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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) and Bureau of Justice Assistance (BJA) are seeking applicants for their Fiscal Year (FY) 2011 National Gang Center. This program furthers DOJ's mission by providing national leadership, information, training, and technical assistance; developing services and products that target youth gangs and street gang members of all ages; and supporting gang prevention, gang intervention, and comprehensive community-based anti-gang initiatives that include enforcement and reentry. These activities contribute to reductions in gang-related crime and violence and gang activity by juveniles and adults.

## OJJDP FY 2011 National Gang Center

### Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). (See "Eligibility," page 3.)

### Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 10.) All applications are due by 11:59 p.m. Eastern Time on February 28, 2011. (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](mailto:support@grants.gov). Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, call James C. Chavis II, BJA Senior Policy Advisor, at 202-307-0688 or [James.Chavis@usdoj.gov](mailto:James.Chavis@usdoj.gov) or Dennis Mondoro, Strategic Community Development Officer, at 202-514-3913 or [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@usdoj.gov) or Stephanie Rapp, Juvenile Justice Specialist, at 202-514-9123 or [Stephanie.Rapp@usdoj.gov](mailto:Stephanie.Rapp@usdoj.gov).

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# OJJDP FY 2011 National Gang Center (CFDA # 16.544)

## Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) and Bureau of Justice Assistance (BJA) will award a cooperative agreement to continue the activities of the National Gang Center (NGC). NGC provides training and technical assistance to OJP-funded programs and communities across the country. NGC tracks current research and trends on gangs and maintains a database of comprehensive information on the development and implementation of effective gang prevention, intervention, and suppression strategies. Many of these strategies and effective programs are on the NGC's Strategic Planning Tool that is designed to help communities assess and address local gang problems. This award will continue and expand the activities of the National Gang Center. This program will be authorized by an act appropriating funds for the Department of Justice.

## Deadlines: Registration and Application

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. OJJDP and BJA encourage applicants to register several weeks before the application deadline of 11:59 p.m. Eastern Time on February 28, 2011. See "How To Apply," page 10, for details.

## Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

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

## Program-Specific Information

Gangs continue to have a significant adverse impact on youth, families, and communities. According to the *National Youth Gang Survey 2008*, total gang membership averages an estimated 774,000 annually, and approximately 28,000 different gangs operate in the United States. Since 1995, OJJDP has supported the National Youth Gang Center (NYGC), and since 2003, BJA has supported the NGC. While the NYGC traditionally focused on younger gang members, emphasizing prevention and intervention strategies and a comprehensive approach, NGC concentrated on services and products targeting street gang members of all ages and delivered technical assistance and training primarily to law enforcement officers. In October 2009, OJJDP and BJA merged the National Youth Gang Center with the National Gang Center to leverage resources more effectively and create a single, more efficient entity to respond to the needs of researchers, practitioners, and the public. This new partnership recognizes that

street gang activities include all ages and that a balanced, comprehensive approach is needed to reduce gang involvement and gang crime.

The Office of Justice Programs-funded training and technical assistance supports state, local, and tribal jurisdictions through several vehicles, including onsite technical assistance; offsite technical assistance (e.g., telephone, e-mail, Internet, distance learning); peer-to-peer information exchange and mentoring (individual, group, or jurisdiction-wide); publication development and dissemination; information sharing; conferences, workshops, and training events, including agenda development, speaker identification, and logistical support; and curriculum development.

BJA and OJJDP are seeking a training and technical assistance provider to continue the development of anti-gang curricula and deliver training to local law enforcement and communities around the United States. The provider also will support the NGC, including its Web site. More information about NGC is available at [www.nationalgangcenter.gov/](http://www.nationalgangcenter.gov/).

### **Purpose**

The purpose of the National Gang Center is to provide national leadership, information, training, and technical assistance to the field. The NGC supports comprehensive community-based anti-gang initiatives, law enforcement, and practitioners who provide direct services in gang prevention, intervention, suppression, and re-entry programs nationwide. The operations of the NGC contribute to reductions in gang-related crime and violence and gang activity by juveniles and adults.

### **Goals, Objectives, and Deliverables**

The National Gang Center will accomplish the following:

1. Complete all phases of the National Youth Gang Survey for the calendar years of the cooperative agreement. Tasks include developing a survey instrument and nationally representative sampling strategy, disseminating the survey and insuring high rates of compliance (85 percent to 90 percent), managing and analyzing data, developing publications that report findings, and maintaining an online analysis of survey findings.
2. Develop and maintain the NGC Web site to serve as a one-stop shop for publications and practitioner-oriented resources on youth and street gangs. The site must include research and best practices on gang prevention/intervention and comprehensive, community-based anti-gang programs. It must include a database on gang-related legislation, searchable by state or topic. Maintaining the operations of the NGC includes developing and delivering new gang-related courses based upon operational and policy requirements for the law enforcement and criminal justice communities and identifying emerging gang issues.
3. Identify promising gang programs and strategies and maintain this information in a searchable database. This should include a review and synthesis of all new research and evaluation material on anti-gang programs, strategies, and initiatives. The NGC should use a targeted marketing plan to disseminate this information to those federal, state, and local practitioners actively involved in anti-gang efforts.
4. Conduct a National Gang Symposium in 2014. This conference serves as the national forum for professionals involved in addressing anti-gang programs, strategies, and initiatives

and should be planned for 1,500 participants. The NGC coordinates and implements all aspects of the conference.

5. Develop a comprehensive anti-gang training plan to be delivered to law enforcement agencies/personnel. For young offenders, law enforcement is often the entry point into the juvenile justice system. NGC should tailor this training and technical assistance initiative specifically for different types of law enforcement personnel. A non-exhaustive list of these various types of units and positions includes juvenile gang units, juvenile divisions, tribal law enforcement, school resource officers, and departments that support a non-traditional team-based approach to community supervision for juvenile offenders.
6. Produce and support the production of publications and resource materials for federal, state, local practitioners, policy makers, and researchers, as approved by OJJDP and BJA. NGC should maintain a gang information listserv where practitioners can communicate with one another around this issue.
7. Deliver the following existing anti-gang training curricula/courses and develop new anti-gang courses based upon emerging gang issues:
  - **Basic Gang Investigators Course** provides a standardized core curriculum of generalized subject matter to support the investigation and prosecution of street gangs, coupled with a module containing location-specific intelligence about gangs in a region. The course delivery should be no longer than 4 days in length and should be directed to the new (individuals with less than 1 year of experience) gang investigators. A minimum of five trainings will be conducted.
  - **Gangs 101 Train-the-Trainer Course** provides a standardized core curriculum of generalized subject matter to support instructor training and the delivery of curricula related to the investigation and prosecution of street gangs. The course delivery should be no longer than 4 days in length and should be directed to experienced trainers (e.g., officers who have conducted formal classroom training, roll call training, etc.). A minimum of four trainings will be conducted.
  - **Gang Unit Supervision** provides a standardized core curriculum for state and local law enforcement officers who are currently or soon will be assigned to supervisory or command duties in a gang unit or task force. The course delivery should be no longer than 4 days in length and a minimum of two trainings will be conducted.
  - **Gangs in Indian Country** provides a standardized core curriculum for tribal law enforcement officers assigned to anti-gang duties. Blocks of instruction will include Native American Gangs Overview, Regional Gang Overview, Gang Intelligence, Gang Investigations, Interviewing Gang Members, Awareness of the Gang Influence on Tribal Crime, Gang Suppression Strategies and Tactics, Jurisdictional Legal Considerations, and Resources and Programs. The course delivery should be no longer than 4 days in length and a minimum of four trainings will be conducted.
  - **Strategy Seminar for Law Enforcement Executives** provides a standardized core curriculum for police chiefs, sheriffs, and senior command staff of large, medium, and small communities. Discussion is facilitated by one or more senior officials with in-depth experience in the issues affecting the attendees; e.g., media relations, working with

activist organizations, determining gang unit missions, and balancing community relations with gang suppression. The course delivery should be no longer than 1 day in length and a minimum of two trainings will be conducted.

8. Offer services in accordance with adult learning theory and that use a variety of delivery methods (e.g. distance learning, etc.). As appropriate and required, the applicant will conduct an impact evaluation of the courses developed and delivered.
9. Respond to training and technical assistance requests in the subject area of gangs (e.g., provide access to anti-gang information for law enforcement, other criminal justice professionals, non-governmental organizations, and community members, as well as assist in the development of anti-gang programs, strategies, and policy) OJJDP and BJA will give priority consideration to current Project Safe Neighborhoods sites for recipients of training and technical assistance services.
10. Develop and conduct two pilot trainings for two anti-gang training curricula/courses:
  - **Gang Prevention and Intervention in Indian Country.** The applicant will develop, test, and implement a gang prevention/intervention curriculum expressly for tribal communities. While law enforcement's participation is necessary, this training would also target tribal leadership, parents, teachers, administrators, and social service providers. The training would provide a background on the public health model of gang prevention, an introduction to risk factors for Native American youth, appropriate protective factors, and strategies for law enforcement and the other disciplines to intervene with youth who are already gang-involved. The course delivery should be no longer than 3 days in length and a minimum of two trainings will be conducted.
  - **Street Gang Intelligence.** The applicant will develop, test, and present a curriculum that will train law enforcement officers in acquiring and using information related to street gangs. The applicant will gather a small focus group of subject-matter experts to assist in the design of the training, contribute supporting material, and serve as instructors. There will be a mix of lecture and practical exercises targeting those who are newly involved in the collection and analysis of gang-related information and the production and dissemination of intelligence. The course delivery should be no longer than 3 days in length and a minimum of two trainings will be conducted.
11. Provide meeting support and planning:
  - Logistical support and travel costs for four to five focus groups for curricula development (15 to 20 participants, 1 to 1½ days).
  - Logistical support for 10 to 17 training sessions (30 to 50 participants, 2 to 3 days).
  - Applicants should assume a substantive role in developing meeting content in approximately 80 percent of meetings and a logistical support role in all of them.
12. Support communications efforts:
  - Develop numerous publications on emerging gang-related issues that range from policy briefs (2 to 5 pages) to larger documents (10 to 50 pages).

- Develop and maintain a calendar of related training and technical assistance activities.

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

OJJDP will make one award of up to \$2,000,000 for a 12-month project period. Additional funding after this budget period may be available based on performance of the grantee. The initial award and any subsequent awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

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

- 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.

### **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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/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 for OJP. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their applications. Unless applicants submit a waiver request and justification, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service 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.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, 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 Goals	Performance Measures	Data Grantee Provides
<p>Prevent gang-related crime, violence, and gang involvement among youth and adults in all communities by reducing the precursor attitudes and behaviors associated with these actions.</p> <p>To provide training, technical assistance and enhance the capacity of local law enforcement, justice agencies and community organizations to prevent and reduce gang involvement and crime.</p>	<p>Number of organizations to which technical assistance is provided.</p> <p>Number of planning/training activities conducted.</p> <p>Number of participants who successfully complete the training.</p> <p>Number of organizations reporting improvements in operations based on training and technical assistance.</p> <p>Percent of training participants exhibiting increased knowledge of the program area.</p>	<p>Number of organizations to which technical assistance is provided during the current reporting period: law enforcement, other justice agencies, community organizations.</p> <p>Number of training events conducted during the current reporting period.</p> <p>Number of individuals trained during the current reporting period: includes law enforcement, other justice agencies, community representatives.</p> <p>Number of organizations (law enforcement, other justice and community organizations) reporting improvements in operations based on training and technical assistance</p> <p>During the current reporting period, the number of individuals completing both pre- and post-technical assistance/training tests/ evaluations that</p>

	Number of program materials developed.	<p>demonstrate improved understanding of strategies to address gang crime.</p> <p>Number of participants reporting</p> <p>Number and type of products created to serve the field.</p>
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application is Expected to Include,” page 11, for additional information.

## Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute “research”. Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined 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)]. For additional information on determining whether a proposed activity would constitute research, see the decision tree on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at [www.fsrs.gov](http://www.fsrs.gov).

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## 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](http://www.grants.gov). Applicants who experience difficulties during this process, should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com).
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.

5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.544, titled “Youth Gang Prevention,” and the funding opportunity number is OJJDP-2011-2890.
6. **Submit an Application Addressing All Solicitation Requirements.** Within 24–48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. Important: OJJDP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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**

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit their applications. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of their technical difficulties, a timeline of submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant’s computer or information technology environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of 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 should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, that do not meet the eligibility

requirements, that do not request funding within the funding limit, that do not include a program narrative, and budget detail worksheet or a budget narrative will neither proceed to peer review nor receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes in a single file.

### **Standard Form-424 (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF 424 are available at [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf).

### **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 should 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. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives 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). 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 the most relevant findings from research and 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.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should 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 should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

- **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 must 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. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide 15 anti-gang publications per year, or to develop and make available 5 new anti-gang trainings based upon the needs of local law enforcement and public agencies that are addressing community-based gang crime and violence,

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 8.) OJJDP does not require applicants to submit performance measures data with their applications. 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/Implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants are encouraged to adopt a project design that will facilitate the gathering of data on the required performance measures.

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 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](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page 16.

**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](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 16. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or memoranda of understanding 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 Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they 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 should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should 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 should 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 the applicant submits a budget in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm)

### **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

### **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 should be included with the application. In those instances where an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application. If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

## Other Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see “Logic Model,” page 14)
- timeline or milestone chart (see “Timeline,” page 14)
- 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)
- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service
- evidence of for-profit status, e.g., copy of articles of incorporation.

## Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP’s funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

## Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem (15 points)
2. Performance Measures Requirements (30 points)
3. Project/Program Design and Implementation (30 points)
4. Capabilities and Competencies (15 points)
5. Budget (10 points)

See “What an Application is Expected To Include,” page 11, for 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 and its requirements.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA and 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. A peer review panel will evaluate, score, and rate all eligible applications. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with BJA and OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement 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
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting 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
- Active CCR Registration.

## Appendix: Application Checklist

### OJJDP FY 2011 National Gang Center

This application checklist has been created to assist in developing an application.

#### Eligibility Requirement:

\_\_\_\_\_ The federal amount requested is within the allowable limits of \$2,000,000.

#### What an Application Should Include:

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 12)

\_\_\_\_\_ Program Narrative (see page 12)

\_\_\_\_\_ Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)

\_\_\_\_\_ Statement of the Problem

\_\_\_\_\_ Performance Measures Requirements

\_\_\_\_\_ Project Design and Implementation

\_\_\_\_\_ Capabilities/Competencies

\_\_\_\_\_ Budget Detail Worksheet and Budget Narrative (see page 14)

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 15)

\_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 15)

\_\_\_\_\_ Additional Attachments (see page 16)

\_\_\_\_\_ logic model

\_\_\_\_\_ timeline or milestone chart

\_\_\_\_\_ résumés of all key personnel

\_\_\_\_\_ job descriptions for all key positions

\_\_\_\_\_ letters of support/MOUs from partner organizations

\_\_\_\_\_ evidence of nonprofit status e.g., copy of articles of incorporation, if applicable

\_\_\_\_\_ evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable

\_\_\_\_\_ Other Standard Forms, Certifications, and Other Components (see page 16) including:

\_\_\_\_\_ DUNS number

\_\_\_\_\_ CCR registration

\_\_\_\_\_ Certifications

\_\_\_\_\_ Disclosure of lobbying activities (if applicable)

\_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)