



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 the OJJDP FY 10 State Relations and Assistance Division State Advisory Group Training and Technical Assistance Project. This program furthers the Department's mission by providing national leadership, coordination, and resources to prevent and respond to juvenile delinquency and child victimization.

OJJDP FY 2010 State Advisory Group Training and Technical Assistance Project

Eligibility

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

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. The deadline to apply for funding under this announcement is 8:00 p.m. Eastern Time on April 29, 2010. See the "How To Apply," page 6, for details.

Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549-9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov. The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight Eastern Time, except for Federal holidays.

For assistance with any other requirements of this solicitation, contact Thomas Murphy, OJJDP State Representative, at (202) 353-8734 or Thomas.Murphy@usdoj.gov.

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OJJDP FY 2010 State Advisory Group Training and Technical Assistance Project

CFDA Number: 16.540

Overview

The State Advisory Group Training and Technical Assistance Project furthers DOJ's mission by providing training and technical assistance to state advisory groups (SAGs) appointed under the Juvenile Justice and Delinquency Prevention Act (JJDP Act) 1974, as amended. Title II Part B authorizes the OJJDP Administrator to provide training and technical assistance resources to states, U.S. territories, Federally-recognized tribal governments, and units of local government to support their justice systems response to juvenile delinquency.

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Project-Specific Information

Purpose

The Title II Part B Formula Grants Program is authorized under Sections 221–223 of the JJDP Act, 42 U.S.C. §§ 5631–5633. This program supports state and local efforts in planning, establishing, operating, coordinating, and evaluating projects directly or through grants and contracts with public and private agencies for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

Pursuant to Section 223(a)(3)(A) of the JJDP Act, the chief executive officer of the state shall appoint a state advisory group (SAG) consisting of not less than 15 and not more than 33 members. At least one member shall be a locally elected official representing general purpose local government. At least one-fifth of the members shall be younger than 24 years old at the time of appointment. At least three members shall have been or currently be under the

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jurisdiction of the juvenile justice system. A majority of the members (including the chairperson) shall not be full-time employees of federal, state, or local governments. The membership qualifications are described in subsections i–v of Section 223(a)(3)(A) of the JJDP Act.

OJJDP remains committed to ensuring the highest quality of training and technical assistance to support the Formula Grants Program. The FY 2010 State Relations and Assistance Division State Advisory Group Training and Technical Assistance Project will support training and technical assistance services to SAGs throughout the country and the U.S. territories. The training and technical assistance that SAG members receive serves two broad purposes. It enables them to: (1) better understand the juvenile justice system in their respective states or territories and (2) become more familiar with all programs and facilities serving youth. Trained SAG members will be better able to effectively carry out their roles and responsibilities to ensure and enhance an effective and responsive juvenile justice system within their jurisdictions.

Goals, Objectives, and Deliverables

OJJDP will offer funding to an organization that provides program activities in support of OJJDP's mission to provide national leadership, coordination, and resources to prevent and respond to juvenile delinquency and child victimization. OJJDP supports states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds offenders accountable, and provides treatment and rehabilitative services tailored to the needs of juveniles and their families. OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantee will provide and submit semi-annual progress reports in the Office of Justice Programs' Grants Management System.

Amount and Length of the 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 not to exceed 3 years. OJJDP anticipates that any awards under this solicitation will be made no later than September 30, 2010.

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

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

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

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Budget Information

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

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

Match Requirement. Match is not required for this program.

Performance Measures Requirements

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, the applicant who receives funding under this solicitation must provide data that measures the results of its work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Refer to "What an Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantees Provide
<p>Program goals will depend on the specific project funded. Most projects can be classified under the following category:</p> <p>Systems Improvement Project</p> <p>Examples of goals may include enhancing organizational capacity and improving program quality and system effectiveness through provision of training and/or technical assistance. Development of training curricula is not included in this category.</p>	<p>Performance measures will depend on the specific program goals and objectives. Examples follow:</p>	<p>OJJDP has an online system for grantee performance measures data reporting. To access, see (ojjdp.ncjrs.gov/grantees/pm)</p> <p><i>During the reporting period:</i></p>
	<p>Number of training requests received</p>	<p>Number of training requests received</p>
	<p>Number of technical assistance requests received</p>	<p>Number of technical assistance requests received</p>
	<p>Number of program materials developed.</p>	<p>Number of program materials developed</p>
	<p>Number of planning or training events held</p>	<p>Number of planning or training events held</p>
	<p>Number of people trained.</p>	<p>Number of people trained.</p>
	<p>Percent of people exhibiting increased knowledge of the program area.</p>	<p>Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).</p>
	<p>Number of program policies changed, improved, or rescinded.</p>	<p>Number of program policies changed, improved, or rescinded.</p>

	Percent of organizations reporting improvements in operations based on training and technical assistance.	Number of organizations that receive training and technical assistance. Number of those served by TTA
	Percent of those served by training and technical assistance who reported implementing an evidence based program and/or practice during or after the TTA	Number of organizations reporting improvements in operations based on training and technical assistance. Number of those served by TTA who reported implementing an evidence based program and/or practice during or after the TTA

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to midnight Eastern Time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application 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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and 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. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance 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 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 a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select OJJDP and the State Advisory Group Training and Technical Assistance Project solicitation.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

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

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

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

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

What an Application Must Include

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

Standard Form 424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. 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.

Applicants must clearly demonstrate an understanding of training and technical assistance issues, the needs of state advisory groups, and issues relevant to state juvenile justice systems. Applicants must have a working knowledge of the JJDP Act. In particular, applicants must demonstrate their understanding of the requirements for state advisory groups outlined in Section 223(a)(3) of the JJDP Act. Applicants must demonstrate a familiarity with OJJDP's Title II Formula Grants, Title V Community Prevention Grants, Juvenile Accountability Block Grants, and Enforcing the Underage Drinking Laws programs.

The application must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "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, the applicant must be cognizant of the performance measures that OJJDP will require the successful applicant to provide.

Capabilities/Competencies

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. The applicant should 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 the applicant 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. If partner organizations will assist with project activities, the applicant should attach to the application memoranda of understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute.

Budget and Budget Narrative

A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see 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 the cognizant federal agency, the applicant may obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Other Attachments

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 ojdp.ncjrs.gov/grantees/timelines.html). The applicant must submit the timeline as a separate attachment. On receipt of an award, the grantee may revise the timeline based on training and technical assistance that OJJDP will provide.

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 (40%)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20%)
- Capabilities/Competencies (20%)

- Budget and Budget Narrative (15 %).
- Other Attachments (5%)

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 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. 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 the final grant award decision.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. 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 A: Application Checklist

OJJDP FY 2010 State Advisory Group Training and Technical Assistance Project

Applicants must submit all applications electronically through OJP's GMS.

- Application for Federal Assistance (SF-424)** is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.
- Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.
- Program Narrative (Attachment #1)** must address all required items. Standard Form 424
- Budget and Budget Detail Worksheet (Attachment #3)** must include a worksheet that identifies and a narrative that justifies all proposed costs
- Indirect Cost Rate Agreement** (*if applicable*)
- Description of Applicant's Plan for Collecting Performance Measure Data**
- Other Attachments** 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

Applicants must submit files attached to their GMS application as a Microsoft Word document (.doc), PDF file (.pdf), or text document (.txt). Refer to the program announcement for detailed descriptions of these items.

Deadlines

- Applicants must submit completed applications by 8 p.m. Eastern Time April 29, 2010.

OJJDP will accept only those applications submitted through the GMS online application system. OJJDP will not consider mailed or faxed applications.