/girlsdelinquency.html).]

States and communities still struggle to identify appropriate and effective programs for girls, prevent and reduce risk behavior and offending, and intervene with female delinquents. Indeed, one of the most frequent requests that OJJDP receives is for information on evidence-based programming for at-risk and delinquent girls.

- **Purpose**

The purpose of this solicitation is to support evaluations to test the effectiveness of existing delinquency prevention, intervention, and treatment programs for girls. This solicitation is consistent with OJJDP's goal of promoting evidence-based programs and practices and is intended to fund well-designed, rigorous outcome evaluations of girls' delinquency prevention and intervention programs.

To understand more about how effective girls' delinquency programs are in preventing and reducing girls' delinquent behavior and risk factors, the Girls Study Group reviewed 26 promising and model programs that exist in the Blueprints for Violence Prevention database (www.colorado.edu/cspv/blueprints/) and completed a nationwide review of 61 girls' delinquency programs using standardized criteria. [See "Girls Study Group—Charting the Way to Delinquency Prevention for Girls" (www.ncjrs.gov/pdffiles1/ojjdp/223434.pdf).]

The review of programs that came from the Blueprints database found that out of 26 promising and model programs, only 8 program evaluations analyzed whether outcomes differed for boys and girls. The Study Group's review of the 61 girls' delinquency programs found that only a fraction of them had published evaluations, and that none of the programs could be rated effective, effective with reservation, or ineffective. In short, this was because most programs were rated as having insufficient evidence.

The two primary findings from the review of girls' delinquency programs were that more evaluations are needed and many of the programs reviewed are no longer in existence, which suggests a lack of program sustainability. This solicitation responds to these findings.

Research Questions. The primary research questions that OJJDP seeks to answer through this evaluation initiative include:

- Are girls delinquency programs effective in preventing or reducing girls' delinquency and associated risk factors?
- What factors are critical to the successful implementation of an effective girls' delinquency program?
- If delinquency prevention or reduction effects are demonstrated for girls, can they be sustained for 1 year after program completion?

Applicants may also identify other related research questions.

Program Design. While OJJDP is open to a variety of methodological approaches to investigate this topic, the Office may give preference to rigorous evaluation designs that include experimental or quasi-experimental methodologies. The strongest research designs will include both an experimental and control/comparison group.

Partnerships. To carry out an evaluation, the applicant must have a close partnership with a girls' delinquency program. Applications should include letters of commitment or cooperation from the relevant program or agency involved in the proposed study. Applicants should also detail partnerships for implementing their methodology and the use of control/comparison groups.

- **Goals, Objectives, and Deliverables**

Goals. The overall goal of this initiative is to test the effectiveness of existing girls' delinquency prevention, intervention, and treatment programs.

Objectives/Major Tasks. Successful applicants for this solicitation should accomplish the following tasks:

- identifying the girls' delinquency program they propose to evaluate and document the cooperation of the program developer and implementing organization, as appropriate
- providing a detailed synthesis of prior evaluations conducted of the selected program and results of those evaluations, indicating the limitations and weaknesses of prior evaluations and the reasons they did not provide sufficient evidence to determine effectiveness.
- working with the developer of the program model to carry out a process evaluation of the program (documenting program implementation, assessing program fidelity, and recording lessons learned, etc.)
- conducting a rigorous outcome evaluation of the program to measure its effectiveness in preventing or reducing girls' delinquency and associated risk factors.

While OJJDP does not prescribe a specific design, applicants should address the following elements in their proposal:

- **Design.** Ideally, evaluators will use either an experimental or quasi-experimental evaluation design. For this initiative, OJJDP is seeking the most rigorous evaluation designs possible, given the program model requirements.
- **Sample Sizes.** Evaluators must ensure that sample sizes are large enough to detect statistically significant differences between experimental and control groups. Although it is difficult to quantify in advance the actual number of subjects needed, the applicant should plan on an adequate sample size that takes into account a realistic attrition rate.
- **Measures.** Evaluators must use reliable and valid measures of delinquency and risk behavior for girls. As part of the proposal, applicants must fully describe the measures they plan to use and justify their selection. Evaluators must apply evaluation measures fairly, accurately, and consistently with regard to all study participants.
- **Measurement of Sustained Effects.** An important determinant of program effectiveness is whether the effects of the program extend beyond the program period. Applicants should track girls for at least 1 year post-program completion to measure the effects of the program.

OJJDP will monitor these grants closely to provide substantial input to aid in the production of sound outcome findings and minimize expenditure of evaluation funds that will not provide useable products. OJJDP will require grant recipients to submit regular reports on project implementation in the early phases of the evaluation to identify and correct project irregularities that could compromise the findings. OJJDP reserves the right to terminate an award at any time if it believes there is little chance of completing a sound outcome evaluation.

Applicants may propose to evaluate as many programs as they believe they can manage effectively. Applicants must submit separate proposals for each evaluation, and OJJDP will assess each proposal on its individual merits. Applicants should propose timetables and durations consistent with the objective of performing a rigorous and successful outcome evaluation.

OJJDP intends to establish a Girls Delinquency Evaluation Advisory Board to provide guidance to the grantees who receive funding through this solicitation. The Board will work with OJJDP to ensure that the goals of the solicitation are met and serve as a resource to the researchers conducting the evaluations and the practitioners implementing girls delinquency prevention and intervention programs.

Applicants should budget time and funds for a meeting in Washington, DC, with OJJDP and the Girls Delinquency Evaluation Advisory Board each year during the project period.

Deliverables. Applicants should presume that the primary audience for the outcomes of this evaluation initiative consists of public (federal, state, local) and private (e.g., foundation) program funders and state and local program developers. Evaluation designs and deliverables should address three important issues relevant to these audiences:

- program effectiveness (attribution of project outcomes to project activities)
- transferability (feasibility for adoption by other organizations and localities)
- return on investment (whether the projects are cost-effective or, wherever feasible, cost-beneficial).

The deliverables of the program are as follows:

- **Detailed Progress Reports to OJJDP Twice a Year.** These reports will describe the status of the evaluation, methodological and implementation issues, progress toward the project goals, findings of the process and outcome evaluations, and other relevant issues to the completion of the study.
- **Multiple Research Reports.** One report should be suitable for publication based on the results of this study and will document the theoretical and implementation issues of the research question. The grantee will also summarize this longer report in a second shorter version suitable for an OJJDP bulletin. The final grant report should be a detailed summary of the entire project from start to finish and include both process and outcome evaluation information. OJJDP also encourages the evaluators to seek publication in refereed journals.

Publication and dissemination of written products arising from these awards will be at the discretion of OJJDP.

Amount and Length of Awards

OJJDP intends to award multiple grants under this solicitation, depending upon available funding. Expected award amounts will range between \$200,000 and \$400,000, for a project period of as long as 3 years. OJJDP anticipates that the Office will make any awards under this solicitation by September 30, 2010.

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

The protection of human subjects of OJP-sponsored research is of critical importance. If OJP determines that a funded application involves research **that** 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 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 10, 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 Measures	Data Grantees Provide
To implement a process and outcome evaluation of OJJDP projects supported under the Second Chance Act Juvenile Mentoring Initiative.		OJJDP will determine program performance. Grantees will submit relevant reports and deliverables as part of their progress reporting or as special reports to OJJDP.
	Percent of research-related deliverables (reports, etc.) completed on time.	Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in applicant proposal). Deliverables will differ depending upon the specific project requirements.
	Percent of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence.	Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.

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

How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be

found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, available 24 hours, 7 days a week, except Federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following:

1. **Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration. 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 applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that 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 an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.540, titled "Juvenile Justice and Delinquency Prevention-Allocation to States," and the funding opportunity number is OJJDP-2010-2770.

6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that 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 Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk 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 Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant’s computer or information technology (IT) environment.

Notifications regarding known technical problems with Grants.gov 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 4-24. 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. 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) 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.

- **Statement of the Problem**

Applicants must clearly and concisely discuss their understanding of girls' risk behavior and delinquency, including the pathways of delinquency and the effects of prevention, intervention, and treatment of girls' delinquency. Girls' delinquency prevention and intervention programs address risk and protective factors that include multiple domains and have causal linkages to girls' offending and risk behavior. Applicants should demonstrate an understanding of these risk factors, including their interrelationship and impact on female delinquency.

In addition, applicants should demonstrate a familiarity with experimental and quasi-experimental evaluation methods and should fully discuss evaluation methods for measuring the program's ability to prevent and/or reduce delinquency. Applicants should also discuss how they will use rigorous evaluation methods to achieve the evaluation objectives. Applicants should demonstrate their understanding about the challenges of conducting program evaluations of delinquency programs. The statement of the problem should also address the results (or lack of results) from prior evaluations that have been conducted of the selected program(s), and the limitations or weaknesses of these prior studies. The statement of the problem should identify and discuss why the prior studies did not result in sufficient evidence to determine effectiveness in preventing or reducing girls' delinquency and associated risk factors. As part of this discussion, applicants should address any anticipated problems associated with carrying out the evaluation and should propose potential solutions.

Project Abstract. Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract must describe how the applicant will measure progress toward these goals.

- **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 goals of the proposed research or evaluation project and identify its objectives. When formulating the project's goals and objectives, applicants should consider the potential for significant advances in scientific or technical understanding of the problem and the potential for significant advances in the juvenile justice field and bear in mind the performance measures that OJJDP will use to gauge grantee performance (see "Performance Measures," below).

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

Performance Measures. OJJDP requires award recipients 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. OJJDP will encourage 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 also 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**

Applicants should address the major activities described in this solicitation and how they will implement them. Activities that should be discussed include the following:

- linkage, coordination, and cooperation with the program developer and program sites.
- a research methodology that clearly identifies the hypotheses to be tested and how the proposed methodology will maximize the ability to test these hypotheses
- the study's primary research questions and how they address the goal of this solicitation

- recruitment and retention of research subjects, including a strategy for identifying, recruiting, and retaining appropriate control/comparison groups, including a discussion of anticipated challenges and specific populations and how the applicant will address them
- a description of quantitative and qualitative data collection and analysis methods, the tools to be used, and the applicant's expertise in these techniques, bearing in mind that process evaluation and outcome evaluation components will be required to address the evaluation questions effectively.
- procedures for collecting, managing, storing, and transmitting data, identifying the software and data verification procedures and describing the procedures that will be used to remove identifying information from data prior to submission to OJJDP
- a logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques
- attendance at meetings of and consultation with OJJDP's Girls Delinquency Evaluation Advisory Board.

Prior to collecting data, successful applicants must provide OJJDP with evidence of receipt of Institutional Review Board clearance for data collection. However, IRB clearance is not needed at the time of application.

This section should also include details regarding any leveraged resources (cash or in-kind) from other sources to support the project and discuss plans for sustainability beyond the grant period.

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 applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 15.

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 15. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants must clearly connect management and staffing patterns 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.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under “Eligibility,” page 3, applicants must provide signed and dated letters of support or Memoranda of Understanding (MOUs) for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it
- description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational
- estimate of the percentage of time that the partner will devote to the planning and operation of the 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. As this is an evaluation grant program, the use of grant funds for program services is prohibited. 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 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 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 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, for-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.

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include 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. 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, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

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.

- 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
- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 14).

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 (10 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (40 points)
4. Capabilities/Competencies (35 points)
5. Budget (10 points)

See "Program Narrative," page 11, 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 applications to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the 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. Peer review panels will evaluate, score, and rate eligible applications. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, 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.

All final award decisions will be made by the Administrator of the Office of Juvenile Justice and Delinquency Prevention, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants 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
- Research and the Protection of Human Subjects
- 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 Evaluations of Girls' Delinquency Programs

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

Eligibility Requirements:

_____ Public Agencies, including state agencies, units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register)

_____ Public Universities and College (including tribal institutions of higher education)

_____ Private Nonprofit Organization (including faith-based, tribal, and community organizations).

_____ **The amount requested does not exceed \$400,000**

The Application Components:

_____ Statement of the Problem

_____ Project Abstract

_____ Performance Measures Requirements

_____ Project Design and Implementation

_____ Capabilities/Competencies

_____ Budget Narrative

_____ Budget Detail Worksheet

Program Narrative/Abstract Format:

_____ Double-spaced

_____ 12-point Standard Font

_____ 1" Standard Margins

_____ Narrative is 30 pages or less.

Other:

_____ Standard-424 form

_____ DUNS number

_____ Logic Model

_____ Project Timeline

_____ Position Descriptions

_____ Résumés

_____ Letters of Support/MOUs

_____ Certifications

_____ Other Standard Forms, as Applicable, including:

_____ Disclosure of lobbying activities (if applicable)

_____ Tribal Authorizing Resolution (if applicable)

_____ Indirect Cost Rate Agreement (if applicable)

_____ Accounting System and Financial Capability Questionnaire (if applicable)