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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is pleased to announce that it is seeking applications for funding under its FY 09 Second Chance Act Youth Offender Reentry Initiative. This program furthers the Department's mission by supporting innovation and enhancement in juvenile justice-related practices at the state, local, and tribal levels.

# OJJDP FY 09 Second Chance Act Youth Offender Reentry Initiative

## Eligibility

Applicants are limited to state and local government agencies, territories, federally recognized Indian tribes, or a combination thereof.

(See "Eligibility," page 3.)

## Deadline: Registration

Applicants are required to register with [GMS](#) prior to submitting an application.

(See "Deadline: 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: Thomas Murphy, Grant Program Specialist, at 202-353-8734 or [thomas.murphy@usdoj.gov](mailto:thomas.murphy@usdoj.gov).

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3. 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-2009-2234

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# OJJDP FY 09 Second Chance Act Youth Offender Reentry Initiative (CFDA #16.602)

## Overview

The Second Chance Act of 2007 ([Pub. L. 110-199](#)) supports a comprehensive response to the increasing number of people who are released from prison, jail, and juvenile facilities each year and are returning to their communities. The Second Chance Act will help juvenile participants released from residential confinement to successfully transition back into society. Section 101 of the Act authorizes grants to state and local governments, territories, and federally recognized Indian tribes that they may use for demonstration projects to promote the safe and successful reintegration of individuals who have been incarcerated into the community.

## 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 to include state agencies, territories, units of local government, and federally recognized Indian tribes. To be eligible for funding, the applicant must have developed a reentry strategic plan that includes a detailed implementation schedule as well as extensive evidence of collaboration with key public and private stakeholders. Applicants also must have established a reentry task force comprised of specific justice system and community representation.

**Subgrant Opportunities for Faith-Based and Other Community Organizations.** Although faith-based and other community organizations are statutorily ineligible to apply for Second Chance Act Youth Offender Reentry Initiative funds, OJJDP encourages them to respond to the requests for proposals from the state agency that administers these funds.

State grantees must consider faith-based and other community organizations for awards on the same basis as other eligible applicants and, if these organizations receive assistance awards, the state will treat them on an equal basis with all other subgrantees in the administration of such awards. states shall not favor or discriminate against any eligible subgrantee 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 funds passed through states retain their independence and do not lose or have to modify their religious identity (e.g., remove religious

symbols) to receive assistance awards. Faith-based groups, however, may not use their DOJ award 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 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 that DOJ funds are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If a subgrantee organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. "2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For circumstances under which this may occur, and the certifications that may be required, see the section titled, "Funding to Faith Based Organizations" on the "other Requirements for OJP Applications" Web page at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**American Indian and Alaska Native Tribes and Tribal Organizations.** 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

- **Purpose**

The Second Chance Act Youth Offender Reentry Initiative will assist jurisdictions characterized by large numbers of offenders returning to their communities after release from a residential confinement. Within the context of this initiative, reentry is not envisioned to be a specific program but rather an evidence-based process that begins while the offender is still confined and ends with his or her successful reintegration into the community, which is indicated by a lack of re-offending and new arrests. This process includes the delivery of a variety of evidence-based services while the offender is still confined and during his or her reentry into the community to ensure that the juvenile's transition is safe and successful.

The Second Chance Act funded demonstration projects should use validated assessment tools to assess the risk factors of returning young offenders. Based on the results from the assessment, projects should provide youthful offenders in juvenile confinement and following release to the community with services, including, but not limited to:

1. educational, literacy, vocational, and job placement services.
2. substance abuse treatment and a full continuum of treatment services.
3. coordinated supervision and comprehensive services upon release from confinement,

including transitional and permanent housing and mental and physical health care provided by community-based entities that includes faith-based community organizations.

4. family strengthening practices that encourage offenders to develop safe, healthy, and responsible family relationships and involve the entire family in a comprehensive reentry process.
5. mentors who work with offenders while in custody and after reentry into the community.
6. victim appropriate services that encourage offenders to make timely and complete payment of restitution and fines to victims and provide services such as security and counseling to victims upon the offender's release.

- **Goals, Objectives, and Deliverables**

**Goal.** The goal of the Second Chance Act Youth Offender Reentry Initiative is to increase public safety and reduce the rate of recidivism for offenders released from a juvenile residential facility who are served with funds made available from this solicitation. As required by the Second Chance Act, demonstration projects must have as a goal the reduction of recidivism by 50 percent within a 5-year period. For purposes of the initiative, recidivism is defined as “a return to prison, jail, or juvenile residential facility with either a new conviction or as the result of a violation of the terms of supervision within 12 months of initial release.”

Linkages with major social networks is crucial to programming for youth at greatest risk for repeat offending since such programming must focus on improving the family situation, intervening with the peer group, and reversing the cycle of school failure. Providing comprehensive and intensive services, as well as close supervision and monitoring, requires a variety of community support system. Thus, referral and brokerage are essential to an effective juvenile reentry program.

### **Specific Requirements of the Second Chance Act Youth Offender Reentry Initiative**

As required by the Second Chance Act, all applications must provide or address the following:

1. A reentry strategic plan that describes the long-term strategy, including measurable annual and 5-year performance outcomes, and incorporates a detailed reentry implementation schedule and sustainability plan for the program after the federal funding is discontinued. In developing a reentry strategic plan, an applicant shall coordinate with communities and stakeholders to include persons in the field of public safety, juvenile corrections, housing, health, education, substance abuse, children and families, victims' services, employment and business, and members of nonprofit organizations that can provide reentry services. Each reentry plan shall measure the progress toward increasing public safety by reducing rates of recidivism and enabling returning youth offenders to transition successfully back into their communities. The plan shall also include an analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of young offenders into the community.
2. a description of the evidence-based methodology and outcome measures that the applicant will use to evaluate the program and a discussion of how such measurements will provide valid measures of the impact of the program.
3. a description of how the project could be broadly replicated if demonstrated to be effective.

4. documentation that reflects explicit support of the chief executive officer of the state, unit of local government, territory, or Indian tribe.
5. an extensive discussion of the role of state and/or local juvenile corrections departments and community corrections in ensuring successful reentry of youth offenders into their communities. Applications must include letters of support from juvenile corrections officials of facilities and young offenders to be served through this project.
6. an extensive discussion of collaboration with state and local government agencies overseeing health, mental health, housing, child welfare, education, substance abuse, victim services, and employment services and local law enforcement agencies.
7. documentation reflecting the establishment or empowerment of a reentry task force that will examine ways to pool resources and funding streams and collect data and best practices in offender reentry from stakeholder agencies and organizations. The task force shall be comprised of relevant state, tribal, territorial, or local leaders and representatives of relevant agencies, service providers, non-profit organizations, and other key stakeholders.

Priority consideration will be given to applicants that:

1. focus their program on geographic areas with a disproportionate population of offenders released from juvenile residential facilities.
2. demonstrate effective case assessment and management abilities to provide a comprehensive and continuous reentry process including planning while offenders are incarcerated, prerelease transition housing, and community release.
3. establish prerelease planning procedures to ensure eligibility of an offender for federal or state benefits upon release, ensure that offenders obtain all necessary referrals for reentry services, and deliver continuous and appropriate drug treatment, medical care, job training and placement, educational services, or any other service or support needed for successful reentry.
4. provide for a review of the process by which the applicant adjudicates violations of parole, probation, or supervision following release from confinement, taking into account public safety and the use of graduated sanctions for minor and technical violations of parole, probation, or supervision, specifically regarding those violations that are not otherwise, and independently, a violation of law.
5. provide for an independent evaluation of the reentry process that includes, to the maximum extent possible, random assignment and controlled studies to determine the effectiveness of the process developed within the scope of the project. The grantee must submit an evaluation plan to OJJDP for approval within 120 days of award.

- **Award Information**

OJJDP will award up to \$750,000 per award 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 the Office will make any awards under this solicitation by September 30, 2009.

**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](http://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.** The Second Chance Act requires that no grant made under this program may cover more than 50 percent of the total costs of the project. The applicant must identify the sources of the 50 percent match and how match funds will be used. Grant recipients must provide 25 percent of the total project cost in cash match, and 25 percent of the total project cost may be matched by in-kind contributions of goods or services. The grantee shall use federal funds and cash match to supplement, but not supplant, nonfederal funds that would otherwise be available for the activities funded under this section. **The applicant must identify the source of the 25 percent nonfederal cash portion of the budget and how both cash and in-kind match funds will be used.**

The formula for calculating the match is:

$$\frac{\text{Award Amount}}{\text{Federal Share}} = \text{Adjusted Project Costs}$$

**Example:** For a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{50\%} = \$1,000,000 \quad 50\% \times \$1,000,000 = \$500,000 \text{ match}$$

## 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](http://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](http://ojjdp.ncjrs.gov/grantees/pm)). Mandatory performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
To increase public safety and reduce recidivism among the target population (reentry youth).	<p>For the full (cumulative) grant period (since beginning of initiative):</p> <p>Number of program youth (hereafter "youth") released.</p> <p>Number of youth served by the reentry program.</p> <p>Percent of youth who reoffend.</p> <p>Percent of youth recommitted to a juvenile facility for a new offense.</p> <p>Percent of youth sentenced to adult prison.</p> <p>Percent of youth who violated conditions of their release.</p>	<p>For the reporting period:</p> <p>Number of youth released.</p> <p>Number of youth served by the reentry program.</p> <p>Number of program youth who reoffend.</p> <p>Number of program youth recommitted to a juvenile facility for a new offense.</p> <p>Number of program youth sentenced to adult prison.</p> <p>Number of youth who violated the conditions of their release.</p>
To increase employment opportunities for the target population.	Percent of youth who are employed.	Number of youth who are employed.
To increase educational opportunities for the target population.	Percent of youth who are enrolled in an educational program.	Number of youth who are enrolled in an educational program.
To increase housing opportunities for the target population.	Percent increase in the number of youth who found housing.	Number of youth who found housing.
To increase participation in substance abuse/alcohol services among the target population.	<p>Percent of youth assessed as needing substance/alcohol abuse services.</p> <p>Percent of youth enrolled in a substance/alcohol abuse program.</p>	<p>Number of youth assessed as needing substance/alcohol abuse services.</p> <p>Number of program youth enrolled in a substance/alcohol abuse program.</p>
To increase participation in mental health services among the target population.	<p>Percent of youth assessed as needing mental health services.</p> <p>Percent of youth enrolled in a mental health program.</p>	<p>Number of program youth assessed as needing mental health services.</p> <p>Number of youth enrolled in a mental health program.</p>

To improve prosocial behaviors among the target population.	Percent of youth who exhibited a desired change in the targeted behavior (e.g., anti-social behavior, family functioning).	Number of youth who exhibited a desired change in the targeted behavior.
To increase community connectivity among the target population.	Percent of youth involved in community activities.	Number of youth involved in community activities.
To increase use of evidence-based programs for target population.	Number of evidence-based reentry programs/practices implemented.	Number of evidence-based reentry programs or practices implemented.

For more information about OJJDP performance measures, contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto: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 16.602, titled “Corrections-Research and Evaluation and Policy Formulation” and the Funding Opportunity Number is OJJDP-2009-2234.

**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](http://www.ccr.gov).

## What an Application Must Include

### Standard Form–424

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

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance measure data collection plan, (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 briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use local 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 any previous or current attempts to address the problem.

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.

**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 briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation/Performance Measures Data Collection Plan," below). The abstract must describe how progress toward these goals will be measured.

**SMART.** Applicants must demonstrate that they have queried OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 13). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. All applicants must register with the SMART system at [smart.gismapping.info](http://smart.gismapping.info), and become familiar with the data, information, and functionality. Instructions specific to the FY 2009 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

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

**Goals.** Applicants must 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 must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They must be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

**Performance Measures.** OJJDP requires award recipients to collect and report data in support of performance measures (see "Performance Measures," page 7).

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the project period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Applicants should detail any leveraged resources from local sources, cash or in kind, to support the project and discuss plans for sustainability beyond the project period. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

**Logic Model.** Applicants must include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 13.

**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](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 13. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. Applicants 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. If partner organizations will assist with project activities, memoranda of understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute should be attached to the application.

### **Budget and Budget Narrative**

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All funds listed in the budget will be subject to audit.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing its cost and showing how it was calculated. For example, personnel costs must show the annual salary rate and percent of time devoted to the project for each employee paid with grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A template is available at [http://www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](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 provide justification for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs, if applicable, were calculated.

### **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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

### **Other Attachments**

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

- SMART data (see "SMART," page 11)
- 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, if applicable (see "Capabilities/Competencies," page 12).

### **Selection Criteria**

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem (10 points)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20 points)
- Project/Program Design and Implementation (40 points)

- Capabilities/Competencies (20 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 either internal peer reviewers, external peer reviewers or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current 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. Only applications submitted by eligible applicants that meet all other 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 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, all final grant award decisions will be made by OJP’s Assistant Attorney General, who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

## **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](http://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 of 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.