



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 Juvenile Indigent Defense National Clearinghouse program. This program furthers DOJ's mission by providing grants, cooperative agreements, and other assistance to support the improvement of the juvenile justice system.

OJJDP FY 2010 Juvenile Indigent Defense National Clearinghouse

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 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 7.) All applications are due by 8 p.m., Eastern Time, on June 24, 2010. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week.

For assistance with any other requirement of this solicitation, call Lou Ann Holland, Program Manager, at 202-305-2742 or e-mail her at lou.ann.holland@usdoj.gov.

The Grants.Gov number assigned to this announcement is: OJJDP-2010-2740.

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OJJDP FY 2010 Juvenile Indigent Defense National Clearinghouse CFDA Number: 16.540

Overview

The OJJDP FY2010 Juvenile Indigent Defense National Clearinghouse program supports the improvement of juvenile indigent defense. This program will provide a broad range of activities to improve the overall level of systemic advocacy, improve the quality of representation of indigent juveniles, and ensure professional and ongoing technical support to the juvenile indigent defense bar. This program is authorized by Section 221 of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 USC § 5631).

Deadlines: Registration and Application

Registration is required prior to submission. OJJDP strongly encourages registering with Grants.gov several weeks before the application deadline of 8 p.m., Eastern Time, on June 24, 2010. See "How To Apply," page 7, for details.

Eligibility

OJJDP welcomes 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 organizations (including faith-based, tribal, and community organizations).

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

Program-Specific Information

- **Purpose**

This program's purpose is to provide resources to maintain a national clearinghouse on juvenile indigent defense. The successful applicant will operate a national clearinghouse to address the deprivations of due process for indigent youth in the justice system and to improve the quality of juvenile indigent defense representation. The clearinghouse will provide technical support and training, publications and resources, policy development, and leadership opportunities to the juvenile indigent defense bar.

- **Goals, Objectives, and Deliverables**

The landmark U.S. Supreme Court decision *In re Gault*, 387 U.S. 1 (1987), established that juveniles accused of crimes in a delinquency proceeding must be afforded many of the same due process rights as adults. More than four decades have passed since the *Gault* decision.

However, the mandates of that decision have still not been fully implemented. In some cases, juvenile courts deny youth the very due process rights that *Gault* ensured.

This program's goals are to improve juvenile indigent defense, to build the capacity of the juvenile indigent defense bar, and to promote the zealous and effective advocacy for juvenile indigent defendants.

To achieve its goals, the successful applicant will provide juvenile indigent defense counsel with the following:

- technical support
- training opportunities
- publications and resources, to be disseminated at OJJDP's discretion
- policy development and leadership opportunities.

The awardee will achieve these objectives by:

- providing technical support at the local, state, regional, and national levels for juvenile indigent defense counsel. The technical support plan should provide assistance that is limited, moderate, and intensive in nature as needed. Technical support may include listservs, Web sites, online support, amicus briefs, research projects, regional outreach and collaboration, and statewide assessments of juvenile indigent defense practices. Technical assistance requests may come from a variety of sources, and may have varying scope and purpose, and projects and activities may become more or less intensive over time.
- providing training opportunities for juvenile indigent defense counsel at the local, state, regional, and national levels. The applicant will propose the topics, types, quantity, duration, audiences, timing, and means of delivery. The applicant will include plans for evaluating training opportunities.
- creating publications and resources to improve the quality of juvenile indigent defense representation. The applicant will propose the topics and types of publications and resources to be offered, as well as the quantity and production schedule for proposed publications.
- developing policy and leadership opportunities to raise awareness about critical issues in the juvenile indigent defense system. The applicant will propose methods to improve the overall level of systemic advocacy and to collaborate with diverse partners. These functions are necessary so as to support the overarching program goals: to improve juvenile indigent defense, to build the capacity of the juvenile indigent defense bar, and to promote the zealous and effective advocacy for juvenile indigent defendants at the national level.

OJJDP will assign major tasks and deliverables under this solicitation based on a review of the successful application.

Amount and Length of Awards

OJJDP will make one award for as much as \$500,000 for a 1-year award period. This amount is for the entire award period. OJJDP may elect to make supplemental funding available in future years contingent on the performance of the awardee and available funding.

OJJDP will enter into a cooperative agreement with the winning applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

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

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

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver. With respect to any award of more than \$250,000 made under this solicitation, award recipients may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (OJJDP will not consider any such additional compensation to be matching funds where match requirements apply.)

The Assistant Attorney General for OJP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their application. Unless applicants submit a waiver request and justification with their application, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service they will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement. Match is not required for this program.

Research, Human Subjects, IRB Review, and Confidentiality

OJJDP advises all applicants for OJP funds that the Department of Justice defines “research” as “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (28 C.F.R. § 46.102(d)). If OJP determines that a funded application involves research and includes human subjects, the applicant may have to obtain approval of an Institutional Review Board (IRB) before OJP funds may be spent for these purposes. If an application includes an evaluation component, OJP will examine that component to determine whether it meets the definition of “research.” All applications should be as clear as possible in describing the purpose of the evaluation and the extent to which 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, the applicant must explain whether they have obtained or will obtain IRB approval and their procedures for obtaining informed consent and minimizing risks.

Applicants who submit applications that include a research or statistical component that collects information identifiable to a private person must complete and submit to OJP a privacy certification.

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

Performance Measures

To assist 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. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data. 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	Catalog ID	Performance Measures	Data Grantees Provide
<p>To improve juvenile indigent defense.</p> <p>Objectives include to increase:</p> <p>training opportunities for juvenile indigent defense.</p> <p>technical support efforts for juvenile indigent defense.</p> <p>publications and resources for juvenile indigent defense.</p> <p>policy development and leadership opportunities.</p>	TBD	Number of training requests received.	During the reporting period: Number of training requests received.
	TBD	Number of technical assistance requests received.	Number of technical assistance requests received.
	OJP #9	Number of program materials developed.	Number of program materials developed.
	OJP #7	Number of planning or training events held.	Number of planning or training events held.
	OJP #8	Number of people trained.	Number of people trained.
	OJJDP #2257	Percentage 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).
	OJJDP #2213	Number of program policies changed, improved, or rescinded.	Number of program policies changed, improved, or rescinded.
	TBD	Percentage of organizations reporting improvements in operations based on training and technical assistance.	Number of organizations that receive training and technical assistance.
TBD	Percentage of those served by TTA who reported implementing an evidence-based program/practice during/after TTA.	Number of those served by TTA. Number of those served by TTA who reported implementing an evidence-based program/practice during/after 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 Grants.gov. Complete instructions on how to register and submit an application can be found at www.grants.gov. Applicants who experience difficulties at any point during this process, should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Grants.gov Support Hotline hours of operation are 24 hours, seven 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. 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.** 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 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.dnb.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 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. However, 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 must 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. Your organization can have more than one AOR.
5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.540, titled Juvenile Justice and Delinquency Prevention Allocation to States, and the funding opportunity number is OJJDP-2010-2740.
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:** OJJDP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues 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 your complete grant application, DUNS number, and all Grants.gov Help Desk tracking numbers. After the program office reviews the information you submit and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, OJP will reject your application as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment. 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 OJJDP expects an application to include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements it may negatively affect the review of their application and, should OJJDP decide, nevertheless, to make an award, the Office may include special conditions to the award that preclude the grantee from accessing or using funds until OJJDP is satisfied the conditions have been met.

Moreover, applicants should anticipate that applications that do not respond to the scope of the solicitation or do not include a program narrative, budget, budget narrative, and tribal resolution (if applicable) will not proceed to peer review and will not receive further consideration.

OJP recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all required attachments. Where resumes are required, OJP recommends that applicants include résumés 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 briefly describe the nature and scope of the problem that the program will address (e.g., indigent juveniles who require defense services. etc.). Applicants should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem.

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 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. (Examples of measurable objectives include the following: to provide resources to 500 attorneys working with

indigent youth, producing three white papers on special topics related to indigent juvenile defense, etc.)

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 6). Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients 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, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Program Design and Implementation**

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

Applicants should identify any other federal, state, or private foundation grants that serve the same target population.

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

- **Capabilities/Competencies**

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 applicant will manage and staff the project. The applicant must clearly and evidently 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 effectively 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:

- an expression of support for the program and a statement of willingness to participate and collaborate with it;
- a specific reference to the adoption of the evidence-based model;

- a description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational;
- an 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. 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.

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

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 to and private organizations (i.e. non-profit, for-profit, faith-based organizations) that have not previously received funding from OJP 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 need not 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 6.)

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.

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 thirty (30) days of acceptance of the award. In all such cases, use of and access to funds is 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.

- timeline or milestone chart (see page 11)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/MOUs from partner organizations (see page 11).

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 (15 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (35 points)
4. Capabilities/Competencies (30 points)
5. Budget (15 points)

See "Program Narrative," page 10, 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 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final grant award decisions.

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
- Research and 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 Juvenile Indigent Defense National Clearinghouse

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

Eligibility Requirements

- Public agency, including state agency, unit of local government (including federally recognized Indian tribal government as determined by the Secretary of the Interior and published in the *Federal Register*)
- Public university or college (including tribal institution of higher education)
- Private organization (including faith-based, tribal, and community organization)
- The amount requested does not exceed \$500,000.

Application Components

- Statement of the Problem
- Performance Measures Requirements
- Project Design and Implementation
- Capabilities/Competencies
- Budget narrative
- Budget detail worksheet
- Project timeline
- Résumés
- Position descriptions
- Letters of support/MOUs

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
- Certifications
- Other standard forms, as applicable, including
 - Disclosure of lobbying activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)