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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under its OJJDP FY 09 National Youth Mentoring Training and Technical Assistance Initiative. This program furthers the Department's mission by advancing the capacity of State and local jurisdictions and Indian tribal governments to develop, implement, expand, evaluate, and sustain youth mentoring efforts that incorporate research-based findings of best practices and principles.

# OJJDP FY 09 National Youth Mentoring Training and Technical Assistance Initiative

## Eligibility

OJJDP invites applications from public agencies (including State agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including faith-based and community organizations).  
(See "Eligibility," page 3.)

## Deadline

Registration with [GMS](#) is required prior to submitting an application.  
(See "Deadline: Registration," page 3.)

All applications are due by 8:00 p.m., Eastern Time, on June 15, 2009.  
(See "Deadline: Application," page 3.)

## Contact Information

For assistance with the requirements of this solicitation, contact Gwendolyn Dilworth, Program Manager, at 202-514-4822 or [gwendolyn.dilworth@usdoj.gov](mailto:gwendolyn.dilworth@usdoj.gov) or Kellie Dressler, Acting Associate Administrator, at 202-514-4817 or [kellie.dressler@usdoj.gov](mailto:kellie.dressler@usdoj.gov).

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting an application, call the GMS Support Hotline at 1-888-549-9901, option 3.

**NOTE:** The hours of operation for the GMS Support Hotline are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2218.

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# OJJDP FY 09 National Youth Mentoring Training and Technical Assistance Initiative

## CFDA #16.726

### Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) supports wide-ranging mentoring initiatives aimed at reducing juvenile delinquency, gang involvement, academic failure, victimization, and school dropout rates. In 1992, Part G of the Juvenile Justice and Delinquency Prevention Act was enacted to fund mentoring efforts that reduce factors placing youth at risk for delinquency. Under this solicitation, OJJDP intends to expand its national leadership role in the youth mentoring arena by advancing the capacity of State and local jurisdictions and Indian tribal governments to develop, implement, expand, evaluate, and sustain youth mentoring efforts that incorporate research-based findings of best practices and principles. In addition, OJJDP anticipates that training and technical assistance under this Initiative will provide support to mentoring programs and initiatives funded by OJJDP, including the Recovery Act National Mentoring Program and the Recovery Act Local Youth Mentoring Initiative. The legislative authority for this initiative can be found in the Department of Justice Appropriations Act, 2009, Pub. L. 111-8.

### Deadline: Registration

Applicants must register with GMS prior to applying. The GMS registration deadline is 8:00 p.m., Eastern Time, June 15, 2009.

### Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, June 15, 2009.

### Eligibility

**General Statement of Eligibility.** OJJDP invites applications from public agencies (including State agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including faith-based 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. Applicants must be knowledgeable about OJJDP-sponsored mentoring programs and national evaluation efforts; have substantial experience with issues related to the delivery and evaluation of youth mentoring programs; illustrate a capacity to develop and sustain broad alliances with mentoring organizations at the national, State, and local levels; and demonstrate expertise in the design and delivery of instructional training and technical assistance (TTA) methods and media that lead to effective program implementation and sustainability.

**Faith-Based and Other Community Organizations.** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community

organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

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

If the applicant is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, visit the [Civil Rights Compliance](#) link, under "Additional Requirements" in this announcement.

**American Indian and Alaska Native Tribes and Tribal Organizations.** Applicants are limited to for-profit (commercial) organizations, non-profit organizations, faith-based and community organizations, institutions of higher learning, and consortiums with demonstrated organizational and community-based experience in working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal consortiums.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

## **Program-Specific Information**

- **Purpose**

OJJDP has learned many valuable lessons since the Office implemented the Juvenile Mentoring Program (JUMP) in 1996. OJJDP-supported research and evaluations show that mentoring relationships lasting 2 or more years significantly increase positive outcomes for youth. Since structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the

progress of the performance and outcomes arising from it. In particular, OJJDP aims to improve mentoring service delivery nationally, promote promising and best practices, facilitate coordination and leveraging of resources, enhance research efforts, and employ technology as a delivery and management tool of this initiative.

Training and technical assistance needs vary considerably by community. Applicants must address the problems associated with providing technical assistance to programs that vary widely in size, organizational structure, geographical location, target population, and capacity. Applicants must describe the specific strategies they would use to implement the proposed program. The successful applicant must demonstrate (1) expertise in juvenile justice, (2) substantial experience conducting assessments for national, State, and local youth mentoring efforts, including assessment of program and project staff performance needs and gaps, (3) proficiency in various instructional design and delivery methods, (4) training and technical assistance competence leading to improved program performance, (5) capacity to effectively communicate and collaborate with OJJDP, and (6) expertise in resolving the youth mentoring problems discussed in this solicitation.

- **Goals, Objectives, and Deliverables**

**Goal.** The goal of this program is to build competency, performance and capacity for mentoring programs across the nation as well as provide training and technical assistance support to OJJDP funded mentoring programs and initiatives.

**Objectives.** The successful applicant will provide training and technical assistance to meet the following program objectives: reduce juvenile delinquency, gang participation, and school dropout rates; enhance the capacity of mentoring programs to develop or expand community collaboratives or partnerships; foster national and State alliances; integrate best practices into youth mentoring service models; create mentor recruitment and sustainment strategies that focus on hard-to-reach populations; and ensure financial sustainability.

**Deliverables.** OJJDP will expect the successful applicant to deliver the following products and conduct the following activities:

1. developing a process for receiving, assessing, and monitoring TTA requests.
2. conceptualizing, designing, and delivering national and site-specific skill-building instructional courses that lead to performance improvement among mentoring organizations whether funded by OJJDP or other public/private sources.
3. designing and administering survey instruments to determine performance needs and gaps. Prepare written findings summaries for OJJDP review and comment.
4. collecting and recording assessment and performance data, conducting and producing analyses of mentoring trends, ensuring that the data collected is relevant, reliable, accurate, and timely.
5. developing a management information system to track performance measures and survey results and support evaluation of TTA efforts.
6. using findings from analyses to develop and deliver comprehensive TTA to improve recipient's service delivery and job performance.

7. building alliances that support national, state, local, and tribal government mentoring organizations.
8. promoting a culture of information sharing and collaboration among national, state, and local mentoring programs through symposiums and advisory forums.
9. designing and developing online resources and TTA tools that use diverse delivery formats, including Web-based trainings, live chats, Webinars, question and answer chat rooms, listservs, and funding links to support mentoring programs.
10. providing semi-annual progress reports to OJJDP on the delivery of training, technical assistance, and program management.

The successful applicant will provide training and technical assistance to Local Youth Mentoring Initiative grantees and other mentoring organizations that prepare them to develop the following:

- definition of the nature of the mentoring sessions, e.g., career involvement, academic support.
- criteria for selecting youth participants.
- plans for recruiting, screening, training, supervising, and retaining mentors.
- procedures defining the ideal location, frequency, and duration of the mentoring sessions.
- standards of conduct.
- staff development plans.
- documentation of program procedures.
- comprehensive systems for managing program information.

The training and technical assistance provider will collect input, output, and performance outcome data to:

- help target the use of program resources for evaluation purposes.
- identify and correct performance gaps using effective TTA strategies and methodology.
- identify opportunities for promising performance improvements.
- mobilize widespread commitment to continuous performance improvement among mentoring programs.
- foster efficient use of organizational resources.
- identify and reinforce best practices in youth mentoring using impact and outcome evaluative processes.

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

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

- **Award Information**

OJJDP will make one award of up to \$1.5 million for a 24 month project period. Additional funding after this budget period may be available based on performance of the grantee, the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

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

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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 salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

**Match Requirement.** Match is not required for this program.

## **Performance Measures**

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures (outlined in the table below) for which the Office will require applicants selected for funding to submit data during the grant period. In their proposal

narrative, applicants must describe their understanding of the mandatory performance measures and discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Deliver training and technical assistance to organizations implementing the OJJDP-funded Local Youth Mentoring Initiative.</p> <p>Design and Develop web-based resources and TTA tools.</p>	<p><i>Compared to the previous reporting period:</i></p> <p>Percent of mentoring programs implementing an evidence-based program or practice.</p> <p>Percent increase in number of training activities conducted.</p> <p>Percent increase in number of technical assistance sessions conducted.</p> <p>Percent increase in the number of materials (designed to assist mentoring programs, staff and mentors) produced.</p> <p>Percent increase in the number of materials distributed to mentoring programs, staff and mentors.</p> <p>Percent of individuals trained who demonstrate increased knowledge of the program area.</p> <p>Percent of deliverables (e.g., training curricula, reports) completed on time.</p>	<p>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance measures data. For detailed information on specific measures and resources, see OJJDP's Performance Measures Website (<a href="http://ojjdp.ncjrs.gov/grantees/pm">http://ojjdp.ncjrs.gov/grantees/pm</a>)</p> <p><i>During the reporting period:</i></p> <p>Number of mentoring programs implementing an evidence-based program or practice.</p> <p>Number of training activities conducted.</p> <p>Number of technical assistance sessions conducted.</p> <p>Number of materials designed to assist mentors and mentoring programs.</p> <p>Number of materials distributed to mentoring programs, staff and mentors.</p> <p>Number of individuals trained.</p> <p>Number of individuals exhibiting increased knowledge of the program area, as measured by a pre- and post-training test.</p> <p>Number of deliverables to be submitted to OJJDP. Deliverables will differ depending upon the specific project and should be outlined in the application.</p>



	<p>Percent of individuals who link training and technical assistance interventions to improved youth mentoring service delivery.</p> <p>Percent of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</p>	<p>Number of deliverables (e.g., curricula, reports, website materials) completed on time.</p> <p>Percent of individuals who link training and technical assistance interventions to improved youth mentoring service delivery.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence. (Will be reported by OJJDP Program Manager.)</p>
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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

**Grants Management System Instructions.** Applications must be submitted through OJP's online GMS. To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/) and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Support Hotline at 1-888-549-9901, option 3, from 7:00 a.m. to 9:00 p.m., Eastern Time.

**Note: OJP cannot accept any application with attachments in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Microsoft Excel (\*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (.doc)" format. Additionally, 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."

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.726 titled "Juvenile Mentoring Program," and the Funding Opportunity Number is OJJDP-2009-2218.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and 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, simple, one-time activity. Call 1-866-705-5711 or apply online at [www.dnb.com/us/](http://www.dnb.com/us/). Individuals are exempt from this requirement.

**Central Contractor Registration.** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) Database. 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 at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form–424

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

### Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced 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. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (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 (e.g., insufficient knowledge and skills of public agencies and private agencies to effectively impact gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc. through mentoring activities). Applicants should use local, State, and related national data 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 through the provision of training and technical assistance.

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 OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available. Applicants must clearly demonstrate an understanding of training and technical assistance standards, the issues that impede effective implementation of mentoring strategies, and describe how they propose to enhance the maturity and effectiveness of youth mentoring programs that serve at-risk youth populations.

**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 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 "Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan," below). The abstract must describe how the applicant will measure progress toward these goals.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

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, to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 8).

- **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.

Applicants should discuss the overall evaluation design of the project. The discussion should include a description of all research questions and the proposed methodology. The methodology must logically connect with the data available and/or the data the project will collect.

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.

**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 13.

**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 13. 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.

This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns must be clearly and evidently 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 effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

### **Budget and Budget Narrative**

Applicants must provide a budget that: (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities.

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below.

- **Budget 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 worksheet must present a complete and detailed itemization of all proposed costs. A budget worksheet template is available at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf).

- **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 worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

### **Indirect Cost Rate Agreement**

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

### **Other Attachments**

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

- logic model (see "Logic Model," page 12).
- timeline or milestone chart (see "Timeline," page 12).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and memoranda of understanding from partner organizations.

### **Selection Criteria**

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (20 points).
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20 points).
- Project/Program Design and Implementation (30 points).
- Capabilities/Competencies (20 points).
- Budget (10 points).

See "Program Narrative," page 10, for detailed descriptions of the above criteria.

## Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will review the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements 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 may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, OJP's Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all 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. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by OJP's Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Sample Needs Assessment/Evaluation T/TA Instruments
- Sample Training Overview, Goals, Objectives, and Lesson Plan Outline.