

**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 Juvenile Drug Courts Mentoring and Support Services Initiative. This program furthers DOJ's mission by building the capacity of state and local jurisdictions to augment juvenile drug court programs with mentoring and other support services.

# OJJDP FY 2010 Juvenile Drug Courts Mentoring and Support Services Initiative

## Eligibility

Applicants are limited to states, state courts, and local courts, units of local government, and Indian tribal governments, acting directly or through agreements with other public or private entities. Faith- and community-based, nonprofit, and for-profit agencies are ineligible as applicants, but they are encouraged to partner as a community provider of services if applicable and appropriate.  
(See "Eligibility," page 3.)

## Deadline

Registration with OJP's [Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 8) 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](mailto:GMSHelpDesk@usdoj.gov). The GMS Support Hotline hours of operation are Monday-Friday from 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 Williams, Program Manager, at 202-616-1611 or e-mail her at [gwendolyn.williams@usdoj.gov](mailto:gwendolyn.williams@usdoj.gov); or call Kerri Strug, Program Manager, at 202-305-0702 or e-mail her at [kerri.strug@usdoj.gov](mailto:kerri.strug@usdoj.gov).

**Release Date: March 31, 2010**

# CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	4
Performance Measures.....	6
How To Apply.....	8
What An application is Expected to Include.....	10
Standard Form-424.....	10
Program Narrative.....	11
Budget and Budget Narrative.....	14
Indirect Cost Rate Agreement.....	15
Plan for Collecting the Data Required for Performance Measures.....	15
Tribal Authorizing Resolution.....	15
Other Attachments.....	15
Selection Criteria.....	15
Review Process.....	16
Additional Requirements .....	16
Appendix: Application Checklist.....	18

# **OJJDP FY 2010 Juvenile Drug Courts Mentoring and Support Services Initiative (CFDA # 16.726)**

## **Overview**

The goal of the Juvenile Drug Courts Mentoring and Support Services Initiative is to build the capacity of states, state courts, local courts, units of local government, and tribal governments to enhance juvenile drug courts by developing and establishing a comprehensive support service initiative that would include mentoring and other appropriate support services (i.e., educational services, health services, employment services, community services, recreational activities, parenting programs, housing assistance) to serve substance-abusing youth who are assigned to the juvenile drug court program. This program is authorized under 42 U.S.C. 3797u.

## **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 8 for details.

## **Eligibility**

Applicants are limited to states, state courts, and local courts, units of local government and tribal governments, acting directly or through agreements with other public or private entities. Eligible juvenile drug courts must have been in existence for at least three years. 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.

If a subunit of government (e.g., county probation department, district attorney's office or pretrial services agency) wishes to apply, it must be designated by an eligible applicant as the authorized representative of that applicant for purposes of applying for this grant. For example, the county executive may designate the county probation or county district attorney's office as its representative for the purpose of applying for this grant. In such cases, the applicant is required to submit an authorization letter.

Drug court programs funded by OJJDP are required by law to target nonviolent offenders. Eligible applicants who propose to provide direct services to youth must not include youth who are age 18 or older in the population to be served.

Faith- and community-based, nonprofit and for-profit agencies are ineligible to apply but may partner as a community provider of services, if applicable and appropriate.

## Program-Specific Information

- **Purpose**

The focus of this solicitation is serving youth who are or will be serviced through the juvenile drug court. The initiative has been designed to address service gaps in juvenile drug courts. Literature on at-risk youth and programs that serve them indicates that a comprehensive approach has the best chance of helping youth avoid negative behaviors and outcomes.

OJJDP will offer grants to existing juvenile drug courts to develop or expand mentoring programs and support services to serve current or incoming participants. For the purposes of this solicitation, the term “drug court” means a specially designed court calendar or docket; a separate or special jurisdiction court is neither necessary nor encouraged.

Juvenile drug courts funded by this program are required by law to target nonviolent offenders. The term "violent offender" means a juvenile who has been convicted of, or adjudicated delinquent for, a felony-level offense that-- (1) has as an element, the use, attempted use, or threatened use of physical force against the person or property of another, or the possession or use of a firearm; or (2) by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense. 42 USC 3797u-2(b).

- **Goals, Objectives, and Deliverables**

The goal of the Juvenile Drug Court Mentoring and Support Services Initiative is to help states, state courts, local courts, units of local government, and tribal governments enhance the capacity of drug courts to address the needs of substance-abusing juvenile offenders. The overall objective is to build the capacity of service delivery through the establishment and development of mentoring and support service programs at the state and local levels.

### **Amount and Length of Awards**

Awards will be made for up to \$300,000 for an award period of three years. This amount is for the entire award period. No additional awards will be made in subsequent years.

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](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

### **Match Requirement**

#### **Match Requirement Based On Federal Award Amount. Match Requirement**

Federal funds awarded under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent nonfederal portion of the total project costs and how they will use match funds. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

Federal Award Amount = Adjusted Total Project Costs  
Federal Share Percentage

Required Recipient's Share Percentage x Adjusted Total Project Cost = Required Match

**Example:** 75%/25% match requirement: For a federal award amount of \$300,000, match would be calculated as follows:

$$\frac{\$300,000}{75\%} = \$400,000, 25\% \times \$400,000 = \$100,000 \text{ match.}$$

Match funds are restricted to the same uses as allowed for federal funds. Within each budget category, the applicant must clearly delineate the individual items as match. (For example, individual items that are match may be indicated with an asterisk.) "Cash" contributions must constitute a portion of the nonfederal share of the grant, as required by C42U.S.C.3797u-5(b). The remainder of the match may be in-kind. The OJP Financial Guide ([www.ojp.usdoj.gov/FinGuide](http://www.ojp.usdoj.gov/FinGuide)) provides additional information on the types and sources of match funds.

## 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:

Objectives	Performance Measures	Data Grantee Provides
To develop and establish drug courts for nonviolent substance-abusing juvenile offenders.		OJJDP has an online system for grantee performance measures data reporting. To access, see ( <a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a> )  During the reporting period:

<p>Establish or improve the administration of mentoring programs for at-risk, underserved youth, including the expansion of mentoring strategies and program design.</p> <p>Enhance and improve the organizational capacity, system efficiency, and cost effectiveness of mentoring programs through training and technical assistance and other strategies.</p>	Number of program youth served by the juvenile drug court program.	Number of program youth carried over from the previous reporting period, plus new admissions during the reporting period
	Number and percent of program youth completing program requirements (successfully graduating from juvenile drug court program)	<p>Number of program youth who exited the program having completed program requirements (successful graduation).</p> <p>Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully)</p>
	Number and percent of program youth who offend or reoffend	<p>Number of program youth with a new offense</p> <p>Number of youth in program</p>
	Percent of youth with whom an evidence-based practice was used	<p>Number of youth served using an evidence-based model or program</p> <p>The number of youth served</p>
	Percent of youth who exhibit a desired change in the targeted behavior (exhibit reduction in substance use).	Number of youth who exhibit a desired change in the targeted behavior. The targeted behavior for this initiative will be an exhibited reduction in substance use.
	Increase in number of program mentors recruited	The increase in number of program mentors recruited (ready for training) during the reporting period
	Percent of program mentors successfully completing training	Number of program mentors successfully completing training during the reporting period

		Number of program mentors present during the reporting period
	Percent of trained program mentors with increased knowledge of the program area	Number of trained program mentors demonstrating increased knowledge of the program during the reporting period  Number of trained program mentors
	Mentor retention	The number of mentors who have left the program during the reporting period  The total number of mentors in the program during the reporting period
	Increase in youth enrolled since the beginning of the grant program	Number of youth enrolled at the beginning of the reporting period  Number of NEW youth added during the reporting period
	Percent of mentoring programs with active partners	Number of mentoring programs with active partners. (Active partners provide direct support, i.e., funding and in-kind services such as mentors, space, training, skill-building opportunities for youth)

\*Evidence-based programs/practices have been shown, through rigorous evaluation and replication, to be effective at preventing/reducing juvenile delinquency, victimization, and related risk factors. They may be derived from a variety of valid sources, such as OJJDP’s Model Programs Guide, and may include practices adopted by agencies, organizations, and staff that are generally recognized as best practices based on research literature and the degree to which it is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention/intervention.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto: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/](http://www.ojp.usdoj.gov/gmscbt/). Applicants who experience technical difficulties at any point during this process should e-mail [GMSHelpDesk@usdoj.gov](mailto:GMSHelpDesk@usdoj.gov) or call 1-888-549-9901 (option 3), Monday-Friday from 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](http://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](http://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](http://www.ojp.usdoj.gov/gmscbt/) home page to create a GMS profile. For more information on how to register in GMS, go to [www.ojp.usdoj.gov/gmscbt/](http://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 Juvenile Drug Courts Mentoring and Support Services Initiative.
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 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 GMS are posted on the OJP funding Web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://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](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

## Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered “1 of 30,” etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. 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 problem that the program 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 target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant’s understanding of its causes and potential solutions. While applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

**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.

**SMART.** All applicants must register with the OJJDP’s Socioeconomic Mapping and Resource Topography (SMART) system at [smart.gismapping.info](http://smart.gismapping.info). Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local

incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 15). Instructions specific to the FY 2010 solicitations will be posted on the home page of the SMART site. For questions about the SMART System, contact Dennis Mondoro at 202-514-3913 or [dennis.mondoro@usdoj.gov](mailto:dennis.mondoro@usdoj.gov).

- **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. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

**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](http://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. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Mentoring should be the core service activity to support the juvenile drug court that is proposed to be funded by this grant. However, other ancillary services, i.e. educational services, health services, employment and training, community service initiatives, recreational activities, parenting programs, housing assistance, etc. may also be supported with this grant. All proposed services must be part of a comprehensive program service plan. Applicants must develop and describe a service delivery plan for the juvenile drug court mentoring/support services program (with timelines for implementation, benchmarks, and clear assignments of responsibilities). The application should describe how the services supported by this grant will enhance the accomplishment of the juvenile drug court goals and objectives.

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

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

Applicants must make a systemwide commitment that the Juvenile Drug Courts: Strategies in Practice guidelines ([www.ncjrs.gov/pdffiles1/bja/197866.pdf](http://www.ncjrs.gov/pdffiles1/bja/197866.pdf)) will guide the operation and coordination of the juvenile drug court.

**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](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted 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](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 15. 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 demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the grant announcement.

Applicants should describe partnerships and collaborations with local resources (e.g., agencies, businesses, service organizations, faith communities) that have been established to meet the need for mentoring services.

Applicants must maintain a drug court team that includes representation from the mentoring/support services program and assure that mentoring/support services program staff will participate in juvenile drug court program-planning activities.

Applicants must hire a mentoring/support services coordinator who works at least 0.5 FTE and has a formal job description to develop or expand the mentoring program.

Applicants must be able to demonstrate that the juvenile drug court team is in support of the support services by submitting a signed document that indicates the key drug court team

members (the judge, prosecutor, defense attorney, treatment provider, evaluator, and drug court coordinator) are in agreement and in support of the mentoring program.

**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 percent 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](http://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.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 6.)

## **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.

## **Other Attachments**

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

- SMART data (see "SMART," page 11).
- 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/Program (15 points)
2. Performance Measures Requirements (30 points)
3. Project/Program Design and Implementation (25 points)

4. Capabilities/Competencies (15 points)
5. Budget (15 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 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.

All final award decisions will be made by the Assistant Attorney General, Office of Justice Programs, 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. 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000–federal taxes certification requirement

## Appendix: Application Checklist

### OJJDP FY 2010 Juvenile Drug Courts Mentoring and Support Services Initiative

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

#### Eligibility:

- State Agency
- State Court
- Local Court
- Unit of Local Government
- Tribal Government

**The amount requested does not exceed \$300,000.**

#### The application contains:

- Statement of the Problem/Program
- Project Abstract
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Performance Measures Requirements
- Plan for Collecting the Data Required for Performance Measures

#### Program Narrative/Abstract Format

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

#### Other Components

- Standard Form-424
- DUNS Number
- SMART
- Logic Model
- Project Timeline
- Position Descriptions
- Letters of Support/MOUs
- Résumés
- Certifications
- Tribal Authorizing Resolution (if applicable)
- Indirect Cost Rate Agreement (if applicable)