



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 National Training and Technical Assistance Center for Youth in Custody. This program furthers DOJ's mission by providing education, training, and technical assistance for state, local, and tribal departments of juvenile justice and corrections, service providers, and private organizations who operate juvenile facilities.

OJJDP FY 2010 National Training and Technical Assistance Center for Youth in Custody

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 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 8:00 p.m., Eastern Time, on June 29, 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, seven days a week, except Federal holidays.

For assistance with any other requirement of this solicitation, call Elissa Rumsey, Compliance Monitoring Coordinator, at 202-616-9055 or e-mail her at elissa.rumsey@usdoj.gov, or call Thomas Murphy, State Representative, at 202-353-8734 or e-mail him at thomas.murphy@usdoj.gov.

CONTENTS

Overview.....	3
Deadlines: Registration and Application.....	3
Eligibility.....	3
Program-Specific Information.....	3
Performance Measures.....	6
How To Apply.....	7
What an Application Is Expected To Include.....	9
Standard Form-424.....	9
Program Narrative.....	9
Budget and Budget Narrative.....	12
Indirect Cost Rate Agreement.....	13
Plan for Collecting the Data Required for Performance Measurement	13
Tribal Authorizing Resolution.....	13
Other Attachments.....	13
Selection Criteria.....	14
Review Process.....	14
Additional Requirements	15
Appendix: Application Checklist.....	16

OJJDP FY 2010 National Training and Technical Assistance Center for Youth in Custody (CFDA # 16.540)

Overview

Under this program, the successful applicant will establish the OJJDP National Training and Technical Assistance Center for Youth in Custody (the Center) to provide education, training, and technical assistance for state, local, and tribal departments of juvenile justice and corrections, service providers, and private organizations that operate juvenile facilities. The Center will serve the range of facilities in which juveniles are placed, including adult facilities, and the unique population of juveniles in these institutions. The Center will emphasize the rehabilitative goals of the juvenile justice system and provide comprehensive training, technical assistance, and resources directly to justice facilities that detain or confine youth. The Center will also update and contribute to the knowledge base of best practices in detaining or confining youth. Legislative authorization for this program can be found under Sections 221–223 of the Juvenile Justice and Delinquency Prevention Act (JJDP Act), 42 U.S.C. §§ 5631–5633.

Deadlines: Registration and Application

Registration is required prior to submission. OJJDP strongly encourages registering with Grants.gov several weeks before the application deadline of 8:00 p.m., Eastern Time, on June 29, 2010. See “How To Apply,” page 7, for details.

Eligibility

OJJDP invites applications from public agencies including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and 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

Youth who enter the justice system require age-appropriate and safe interventions. Youth who are detained in or committed to juvenile justice facilities represent a unique segment of juveniles who must be targeted for intensive rehabilitation and treated in accordance with constitutional principles of safe and humane conditions of confinement.

Juvenile detention and confinement facilities have numerous priorities, key among them are safety, security, and rehabilitation of youth. OJJDP recognizes the need for detention and correctional facilities to receive high-quality training and technical assistance to ensure that they

provide the safety, security, and rehabilitation of youth in their care and they meet the specialized needs of youth in their custody.

- **Purpose**

The National Training and Technical Assistance Center for Youth in Custody will serve as a resource for juvenile detention and confinement facilities, youth in custody, and communities working to rehabilitate juvenile offenders. Among other activities, the Center will promulgate data-driven approaches for facilities to identify, monitor, and improve conditions and treatment services provided to youth in custody, using national standards and outcome measures. The Center will document, disseminate, and train on best practices for youth in a range of custody settings.

- **Goals, Objectives, and Deliverables**

The grantee will perform tasks in the area of detention and commitment of juveniles. This includes, but is not limited to:

- serving as the national resource center and information clearinghouse for youth in custody
- establishing a panel of experts and practitioners in the field of juvenile corrections and holding quarterly meetings to share information
- informing the OJJDP Administrator of the latest trends, practices, and programming in juvenile corrections on at least an annual basis
- providing training and technical assistance to individuals and justice agencies in the full range of juvenile detention and correction settings, which will include a national conference on youth in custody and/or a series of Webinar events.

Amount and Length of Award

OJJDP will make one award of as much as \$500,000 for a 1-year project period. The annual award amount will be renewable for a period of 3 years. OJJDP anticipates that any award under this solicitation will be made no later than September 30, 2010.

OJJDP will enter into a cooperative agreement with the grantee. 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, 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 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. (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.

Match Requirement. Match is not required for this program.

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 Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

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 9, 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:

Program Goal	Performance Measures	Data Grantees Provide
<p>Program goals will depend on the specific project funded and program areas selected.</p> <p>Examples of objectives may include identification of risk factors for staff misconduct, improvement of facility functioning, or prevention of youth victimization (including physical and sexual assault).</p>	<p>The following are mandatory measures for grant recipients.</p> <p>Direct Service</p> <p>Percent of youth who complete program requirements.</p> <p>Percent of youth with whom an evidence-based program/ practice was used.</p> <p>Percent of youth who offend/reoffend.</p> <p>Percent of youth who exhibit desired change in targeted behaviors.</p> <p>System Improvement</p> <p>Percent increase in number of staff trained.</p> <p>Number of staff exhibiting increased knowledge of the program area, as a result of project participation.</p>	<p>During the reporting period:</p> <p>Direct Service</p> <p>Number of youth served by program.</p> <p>Number of youth completing program requirements.</p> <p>Number of youth with whom an evidence-based program/ practice was used.</p> <p>Number of youth who offend/reoffend.</p> <p>Number of youth who exhibit desired change in targeted behaviors.</p> <p>System Improvement</p> <p>Number of trained staff at the start of the program.</p> <p>Number of staff trained as a result of grant funds.</p> <p>Number of staff exhibiting increased knowledge of the program area, as determined by pre- and post-program</p>

	<p>Number of program/technical assistance materials developed.</p> <p>Number of planning activities conducted.</p> <p>Percentage of deliverables (reports, curricula, manuscripts, etc.) completed on time. Deliverables will differ depending upon the specific project and should be outlined in the application.</p> <p>Percent of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</p>	<p>testing.</p> <p>Number of program/technical assistance materials developed.</p> <p>Number of planning activities conducted.</p> <p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations, as determined and reported by OJJDP.</p>
--	---	--

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.** An application must have a DUNS number to be submitted in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 1-866-705-5711 or apply online at www.dunandbradstreet.com to obtain a DUNS number. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. The

CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.540 titled "OJJDP FY 2010 National Training and Technical Assistance Center for Youth in Custody".
6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

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, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web

site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page (www.ojp.usdoj.gov/funding/solicitations.htm).

What an Application Is Expected To Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

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

OJP strongly recommends using appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all required attachments. OJP recommends that, if applicable, résumés be included in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should 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.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (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 should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should 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 should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). 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 should be included as the first page of the Program Narrative, and is included in the page limitation specified above. It should 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 should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how progress towards these goals will be measured.

- **Performance Measures Requirements**

Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Goals. Applicants should 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 should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results that should 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 for more information.)

- **Project/Program Design and Implementation**

Applicants should 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.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html. The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 13.

Timeline. Applicants should submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should 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. Applicants must clearly and evidently connect management and staffing patterns to the project design described in the previous section. Applicants must describe the experience and capability of their organization and any contractors that they will use to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Résumés/Job Descriptions. Applicants must provide resumes of key personnel whose work the grant will fund and/or job descriptions outlining roles and responsibilities for key positions. Submit the resumes of the authorized representative, the point of contact, and any job positions that the award will fund in full or in part.

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 Memorandums 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. 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. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Applicants receiving grants of at least \$50,000 must budget funds to support as many as two staff to travel to Washington, DC, for a 3-day grantee training meeting to be held in late 2010 or early 2011. Applicants should budget approximately \$1,500 per person to attend the training and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc., (for example, 2 people x airline ticket (\$400) = \$800; 2 people x 2 days per diem (\$71/day) = \$284, 2 people x lodging (\$207) x 3 nights = \$1242, etc). Use U.S. General Services Administration (GSA) per diem rates, which may be found at www.gsa.gov.

The meeting will provide grantees training on programmatic and financial reporting, performance measures via OJJDP's online Data Collection and Technical Assistance Tool (DCTAT), and using GMS. In addition, grantees will receive information on OJJDP's SMART system and Model Programs Guide.

- **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 www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf

Accounting System and Financial Capability Questionnaire

Private organizations (i.e. nonprofit, for-profit, faith-based organizations) that are first-time applicants and 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 nongovernmental applicants that have not received awards from OJP within the last 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at www.ojp.gov/funding/forms/financial_capability.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:

- logic model (see "Logic Model," page 11)
- timeline or milestone chart (see "Timeline," page 11)
- résumés/job descriptions for all key personnel/positions (see page 11)
- letters of support/commitment and MOUs from partner organizations (see "Letters of Support/Memoranda of Understanding," 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:

- Program Narrative (10 points)
- Project/Program Design and Implementation (30)
- Performance Measures Requirements (5 points)
- Capabilities/Competencies (30 points)
- Budget and Budget Narrative (25 points).

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

Review Process

OJP 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 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. OJJDP will screen applications initially to determine whether the applicant meets all eligibility requirements. A peer review panel will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements. 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.

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. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, OJP’s Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding, 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 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 National Training and Technical Assistance Center for Youth in Custody

OJP has created the application checklist to aid you in developing your application.

Eligibility Requirement

- Public Agency
- Nonprofit Organization
- Federally Recognized tribe
- The amount requested does not exceed \$500,000.

The application components:

- Project Abstract
- Statement of the Problem/Program
- Performance Measures Requirements
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
 - with explanations of how line items relate to Project Design
- Budget Detail Worksheet
 - with all calculations of line items
 - with costs and calculations for mandated OJJDP training
- Logic Model
- Timeline
- Position Descriptions
- Résumés
- Letters of Support/MOUs

Program Narrative/Abstract Format

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

Other

- Complete and Accurate Profile and Applicant Information Entered in GMS
- Standard-424 Form
- DUNS Number
- Certifications