



---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for its Fiscal Year (FY) 2012 Juvenile Justice Reform and Reinvestment Demonstration Program. This program furthers the Department's mission by providing funding to states and communities to test an evidence-based juvenile justice reform initiative to improve outcomes and the allocation of limited juvenile justice dollars.

## **OJJDP FY 2012 Juvenile Justice Reform and Reinvestment Demonstration Program**

### **Eligibility**

Applicants are limited to units of local government, including state agencies (only if targeted to a local community), and public agencies. Units of government may partner as coapplicants, when necessary, to achieve the goals of this solicitation; however, a lead agency must be identified. States may submit only one application, regardless of whether the lead applicant is a state or local agency. In addition, OJJDP will consider only applications from states determined to be in compliance with the four core requirements of the Juvenile Justice and Delinquency Prevention Act for FY 2012 funding. (See Eligibility, page 3.)

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 14.) All applications are due by 11:59 p.m. eastern time on August 23, 2012. (See Deadlines: Registration and Application, page 3.)

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). **Note:** Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2012-3357

**Release Date: July 24, 2012**

## Contents

Overview .....	3
Deadlines: Registration and Application.....	3
Eligibility .....	3
Program-Specific Information .....	4
Performance Measures .....	10
Project Evaluations .....	13
Notice of Post-Award FFATA Reporting Requirement .....	14
How To Apply.....	14
What an Application Is Expected To Include.....	16
1. Information to Complete the Application for Federal Assistance (SF-424) .....	16
2. Program Narrative .....	17
3. Budget Detail Worksheet and Budget Narrative .....	20
4. Indirect Cost Rate Agreement (if applicable) .....	21
5. Signed Letter from State Juvenile Justice Administering Agency .....	21
6. Additional Attachments.....	21
7. Other Standard Forms.....	22
Selection Criteria.....	22
Review Process .....	23
Additional Requirements.....	23
Provide Feedback to OJP on This Solicitation.....	24
Appendix A: JJDP Act Core Requirements State Compliance Status .....	25
Appendix B: Application Checklist .....	26

# OJJDP FY 2012 Juvenile Justice Reform and Reinvestment Demonstration Program (CFDA #16.821)

## Overview

The Juvenile Justice Reform and Reinvestment Demonstration Program is a new initiative that is made possible through the Office of Management and Budget's (OMB) Partnership Fund for Program Integrity Innovation (the Partnership Fund)<sup>1</sup>.

This solicitation will provide funds to three state and/or local administering agencies for juvenile justice to develop and implement an integrated set of evidence-based and cost-measurement tools that will enable them to make informed decisions about resources and services for justice-involved youth. OJJDP will expect awardees to fully participate in training and technical assistance and an evaluation of this initiative. The initiative will determine whether systematic use of these tools helps awardees realign services and costs and ensure the provision of the right services, for the right youth, for the right duration of time.

This program is authorized by Pub. L. 111-117, 123 Stat. 3034, 3171 and Pub. L. 112-74, 125 Stat. 786, 898.

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, applicants are urged to submit 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. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on August 23, 2012. See How To Apply, page 14, for details.

## Eligibility

Applicants are limited to units of local government, including state agencies (only if targeted to a local community), and public agencies. Units of local government that apply must be the state's local administering agency for juvenile justice. Municipal governments may submit applications as part of a larger application from the county or state within which they are located. Units of government may partner as coapplicants, when necessary, to achieve the goals of this solicitation; however, a lead agency must be identified. States may submit only one application, regardless of whether the lead applicant is a state or local agency. In addition, OJJDP will consider only applications from states determined to be in compliance with Sections 223(a)(11), (12), (13), and (22) (the core requirements) of the Juvenile Justice and Delinquency Prevention Act (JJDP Act) for FY 2012 funding. The list of states in compliance with the core requirements is included as Appendix A.

---

<sup>1</sup> See [partner4solutions.gov/](http://partner4solutions.gov/) for more information.

To be considered, applicants must provide the following with their application to Grants.gov:

- A signed letter of commitment from the state juvenile justice administering agency identifying the local jurisdiction(s) within the state in which this pilot will be administered and the state agency's support of the application (if the lead applicant is the local agency). The letter must explain that OJJDP has determined that the state is in compliance with the four core requirements of the JJDP Act for FY 2012 funding.
- The lead applicant must also provide a letter indicating its agreement to:
  - Begin full implementation of this pilot by March 1, 2013. This includes having staff onboard, being prepared to begin training, and participating in program meetings at the local site.
  - Set aside \$249,000 of the award from OJJDP to cover training and technical assistance costs for implementation of the protocol and tools. OJJDP has selected Georgetown University's Center for Juvenile Justice Reform (CJJR) to provide training and technical assistance under this initiative. By March 1, 2013, awardees must enter into signed and executed agreements with CJJR for training and technical assistance, as required under this award. Applicants *must describe in brief their organizational requirements and assure* the execution of this contract between October 1, 2012, and March 1, 2013.
  - Actively participate in and comply with all requirements of the evaluation of this demonstration program. OJJDP will select the evaluator by September 30, 2012.

Regardless of whether the lead applicant is the state or local agency, applicants must include all of the items noted above with their application to Grants.gov.

## Program-Specific Information

This initiative is made possible by the Partnership Fund for Program Integrity Innovation ([www.partner4solutions.gov](http://www.partner4solutions.gov)), which seeks innovative ideas to improve the stewardship of federal dollars to create an efficient, effective government model for the 21st century. The Office of Management and Budget administers the Partnership Fund. Established in 2010, the Partnership Fund supports pilot projects to streamline administration and strengthen program integrity in federal assistance programs administered in cooperation with the states. Pilot sites test high-return-on-investment innovations that have the potential to significantly impact multiple programs. OMB has made funds available for OJJDP to conduct a pilot test of evidence-based decisionmaking and cost realignment in juvenile justice programming at the local level.

Early intervention with juveniles entering the juvenile justice system is less expensive and is more effective for reducing the likelihood of recidivism. Further, research has shown that the farther a youth progresses into the juvenile justice system, the harder it is to intervene effectively. Alternatives to confinement and diversion are important components of any systemwide reform effort. Investing more resources at the early stages is a more economically responsive approach because it prevents recidivism and deeper involvement in the system.

This initiative builds on more than 30 years of OJJDP-led comprehensive research in juvenile justice, youth development, and program evaluation that has informed what works and what does not in serving youth and reforming juvenile justice, both at the state and local levels. As

the agency that has sponsored the majority of this research and offers continuous training and technical assistance to the juvenile justice field, OJJDP is in a unique position to work with selected states and local communities to pilot this project.

In addition to the sites selected through this solicitation, OJJDP will work with a training and technical assistance provider and an evaluator to develop, implement, and test an integrated set of tools that enable state and local administering agencies for the juvenile justice system to make the best informed decisions about resources and services for justice-involved youth. These tools incorporate the best research-based information regarding youth development, risks and needs, program effectiveness and cost to inform decisions around outcomes, quality and costs of services for youth in the juvenile justice system.

### **Purpose and Key Elements of the Initiative**

The Juvenile Justice Reform and Reinvestment Demonstration Program will implement and evaluate a systematic protocol of evidence-based decision tools and measures to determine whether their use can result in better juvenile justice outcomes, while also saving money at the local level. States and communities have been at the forefront of implementing juvenile justice reforms and evidence-based programming. Through this initiative, OJJDP seeks to further these reform efforts while assisting localities as they adjust to dramatically dropping juvenile justice funding. The results of this demonstration program will also inform national juvenile justice reform efforts and identify best practices in the use of limited federal, state, and local dollars for juvenile justice.

The implementation of this initiative has two primary components. Selected sites must commit to:

- **At the point of service level:** Conduct risk and needs assessments for system-involved youth and local service options, using existing validated instruments. In some cases, this may mean adopting such instruments if they are not already in place and may entail revising or replacing an instrument that is in place. In addition, this means adopting the Standardized Program Evaluation Protocol (SPEP)<sup>2</sup>, which determines the effectiveness of program services compared to current delinquency and evidence-based program research. The SPEP tool generates a score to assess the relative effectiveness of the local program service options for youth currently in the juvenile justice system. It helps identify programs that are likely to be more effective for reducing recidivism and program improvements for that purpose. This SPEP tool is already developed and in use but requires additional testing in a range of juvenile justice settings. For more information about the SPEP, its origins, and use, see [cjjr.georgetown.edu/jjsip/researchbasis.html](http://cjjr.georgetown.edu/jjsip/researchbasis.html).

---

<sup>2</sup> The Standardized Program Evaluation Protocol is a tool for comparing juvenile justice programs to what the research has found to be effective. The tool was designed based on Lipsey's large (2009) meta-analysis of evaluation studies and although it is focused on recidivism, the programs found in the meta-analysis to be effective for reducing recidivism also had positive effects on other outcomes, such as family and peer relations, mental health symptoms, and school attendance. See Lipsey, M., Howell, J., Kelly, M., Chapman, G., and Carver, D. 2010. Improving the Effectiveness of Juvenile Justice Programs: A New Perspective on Evidence-Based Practice. Washington, DC: Center for Juvenile Justice Reform/Georgetown Public Policy Institute.

- **At the system level:** Track and assess juvenile justice costs and outcomes for system-involved youth. Juvenile justice administrators will integrate the SPEP score with a cost-benefit rating to compare the per unit cost to the service type using standardized service parameters. This will ensure that administration decisions about providers guarantee an optimal match for both the public and the youth. The evaluator of the initiative, in consultation with OJJDP, CJJR, and the implementation sites, will develop the method for tracking and measuring costs.

Funded sites should anticipate that they will consult with both CJJR and the evaluator on site-specific implementation of the SPEP and cost measurement tools. This process will begin in October 2012. Sites should be ready to implement the tools in March 2013.

When these tools are implemented properly, OJJDP expects that the juvenile justice system will achieve outcomes relating to reduced recidivism, increased public safety, and lower costs. This initiative should also affect correlates to juvenile offending, such as school attendance and achievement, substance abuse, mental health, and behavioral outcomes. OJJDP is implementing this demonstration program to determine whether it achieves the expected outcomes.

**Staffing and Collaborative Leadership.** Effectively implementing a juvenile justice reform and reinvestment initiative requires that diverse partners, including courts, law enforcement, detention, probation, residential placement programs, social services, and other system components coordinate their efforts. Additionally, in accordance with OMB guidance M-11-01 ([www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-01.pdf](http://www.whitehouse.gov/sites/default/files/omb/memoranda/2011/m11-01.pdf)), OJJDP expects that the pilot will demonstrate preliminary results within 18 months of funding. Therefore, selected sites should identify in their application the primary local coordinator who will oversee the implementation and coordination of this initiative. Because preliminary results are due within 18 months of funding, OJJDP encourages the sites to be ready to begin implementation as soon as possible. Hiring for this position is possible; however, the applicant should consider their hiring process and the implementation timeline. Selected sites should identify in their application the primary local coordinator who will oversee the implementation and coordination of this initiative. A leader/coordinator for this initiative is critical to ensure full participation and implementation. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff-supported organizational structure. Assigned personnel should include someone to receive training on the application of the SPEP, risk assessment requirements, and cost tracking and capable of transferring that information to other agency personnel involved in the associated activities. The application should describe the capabilities and competencies of the identified coordinator and other personnel to be assigned and their authority to implement this initiative at the local level. The coordinator position would equal a full-time equivalent workload. Applicants may leverage existing resources, if they can clearly demonstrate that they have dedicated adequate staff hours to the project and have a long-term staffing plan in place that extends beyond the grant pilot period.

The coordinator must work with a collaborative team that will implement this initiative. Teams can consist of both local and state representatives and represent the key elements of the system and stakeholders in implementing integrated evidence-based and cost-measurement tools. Members may include:

- Directors, deputies, and/or managers from probation and corrections
- Training, data collection, and quality assurance staff

- Budget, contracting, and/or other staff who allocate resources to and within juvenile justice programs
- A member of the judiciary and
- Directors or managers from service providers or a representative of service providers.

Applicants must identify the team members in their application to OJJDP.

**Training and Technical Assistance.** Selected sites will receive technical assistance throughout the life of the project to support their implementation of the components of the initiative and work collaboratively with the evaluator. This assistance will consist of onsite training and technical assistance, post-training mentorship and coaching, off-site consultation, and conference calls. For each site, the technical assistance will emphasize strengthening the implementation teams as a first priority and mobilizing these teams to implement and support the action plan.

In addition to the site-specific support, there will also be opportunities for the sites to share their experiences. This peer-to-peer interaction will build a network of leaders who support one another during the initiative's implementation process by sharing strategies for overcoming roadblocks and ensuring sustainability.

The technical assistance will help sites:

- Build a coalition of support for the system and program improvements through a key stakeholders group and consensus-building training for key players in their jurisdiction (at the state and local levels).
- Assess the capacity of their juvenile justice systems related to the core principles of evidence-based programming, reform, and reinvestment and the current approach to program/quality improvement and outcomes accountability.
- Refine their plans to implement improvements and achieve measurable objectives.
- Identify and develop the data components required for the SPEP with an eye toward the creation of a sustainable data and process management system.
- Implement a data-based instrument (SPEP) for rating existing programs against effective evidence-based practices.
- Align the SPEP tool with risk/needs assessments and other decisionmaking tools, treatment planning, and probation/parole practice.
- Work collaboratively with the evaluator to enhance/develop site-specific cost measurement tools and train personnel in the use of the instruments.
- Build and implement strategies for program improvement, including continuous quality improvement.

- Implement strategies, such as leadership development, training of trainers, and quality assurance systems to guarantee long-term sustainability of the efforts, including active use of data around quality and cost-effectiveness to appropriately support point-of-service and system-level decisions.
- Fully participate in the evaluation of the initiative.

The onsite training and technical assistance includes supporting efforts at each site to implement/improve risk and needs assessment instruments; integrate risk, needs, and service assessment data into decision-making; construct customized SPEP scoring instruments; identify data elements for the SPEP; assist with data improvement and sustainable data capture; develop new collaborative partnerships or relationships; and change the allocation of services to better reflect the risk level of the offenders. In addition, teams will assess service gaps to ensure an adequate array of programs to meet the needs of juvenile offenders in their jurisdiction. The technical assistance provider will work with each site to continually monitor the need for resource, policy, procedure, or legal changes to ensure implementation of evidence-based practices and to sustain and institutionalize such efforts.

**Evaluation.** OJJDP will require successful applicants to participate in an evaluation that will be funded separately. In addition, the evaluator will coordinate with the training and technical assistance provider and each site to select, design, and implement cost measurement tool(s) for the pilot. OJJDP will expect the selected sites to assist in or coordinate basic data collection and to cooperate fully with all evaluation activities. OJJDP will select the evaluator for this initiative by September 30, 2012.

### **Evidence-based Programs or Practices**

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) and OJJDP's [Model Program Guide](#) Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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

OJJDP expects to make as many as three awards of as much as \$750,000 for a project period of as long as 3 years. Of the award amount, awardees must budget \$249,000 for training and technical assistance. The amount is for the entire award period. OJJDP will make no additional awards to successful applicants in subsequent years. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

OJJDP will enter into a cooperative agreement with the successful applicants. In furtherance of the goals and objectives described above, OJJDP'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 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/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 of OJP. An applicant requesting a waiver should 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 the applicant to adjust and resubmit its 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 to be done.

**Minimization of Conference Costs.** No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

**Costs Associated with Language Assistance (if applicable).** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking

reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" 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)).

**Match Requirement.** This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. 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:

Objective	Performance Measure(s)	Description	Data Grantee Provides
<p>To provide training to localities on the implementation of the evidence-based decisionmaking and cost tools.</p> <p>To provide technical assistance to localities to enable effective implementation of the evidence-based decisionmaking and cost tools.</p>	<p>Numbers of deliverables that meet expectations.</p> <p>Percentage of training and technical assistance recipients implementing an evidence-based program or practice.</p>	<p>Number and percentage of programs served by TTA that reported implementing an evidence-based program/and or practice during or after the TTA. Evidence-based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance use.</p>	<p>Number of deliverables that meet OJJDPs expectations as outlined in the solicitation.</p> <p>Number of organizations reporting improvements in operations based on training and technical assistance.</p> <p>Number of those served by TTA who reported implementing an evidence-based program and/or practice during or after the TTA.</p>

	Number of training requests received.	This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received during the reporting period.
	Number of technical assistance requests received.	This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period.
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed.	Number of program materials developed during the reporting period.
	Number of planning or training events held.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc.	Number of planning or training events held during the reporting period.
	Number of people trained.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any	Number of people trained during the reporting period.

		source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period.	
	Percentage of people exhibiting increased knowledge of the program area.	This measure represents the number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre and post-tests is preferred.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	The number and percentage of organizations reporting improvements in operations as a result of TTA 1 to 6 months post-service.	Number of organizations that receive training and technical assistance.  Number of those served by TTA.
	Number of program policies changed, improved, or rescinded.	This measure represents the number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations.	Number of program policies changed, improved, or rescinded during the reporting period.  Number of program/agency policies or procedures created, amended, or rescinded.
	Percentage of those served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the TTA.	Number and percentage of programs served by TTA that reported better implementing an evidence-based program/and or practice during or after the TTA. Evidence-based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile	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.

		delinquency or related risk factors.	
--	--	--------------------------------------	--

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 on page 16 for additional information.

## Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. 28 C.F.R. § 46.102(d). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that most research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before federal funds are expended for that research. As a rule, persons who participate in federally funded research must provide their "informed consent" and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data. 28 C.F.R. § 22.23. The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes." 28 C.F.R. § 22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. § 22.27.

OJP has developed a decision tree [www.ojp.usdoj.gov/funding/pdfs/decision\\_tree.pdf](http://www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. Applicants should review this decision tree and include a specific statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to "generalizeable

knowledge” or if they intend to use the information solely for the purpose of internal improvements and/or to meet OJP’s performance measures data reporting requirements. If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information, visit the “Research and Protection of Human Subjects” and the “Confidentiality” sections of the OJP “Other Requirements” Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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 (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that 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 will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support at 800-518-4726, 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov), 24 hours a day, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds 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 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 Dun and Bradstreet at 866–705–5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.

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 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, as it is a requirement for Grants.gov registration. Note, however, that 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. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [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 E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that there can be more than one AOR for the organization.
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 16.821, titled "*Juvenile Justice Reform and Reinvestment Demonstration Program*," and the funding opportunity number is OJJDP-2012-3357.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit 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.

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

**Note: Duplicate Applications.** If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

## **Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OJJDP.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Is Expected To Include**

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or a Budget Narrative, and Letters of Commitment from the Juvenile Justice Administering Agency and Letter of Agreement (see page 4).

OJP strongly recommends use of 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 resumes be included in a single file.

### **1. Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a standard form used 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 [www.grants.gov/assets/SF424Instructions.pdf](http://www.grants.gov/assets/SF424Instructions.pdf).

## 2. 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 "Additional Attachments" sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. 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) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) program design and implementation; and (5) 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.

The application should include the elements described on pages 4-8 of this solicitation.

The following sections should be included as part of the program narrative.

- a. **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 Goals, Objectives, and Performance Measures, below). The abstract should describe how the applicant will measure progress toward these goals.

**Permission to Share Abstract and Contact Information with Private Funders.** It is unlikely that OJJDP will be able to fund all competitive applications, but may have the opportunity to share unfunded competitive application information with private foundations. Applicants should indicate whether they give OJJDP permission to share their abstract and contact information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJJDP's funding recommendations, and if the application is not funded, it will not guarantee that information will be shared, nor does it guarantee funding from any other source.

- b. Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem. Specifically, applicants should address why this initiative will strengthen or improve current juvenile justice activities in the target state or community and the current challenges that necessitate this initiative.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- c. Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide. Purpose and key elements of the initiative are described on pages 4-8.

**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.

**Performance Measures.** OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 10.) OJJDP does not require applicants to submit performance measures data with their applications. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

- d. Project Design and 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 should describe how they will complete the deliverables stated in the Purpose and Key Elements of the Initiative section on page 5. This section of the narrative should include the following elements:

- A description of the applicant's current assessment tools, methods, and/or strategies to match juvenile justice youth to services and also to inform the cost-effectiveness of system-level decisions about service provision. Applicants should include an overview of how they currently make these decisions and the existing policies,

procedures, and tools in place that outline these methods. In addition, applicants should describe how they currently measure program effectiveness, including cost-effectiveness, and provide for program improvement of these services. Finally, applicants should describe how funding through this initiative will strengthen current efforts.

- A description of the applicant's current data tracking system(s) and the types of data it contains with regard to juvenile's risk/needs assessments, program participation and amount of service received, and program quality assurance/improvement information. Also include information regarding the level of data integration between the aforementioned data base(s) and other juvenile justice-related data systems.
- An overview of the applicant state/community's current participation in juvenile justice reform, the applicant's state of readiness to take on this new effort, and how this initiative would enhance and further existing activities. OJJDP is aware that many states and localities have undertaken juvenile justice reform efforts, either through local initiatives or in partnership with existing OJJDP programs and/or national organizations.<sup>3</sup> OJJDP encourages applicants to leverage those activities with this new initiative, where possible, to strengthen current reform efforts, desired changes, or enhancements to current operations. Describe the applicant's current climate and readiness for implementing pilot goals and making cost shifting decisions within the juvenile justice system based on data-driven tools and system-level refinancing decisions. Provide evidence of this readiness in the Additional Attachments section.
- How the applicant will fully participate in evaluation activities. OJJDP will require all successful applicants to participate in an evaluation that OJJDP will fund separately. OJJDP will expect grantees to assist in or coordinate data collection and information needed for the evaluation. A separate evaluator that OJJDP will select by September 30, 2012, will provide the primary research personnel. Applicants should describe their commitment to participating in the evaluation and provide examples of similar successful efforts in which they have assisted with data collection and participated in evaluation activities.
- A description of the applicant's process for entering into contractual and other agreements and a statement of assurance the training and technical assistance agreement with CJJR can be in place for implementation by March 1, 2013.

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 describe if they intend to leverage any existing juvenile justice reform efforts for this initiative and how they intend to do that.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

---

<sup>3</sup> Examples of existing efforts include OJJDP's National Forum on Youth Violence Prevention and the Annie E. Casey Foundation's Juvenile Detention Alternatives Initiative. Applicants do not need to have an existing juvenile justice reform effort to be eligible to apply for funding.

**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 [www.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 21.

**Implementation Plan and Timeline.** Applicants must submit a detailed implementation plan. Applicants must submit a draft implementation plan at the time of application. OJJDP will then work with all successful applicants to review and revise their plans. This plan must describe the staffing of this initiative, the coordination of this effort with any existing juvenile justice reform efforts, and the timeline and processes for entering into an agreement with CJJR between October 1, 2012, and March 1, 2013.

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 21.

- e. Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Specifically, the applicant must identify the local coordinator(s) and team members who will implement this initiative. Applicants must provide the name, and describe the capabilities, competencies, and authority of the individual identified to lead this effort at the local level. In addition, the application should include the list of core implementation team members and the agencies that they represent. 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 should 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.

Lead applicants should also include the information required on page 4.

### 3. 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.

As noted earlier, each applicant should budget \$83,000 each year of the grant, or a total of \$249,000, for training and technical assistance. These funds will enable each site to receive intensive, tailored training and technical assistance throughout the life of the program.

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

- a. **Budget Detail Worksheet.** 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). Applicants who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.
- b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs 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.

#### 4. 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/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

#### 5. Signed Letter from State Juvenile Justice Administering Agency

Applicants must submit a signed letter of commitment from the state juvenile justice administering agency identifying the local jurisdiction(s) within the state in which this pilot will be administered, and the state agency's support of the application (if the lead applicant is the local agency). The letter must state that OJJDP has determined the state is in compliance with the four core requirements of the JJDP Act for FY 2012 funding.

#### 6. Additional 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 and/or letters of support/memoranda of understanding when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see page 19)
- timeline or milestone chart (see Timeline, page 20)
- 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 20).

## 7. Other Standard Forms

Additional forms that may be required in connection with an award are available 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.

- Standard Assurances**. Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**. Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- 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 submitted.)

## Selection Criteria

OJJDP will select as many as three states and/or local units of government to receive funds. In addition to the quality of their application (to be determined by the elements below), OJJDP may also consider the following factors in the final selection decisions:

- Applicant's capacity and willingness to implement the pilot and participate in the evaluation. Consideration may be given to applicants that demonstrate the capability to identify appropriate comparison or other control sites and/or sources of administrative or aggregate data that could be used to support an evaluation;
- OJJDP will consider states already engaged in juvenile justice reform efforts (supported by OJJDP or others) and who are able to integrate existing dollars and leverage collaborative capital.

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 10 percent of the entire score in the application review process.

1. Statement of the Problem (10 percent)
2. Goals, Objectives, and Performance Measures (10 percent)
3. Project Design and Implementation (35 percent)
4. Capabilities and Competencies (30 percent)
5. Budget (complete; reasonable and allowable; cost-effective, and necessary for project activities)(15 percent)

See What an Application Is Expected To Include, page 16, for the criteria that the peer reviewers will use to evaluate applications.

## 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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. 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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations 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 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, 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. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies

- 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

## **Provide Feedback to OJP on This Solicitation**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

## Appendix A: JJDP Act Core Requirements State Compliance Status (for FY 2012 Funding)

For the Juvenile Justice Reform and Reinvestment Initiative, OJJDP will consider only applications from states determined to be in compliance with the four core requirements of the Juvenile Justice and Delinquency Prevention Act (JJDP Act) for FY 2012 funding.

States *in compliance* with all 4 core requirements (eligible to apply):

Alaska	Missouri
Arizona	Montana
Arkansas	Nebraska
California	Nevada
Colorado	New Hampshire
Connecticut	New Jersey
Delaware	New Mexico
District of Columbia	New York
Florida	North Dakota
Georgia	Ohio
Hawaii	Oklahoma
Illinois	Pennsylvania
Indiana	Rhode Island
Iowa	South Dakota
Kansas	Tennessee
Kentucky	Texas
Louisiana	Utah
Maine	Vermont
Maryland	Virginia
Michigan	Washington
Minnesota	Wisconsin
Mississippi	

States *not in compliance* with all 4 core requirements (not eligible):

Idaho  
 Massachusetts  
 North Carolina  
 Oregon  
 South Carolina  
 West Virginia

Non-participating State (not eligible):

Wyoming

## Appendix B: Application Checklist

### OJJDP FY 2012 Juvenile Justice Reform and Reinvestment Demonstration Program

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

#### Eligibility Requirements:

- Local unit of government, including state agency
- Local administering agency for juvenile justice
- In compliance with the four core requirements of the JJDP Act for FY 2012 funding
- The federal amount requested is within the allowable limits of \$750,000.

#### What an Application Should Include:

- Disclosure of Lobbying Activities (SF-LLL) (see page 15)
- Application for Federal Assistance (SF 424) (see page 16)
  
- Program Narrative (see page 17)
  - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
  - Abstract
  - Statement of the Problem
  - Goals, Objectives and Performance Measures
  - Project Design and Implementation
  - Capabilities/Competencies
  
- Budget Detail Worksheet and Budget Narrative (see page 20)
- Indirect Cost Rate Agreement (if applicable) (see page 21)
- Signed Letter from State Juvenile Justice Administering Agency (see page 21)
  
- Additional Attachments (see page 21)
  - timeline or milestone chart
  - résumés of all key personnel
  - job descriptions for all key positions
  - letters of support/memoranda of understanding from partner organizations (State or Local partner(s) required for this solicitation)
  - any other applicant materials demonstrating evidence of readiness, as described on page 4 in the Eligibility section.
  
- Other Standard Forms, Certifications, and Other Components, (see page 22) including:
  - DUNS number
  - CCR registration
  - Certifications
  - Disclosure of lobbying activities (if applicable)
  - Accounting System and Financial Capability Questionnaire