U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

The U.S. Department of Justice, Office of Justice Programs' Office of Juvenile Justice and Delinquency Prevention is pleased to announce that it is seeking applications for funding under the OJJDP FY 2008 Community Oriented Policing Services (COPS) Earmarks solicitation. This program furthers the Department's mission by assisting states and communities to prevent and respond to juvenile delinquency and victimization.

OJJDP FY 2008 Community Oriented Policing Services (COPS) Earmarks

Eligibility

Applicants are limited to agencies and organizations that have received an invitation to apply under this program. Applicants should confirm that this program solicitation is the one listed on their invitation letter before applying. All other applications will not be processed.

(See "Eligibility," page 3.)

Deadline

Please check the deadlines by logging into GMS at
https://grants.ojp.usdoj.gov/gmsexternal/login.do.

(See "Deadline: Registration and Applications," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Jennifer Yeh, Program Manager, at 202-616-9135 or Jennifer.Yeh2@usdoj.gov.

Applicants must submit their applications through OJP's Grant Management System (GMS). For technical assistance with submitting an application, call the Grants Management System Support Hotline at 1–888–549–9901.

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OJJDP FY 2008 Community Oriented Policing Services (COPS) Earmarks CDFA # 16.541

Overview

The Community Oriented Policing Services (COPS) Office was created through the Violent Crime Control and Law Enforcement Act of 1994. The mission of the COPS Office, a component of the U.S. Department of Justice, is to advance the practice of community policing as an effective strategy to improve public safety. The COPS Earmarks solicitation provides grants, cooperative agreements, and other assistance to organizations identified in the Joint Explanatory Statement to Accompany Consolidated Appropriations Act [2008], 153 Cong. Rec. 193 (2007). The program is authorized by the Consolidated Appropriations Act 2008, Pub. L. No. 110-161.

Please visit http://www.ojp.usdoj.gov/funding/solicitations.htm for information on other funding opportunities from the Office of Justice Programs.

Deadline: Registration and Applications

Applicants must register with GMS prior to applying. Please check the deadlines by logging into GMS at https://grants.ojp.usdoj.gov/gmsexternal/login.do. After logging in, click the "Funding Opportunities" link on the left menu bar, select the "Office of Juvenile Justice and Delinquency Prevention" as the Program Office, and Click "Search." The Earmarks solicitation and deadline will be displayed.

Eligibility

OJJDP will only accept applications for the OJJDP FY 2008 COPS Earmarks solicitation from agencies and organizations that have received an invitation to apply under this solicitation. Applicants should confirm that this solicitation is the one listed on their invitation letter before applying. All other applications will not be processed.

Faith-Based and Other Community Organizations. Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, DOJ invites and encourages faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and other community organizations for awards on the same basis as other eligible applicants, and, if they receive assistance awards, DOJ will treat them on an equal basis with all other grantees in the administration of such awards. DOJ will not favor nor discriminate against any eligible applicant or grantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based organizations, however, may not use DOJ grant awards to fund

any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, the grantee must separate such religious activity in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds may not discriminate in the provision of services based on a beneficiary's religion.

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

Program Information

OJJDP administers a portion of the COPS Earmarks, administered by OJJDP, identified in the Joint Explanatory Statement to accompany Consolidated Appropriations Act [2008],153 Cong. Rec. (2007).

OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, grantees will provide and submit semi-annual progress reports through GMS.

- **Award Information**

The award project and budget period for all grants is up to 3 years. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that awards that may be made under this solicitation should be awarded no later than September 30, 2008.

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), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Program objectives will depend on the specific project funded. Most projects can be classified under one or more of the following categories.	These will differ, depending on the specific program goals and objectives. Examples follow.	OJJDP has an online reporting system (www.ojjdp-dctat.org) for grantee transmittal of performance measures data. For detailed information on specific programs, see OJJDP's Performance Measures Web site (http://ojjdp.ncjrs.gov/grantees/pm).
Prevention Program Examples of objectives include prevention of delinquency risk behaviors, improvement in family functioning, and prevention of child victimization (including abuse and neglect). **Intervention Program** Examples of objectives include intervening with delinquent youth, status offenders, and system-involved families.	**Program Prevention/Intervention** *Number of program youth and/or families served. Number of service hours completed by program youth and/or families. Number of programs implementing an evidence-based program or practice.[1] Number of youth/families served with whom an evidence-based program or practice was used. Number of youth/families successfully completing program requirements. Number of program youth who offend or reoffend (or are victimized or re-victimized). Number of program youth and/or families exhibiting desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, antisocial behavior, school attendance, gang involvement, etc.).	**Program Prevention/Intervention** Number of program youth and/or families served. Number of service hours completed by program youth and/or families. Number of programs implementing an evidence-based program or practice. Number of youth/families served with whom an evidence-based program or practice was used. Number of youth/families successfully completing program requirements. Number of program youth who offend or reoffend or are victimized or re-victimized. Number of program youth and/or families exhibiting desired change in targeted behaviors.

[1] Evidence-based programs and practices are those that have been shown through rigorous evaluation and replication to be effective in preventing or reducing juvenile delinquency, victimization, or related risk factors. Such programs and practices may be derived from diverse sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model programs resources). Evidence-based practices may include practices generally recognized as "best practices" based on research literature or the degree to which the practice is based on a clear, well-articulated theory or conceptual framework for delinquency or victimization prevention or intervention.

Systems Improvement Project (includes training and technical assistance). Examples of objectives include improving organizational capacity, program quality, and through training and technical assistance. Development of training curricula is not included in this category (see below).	**Systems Improvement Project** Number of programs implementing an evidence-based program or practice. **Grantees for systems improvement projects also must select at least one measure listed below.[2]** Number of MOUs developed between agencies and organizations. Number of planning activities conducted. Number of program materials developed. Number of program staff trained. Number of program staff exhibiting increased knowledge of the program area. Number of program policies changed, improved, or rescinded.	**Systems Improvement Project** Number of programs implementing an evidenced-based program or practice. Number of MOUs developed between agencies and organizations. Number of planning activities conducted. Number of program materials developed. Number of program staff trained. Number of program staff exhibiting increased knowledge of the program area. Number of program policies changed, improved, or rescinded.
Research and Development (includes research, evaluation and/or Statistics Projects and development of Training Curricula) Examples of objectives may include measuring the effectiveness of a prevention program, enhancing understanding of a specific issue related to juvenile justice, or, developing a training guide for the juvenile justice field.	**Research and Development** Deliverables will differ depending on the specific project and should be outlined in the application. Number of deliverables (e.g., reports, curricula, manuscripts) completed on time. Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.	**Research and Development** Number of deliverables to be submitted to OJJDP. Number of deliverables completed on time. Number of deliverables that meet OJJDP's expectations.

[2] If applicant does not deem any of the listed Systems Improvement Project performance measures appropriate, it should propose an alternative measure for OJJDP's review.

How To Apply

Grants Management System Instructions. Applicants must submit their applications through the online GMS. Applicants should begin the process early, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit http://www.ojp.usdoj.gov/gmscbt/. For additional information, call the GMS Help Desk at 1–888–549–9901. (Please note that GMS does not accept executable files as application attachments. Disallowed file types include, but are not limited to, the following extensions: com, bat, exe, cfg, .dat, db, dbf, dll, ini, log, ora, sys, vbs, and zip.)

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.541.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at http://www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form–424

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

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 25 pages of 8½ by 11 inches, with pages enumerated "1 of 25," "2 of 25," and so forth. Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. OJJDP may deem applications that do not adhere to the required format to be ineligible.

The program narrative must address the following criteria: (1) project abstract, (2) statement of the problem/program narrative, (3) impact/ outcomes and evaluation, (4) project/program design and implementation, and (5) capabilities/competencies. Applicants should clearly delineate the connections between and among each of these sections. For example, the goals and objectives should derive directly from the problems to be addressed. Each of these sections is described below.

- **Project Abstract**

The project abstract should not exceed 200 words. It should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation," below), and the abstract should also describe how progress towards these goals will be measured. Finally, the abstract must contain a brief description of the connections between the project's activities and potential reductions in juvenile delinquency, child maltreatment, or other long-term goals (see "Sample Project Abstract," page 13).

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction to be addressed by this project (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Local 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.

- **Impact/Outcomes and Evaluation**

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

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and applicants should clearly connect them to the problems they identified in the preceding section. Objectives must be quantified, measurable, and attainable within the project period and be congruent with the project's goals and objectives.

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 4.) Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design associated with this grant.

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

The project design section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

This section should be detailed and describe how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OJP grant award.

The project design section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Timeline. In addition to the narrative description of the project design, applicants must submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. Applicants should not use actual calendar dates in their timelines; instead the timeline should use "Year 1," "Month 1," "Quarter 1," etc. (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 10. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **SMART**

Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. OJJDP will be offering additional training and guidance on the SMART system and this new requirement. In the interim, all applicants should register with the SMART system at http://smart.gismapping.info, and become familiar with the data and information that is currently available.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations.

This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and evidently 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 will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

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 both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. 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.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the applicant calculated the cost. For example, under costs for personnel, the applicant should show the annual salary rate and the percentage of time that each employee paid through grant funds will devote to the project. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A budget detail worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

Applicants receiving grant funds of at least $45,000 must include in the budget funds to support up to 2 staff to travel to Washington, DC for a 3 day grantee training meeting to be held in Fall 2008. Applicants should budget $1,500 per person to attend the training and record this as part of the Travel line item in the budget. This meeting will provide grantees training on programmatic and financial reporting; reporting performance measures under DCTAT; and using the Grants Management System (GMS). In addition, grantees will receive information on OJJDP's SMART system; the Helping America's Youth (HAY) Strategies and Tools for Communities to Help Youth; and OJJDP's Model Programs Guide.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and justify all proposed costs. In the budget narrative, the applicant should 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. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement. Applicants who do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. The applicant can determine this 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/oc/indirectcosts.htm.
provided in the Estimated Funding section of the Project Information screen in GMS.

Other Attachments

Applicants must submit the following materials in as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), Excel worksheet, PDF file (.pdf), or text document (.txt)—must include:

- annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization (see "Timeline," page 9).

- résumés of all key personnel.

- job descriptions outlining roles and responsibilities for all key positions.

- letters of support/commitment and memorandums of understanding (MOUs) from partner organizations.

- **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity ("service area") in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

  - **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)
ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)
ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

  - **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Additional Requirements

- Civil Rights Compliance

- Confidentiality and Human Subjects Protections regulations

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act Compliance

- DOJ Information Technology Standards

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with [Office of the Comptroller Financial Guide](#)

- Suspension or Termination of Funding

- Non-Profit Organizations

- Government Performance and Results Act

- Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

Attachment: Sample Project Abstract

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.