



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under its FY 09 Field Initiated Research and Evaluation Program. This program furthers the Department's mission by supporting original, rigorous, scientific research and evaluation studies to identify strategies, programs, and methods to assist states to achieve and maintain compliance with the four core requirements of the Juvenile Justice and Delinquency Prevention Act of 2002.

OJJDP FY 09 Field Initiated Research and Evaluation Program

Eligibility

OJJDP invites public agencies (including state agencies, units of local government, tribal governments, and public and tribal universities and colleges) and private organizations (including secular, faith-based nonprofit, and tribal organizations) to submit applications.

(See "Eligibility," page 3.)

Deadline: Registration

Applicants are required to register with [GMS](#) prior to submitting an application.
(See "Registration," page 3.)

Deadline: Application

All applications are due by 8:00 p.m., Eastern Time, on June 15, 2009.
(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Janet Chiancone, Research Coordinator, at (202) 353-9258 or janet.chiancone@usdoj.gov or Elissa Rumsey, Compliance Monitoring Coordinator, at (202) 616-9279 or elissa.rumsey@usdoj.gov.

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting an application, call the GMS Support Hotline at 1-888-549-9901, option 3. **Note:** The hours of operation for the GMS Support Hotline are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2233

CONTENTS

Overview.....	3
Deadline: Registration.....	3
Deadline: Application.....	3
Eligibility.....	3
General Statement of Eligibility.....	3
Faith-Based and Other Community Organizations.....	4
American Indian and Alaska Native Tribes and Tribal Organizations.....	4
Program-Specific Information.....	4
Performance Measures.....	8
How To Apply.....	9
What an Application Must Include:.....	9
Standard Form–424.....	9
Program Narrative.....	10
Budget and Budget Narrative.....	12
Indirect Cost Rate Agreement	13
Other Attachments.....	13
Selection Criteria.....	13
Review Process.....	14
Additional Requirements	14

OJJDP FY 09 Field Initiated Research and Evaluation Program

CFDA #16.542

Overview

OJJDP is releasing this solicitation to fund studies of promising and effective strategies, programs, and methods to assist states and local communities in achieving and maintaining compliance with the four core requirements of OJJDP's authorizing legislation, the Juvenile Justice and Delinquency Prevention (JJDP) Act of 2002. With this solicitation, OJJDP is encouraging researchers to propose studies and evaluations to identify successful programs and strategies that will enable states and local communities to improve their compliance with one or more of the core requirements of the JJDP Act.

The legislative authority for this initiative can be found in the Department of Justice Appropriations Act, 2009, Pub. L. 111-8.

Deadline: Registration

Applicants must register with GMS prior to applying. The GMS registration deadline is 8:00 p.m., Eastern Time, June 15, 2009.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, June 15, 2009.

Eligibility

General Statement of Eligibility. OJJDP invites applications from public agencies (including state agencies, units of local government, tribal governments, and public and tribal universities and colleges) and private organizations (including secular, faith-based nonprofit, and tribal organizations).

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

OJJDP encourages researchers and evaluators in all relevant disciplines to submit applications. Multi-disciplinary research collaborations, including collaborations between researchers and practitioners, are strongly encouraged. Applicants must provide written assurances of the collaboration for instances in which the proposed research is of a collaborative nature.

Similarly, when specific programs or agencies are the subject of an applicant's research or evaluation, the application should include letters of commitment or cooperation from the relevant program or agency.

Faith-Based and Other Community Organizations. Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against 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., remove religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used 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, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant 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, visit the [Civil Rights Compliance](#) link, under "Additional Requirements" in this announcement.

American Indian and Alaska Native Tribes and Tribal Organizations. Tribal applicants are limited to federally recognized tribes, for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and partnerships with demonstrated organizational and community-based experience in working with American Indian and Alaska Native communities, including tribal for-profit (commercial) and nonprofit organizations, tribal colleges and universities, and tribal partnerships.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under "Additional Requirements" in this announcement.

Program-Specific Information

Congress enacted the Juvenile Justice and Delinquency Prevention Act (Pub. L. No. 93-415, 42 U.S.C. § 5601 et seq.) in 1974. This landmark legislation established OJJDP to support local and state efforts to prevent delinquency and improve the juvenile justice system. The JJDP Act established the following four core requirements. Non-compliance with one or more of these

requirements will result in a state's loss of a proportion of its Formula grant for the following year.

- **Deinstitutionalization of Status Offenders (DSO).** Pursuant to Section 223(a)(11) of the JJDP Act, the state must ensure status offenders and nonoffenders are not placed in secure detention or secure correctional facilities.
- **Separation of Juveniles from Adult Offenders.** Pursuant to Section 223(a)(12) of the JJDP Act, the state must ensure juveniles alleged to be or found to be delinquent and status offenders shall not have contact with adult inmates who are incarcerated because they have been convicted of a crime or are awaiting trial on criminal charges.
- **Removal of Juveniles from Adult Jails and Lockups.** Pursuant to Section 223(a)(13) of the JJDP Act, the state must ensure no juvenile shall be detained or confined in any adult jail or lockup.
- **Compliance with the Disproportionate Minority Contact Core Requirement.** Pursuant to section 223(a)(22) of the JJDP Act, states must address specific delinquency prevention and system improvement efforts designed to reduce the disproportionate number of juvenile minority groups who come into contact with the juvenile justice system. Disproportionate minority contact (DMC) exists if the rate of contact with the juvenile justice system of a specific minority group is significantly different than the rate of contact for non-Hispanic whites or for other minority groups.

Congress also created the Formula Grants program in 1974, when it passed the original JJDP Act. The Formula Grants program supports state and local delinquency prevention and intervention efforts and juvenile justice system improvements. OJJDP is charged with monitoring state compliance with these requirements and provides detailed guidance, training, and technical assistance to assist in identifying best practices and methods that states should use to achieve compliance.

Since the initiation of the JJDP Act 35 years ago, numerous states and localities have undertaken comprehensive initiatives to improve their juvenile justice systems and increase rates of compliance with these requirements. In addition, national, state and local organizations have taken on projects to increase community-based options for youth, improve police handling of juvenile offenders, and reduce the number of youth held in both adult and juvenile facilities.

- **Purpose**

OJJDP intends to make multiple grant awards through the 2009 Field Initiated Research and Evaluation (FIRE) program to support evaluations that test the effectiveness of programs and strategies to assist states in achieving and maintaining compliance with one or more of the core requirements of the JJDP Act. This solicitation is consistent with OJJDP's goal of requiring that states comply with all four core requirements and also furthers the agency's objectives in promoting the identification and use of evidence-based programs and practices.

Aside from a few national initiatives, few studies have been conducted to identify successful strategies and practices that states and localities have undertaken to:

- reduce the use of adult jails in holding or detaining juveniles.

- ensure the sight and sound separation of juveniles from adult offenders.
- prevent placement in or remove status offenders from secure facilities.
- reduce disproportionality in the contact that minority youth have with the justice system, as compared to non-minority youth.

One of OJJDP's primary roles is to provide non-compliant states with guidance and technical assistance to help them achieve and maintain compliance over the long term and ensure the safety of the juvenile justice population. To do that, OJJDP must identify successful programs, initiatives, and strategies that states and localities have used to effect the desired changes. This solicitation is designed to enhance our understanding of "what works" to achieve compliance with one or more of the core requirements.

- **Goals, Objectives, and Deliverables**

Goals. The overall goal of this initiative is to test the effectiveness of different programs and strategies designed to increase state and local compliance with one or more of the core requirements of the JJDP Act.

Objectives/Major Tasks. Applicants for this solicitation should identify the program or strategy that they propose to evaluate and the core requirement(s) this program/strategy is designed to address.

In addition, applicants should discuss the state or locality's existing problem (e.g., too many status offenders being held in facilities) and why the program/strategy is expected to impact the state's non-compliance or why it already appears to have impacted the state's problem. As part of this discussion, the evaluator should discuss any prior evaluations of this program/strategy, the limitations/weaknesses of prior evaluations, and why they did not result in sufficient evidence to determine effectiveness.

Applicants should budget time and funds for a meeting in Washington, DC, with OJJDP each year during the project period.

Deliverables. Applicants should presume that the primary audience for the outcomes of the studies funded through this solicitation will consist of public (federal, state, local) and private (e.g., foundation) program funders and state and local program developers. Study designs and deliverables should address at least one, preferably two or all three, of these important issues relevant to the audiences discussed here:

- program effectiveness (attribution of project outcomes to project activities).
- transferability (feasibility for adoption by other states and localities).
- return on investment (whether the projects are cost effective or, wherever feasible, cost beneficial).

The deliverables of the program are as follows:

- detailed progress reports to OJJDP every 6 months of the project. These reports will describe the status of the evaluation, methodological and implementation issues, progress toward the project goals, findings of the process and outcome evaluations, and other issues relevant to the completion of the study.
- multiple research reports. One report should be suitable for publication based on the results of this study and will document the theoretical and implementation issues of the research question. The grantee will also summarize this longer report in a second shorter version suitable for an OJJDP bulletin. The final grant report should be a detailed summary of the entire project from start to finish and include both process and outcome evaluation information. OJJDP also encourages the evaluators to seek publication in refereed journals.

- **Award Information**

OJJDP intends to award multiple grants under this solicitation, depending upon available funding. Expected award amounts will range between \$200,000 and \$500,000, for a project period of up to 36 months. Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP anticipates that any awards under this solicitation will be made by September 30, 2009.

Applicants should specify the requested award amount (up to \$500,000) and the proposed project period.

As this is a research and evaluation program, funds cannot be used to support training, program development, or the provision of services (i.e., program implementation). Funds may be used, however, to evaluate training, prevention, and intervention programs. It is permissible, for example, to use Field Initiated Research and Evaluation funds to conduct an evaluation of a program that is being implemented with funds from another OJJDP solicitation (e.g., OJJDP's Formula Grants Program Solicitation).

Limitation on Use of Award Funds for Employee Compensation; Waiver. No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent 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 salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

Match Requirement. Match is not required for this program.

Human Subjects. Any project involving the use of human research subjects must be reviewed by an Institutional Review Board (IRB), in accordance with U.S. Department of Justice regulations 28 C.F.R. Part 46. While IRB review is not required prior to application, applicants should discuss the steps they will take to ensure that the research subjects—both the individual

study participants and the community as a whole—are fully consulted regarding the purpose and methods of the study and are cognizant of the potential risks of participating in the proposed study.

All awards will include a special condition on the award requiring that the project be approved by an appropriate IRB before federal funds can be expended on human subject related activities. Applicants should include plans for IRB review, where applicable, in the project timeline submitted with the proposal.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures, outlined in the table below, for which the Office will require applicants selected for funding to submit data during the grant period. OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance measure data. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and discuss their data collection methods. For detailed information on measures and resources, see OJJDP’s Performance Measures Web page (ojjdp.ncjrs.gov/grantees/pm). Mandatory performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To carry out research or evaluation studies that enhance knowledge regarding “what works” in enhancing State and local compliance with the four core requirements of the Juvenile Justice and Delinquency Prevention Act.</p>	<p>The following are mandatory performance measures for projects funded through this solicitation:</p> <p>Percentage of deliverables (e.g., reports, manuscripts) completed on time.</p> <p>Percentage of deliverables that meet OJJDP’s expectations for depth, breadth, scope, and quality of study, and pertinence.</p>	<p>OJJDP will determine program performance. Grantees will submit relevant reports and deliverables as part of their progress reporting, or as special reports to OJJDP.</p> <p>Number of deliverables to be submitted to OJJDP. Deliverables will differ depending upon the specific project and should be outlined in the application.</p> <p>Number of deliverables (e.g., reports, manuscripts) completed on time.</p> <p>Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence. (Will be reported by OJJDP program manager.)</p>

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

How To Apply

Grants Management System Instructions. Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, 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.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xlm), PDF files (*.pdf), or Text Documents (*.txt). . GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format. Additionally, 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."

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.542, "Field Initiated Research and Evaluation Program," and the Funding Opportunity Number is OJJDP-2009-2233

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) 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 tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

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

What an Application Must Include

Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, 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 study. The program narrative must be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered “1 of 30,” etc. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) impact and outcomes, (3) project/program design and implementation, and (4) capabilities/ competencies. The applicant must clearly delineate the connections among these sections. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

- **Statement of the Problem**

Applicants must clearly describe the research or evaluation questions they will address. Applicants should discuss how previous research supports and shapes these questions, and address how the program will address pertinent issues of concern to the disciplines of juvenile justice and delinquency prevention, improve the juvenile justice system, and contribute to knowledge and practice. Ideally, applications will address specific gaps identified in the research literature.

Project Abstract. A project abstract must be included as the first page of the program narrative and is included in the page limitation specified above. It must not exceed 200 words and should briefly describe the study’s goals and objectives, primary research questions, and summarize the study methodology and activities that will be implemented to carry out the research. Study partners should also be identified, if applicable.

- **Impact and Outcomes**

When formulating the project’s goals and objectives (see below), applicants should consider the potential for significant advances in understanding of the problem and the potential for significant advances in the field of juvenile justice and the prevention or reduction of delinquency and victimization.

Goals. Applicants should provide a broad statement, written in general terms, that conveys the research or evaluation project’s intent to study the problem or problems described. This section of the narrative must outline the specific goals of the project.

Objectives. Applicants should explain how the research or evaluation project will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the project, and the applicant should clearly connect them to the problems they identified in the preceding

section. The objectives should be measurable.

Performance Measures. OJJDP has developed mandatory performance measures for this solicitation (see "Performance Measures," page 8.)

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that they will use to implement the proposed research or evaluation.

Design elements should follow directly from the research or evaluation project's goals and objectives, and the data to be collected should clearly support these ends. The applicant should describe the research or evaluation methodology in detail and demonstrate the validity and usefulness of the data that will be collected. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed research or evaluation and address the feasibility of the proposed project and any potential challenges.

Applicants should address the major activities of their proposed study and how they will be implemented. Activities to be discussed will likely include the following:

- linkage, coordination, and cooperation with program partners and site(s), if applicable.
- methodology that clearly identifies the hypotheses to be tested and how the proposed methodology will maximize the ability to test the hypotheses.
- the study's primary research questions and how they address existing gaps in the literature and will inform future practice.
- recruitment and retention of research subjects (if applicable), including a discussion of anticipated challenges and how the applicant will address them.
- a description of quantitative and qualitative data collection and analysis methods and the tools to be used (the applicant's expertise in these techniques should be addressed under "Capabilities/Competencies," below).
- procedures for collecting, managing, storing, and transmitting data. Applicants should identify the software and data verification procedures that they will use in this regard and describe the procedures that they will use to remove identifying information from data prior to submission to OJJDP.
- a logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques (see below).
- after award, but prior to beginning to collect data, applicants must provide OJJDP with evidence of receipt of Institutional Review Board clearance for data collection. (IRB clearance is not needed at the time of proposal submission to OJJDP.)
- consultation with program partners and OJJDP.

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.

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

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," below. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **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 applicant will manage and staff the project. The applicant must clearly and evidently connect management and staffing patterns to the project design described in the previous section. This section must 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, highlighting any previous experience implementing projects of similar design or magnitude.

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. The budget submitted should include costs for the full project period.

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below.

- **Budget Worksheet**

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

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and justify all proposed costs listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs (if applicable).

Indirect Cost Rate Agreement

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- logic model (see "Logic Model," page 12)
- timeline or milestone chart (see "Timeline," page 12)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/commitment and memoranda of understanding from partner organizations, if applicable.

Selection Criteria

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

- Statement of the Problem (10 points)
- Impact and Outcomes (10 points)
- Project/Program Design and Implementation (45 points)
- Capabilities/Competencies (25 points)
- Budget (10 points).

See "Program Narrative," page 10, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP will review each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will review the applications submitted under this solicitation as well. OJJDP may use internal peer reviewers, external peer reviewers, or a combination of both to review the applications. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. OJJDP will screen applications initially to determine whether the applicant meets all eligibility requirements. Peer review panels will evaluate, score, and rate only those applications that eligible applicants submit and that meet all other requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, OJP's Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the budget and budget narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

Absent explicit statutory authorization or written delegation of authority to the contrary, OJP's Assistant Attorney General, who may also consider other factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards, will make all final grant award decisions.

Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at www.ojp.usdoj.gov/funding/other_requirements.htm.

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.