

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2010 Nonparticipating State Program: Wyoming. This program furthers DOJ's mission by assisting Wyoming in developing a range of secure and nonsecure alternatives for juveniles in custody and in revising policies and implementing procedures to address compliance with the core requirements of the Juvenile Justice and Delinquency Prevention Act.

OJJDP FY 2010 Nonparticipating State Program: Wyoming

Eligibility

Applicants are limited to public and private nonprofit agencies, including tribal organizations, operating in Wyoming. (See "Eligibility," page 3.)

Deadline

Registration with [Grants.gov](#) is required prior to application submission (See "How to Apply" page 9).

All applications are due by 8:00 p.m., Eastern Time, on May 31, 2010. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov

Note: The Grants.gov Support Hotline hours of operation are 24 hours, seven days a week, except federal holidays.

For assistance with any other requirement of this solicitation, call Elissa Rumsey, Compliance Monitoring Coordinator, at 202-616-9279 or e-mail her at elissa.rumsey@usdoj.gov.

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OJJDP FY 2010 Nonparticipating State Program: Wyoming (CFDA # 16.540)

Overview

Since Wyoming does not participate in the Juvenile Justice and Delinquency Prevention Act (JJDP Act), Part B, Formula Grants Program, as amended, the state is ineligible to receive the fiscal year (FY) 2010 Formula Grants Program allocation authorized under Sections 221–223 of the JJDP Act (codified at 42 U.S.C. Sections 5631–5633), in the amount of \$570,000.¹ Accordingly, OJJDP, will competitively award these funds through the OJJDP FY 2010 Nonparticipating State Program: Wyoming.

This program's purpose is to assist Wyoming in developing a range of secure and nonsecure alternatives for juveniles in custody and in revising policies and implementing procedures to address compliance with the core requirements of the JJDP Act, Sections 233(a)(11), (12), (13), and (22) as codified at 42 U.S.C. 5633(a)(11)(12)(13) and (22) (core requirements). The program is authorized under the provisions of the JJDP Act, specifically, Section 223(d).

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 31, 2010. Please see the "How to Apply" section, page 9 for more details.

Eligibility

Applicants are limited to public and private nonprofit agencies, including tribal organizations, operating in Wyoming.

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

¹ This amount is derived from a FY 2010 state allocation of \$600,000 less \$30,000, which will be awarded to the Wyoming Department of Family Services to support the activities of the Wyoming State Advisory Group Council on Juvenile Justice.

Program-Specific Information

Purpose

The State of Wyoming has elected not to participate in the JJDP Act's Formula Grants Program. Accordingly, Wyoming will not submit a program plan for the FY 2010 Formula Grants Program.

Pursuant to Section 223(d) of the JJDP Act, if a state fails to submit a plan, or submits a plan that does not meet the requirements of the JJDP Act, the OJJDP Administrator shall make the Formula Grants Program fund allocation available, under section 222(a) of the JJDP Act, to public or private nonprofit agencies within the state. The recipient agency must use the funds solely for carrying out activities that support compliance with the core requirements. These statutory requirements are as follows:

Section 223(a)(11) provides that "juveniles who are charged with or who have committed an offense that would not be criminal if committed by an adult, excluding juveniles who are charged with or have committed a violation of section 922(x)(2) of title 18, United States Code, or of a similar State law; juveniles who are charged with or who have committed a violation of a valid court order; and juveniles who are held in accordance with the Interstate Compact on Juveniles as enacted by the State; shall not be placed in secure detention facilities or secure correctional facilities; and juveniles who are not charged with any offense; and who are aliens; or alleged to be dependent, neglected, or abused; shall not be placed in secure detention facilities or secure or correctional facilities."

Section 223(a)(12) provides that "juveniles alleged to be or found to be delinquent or juveniles within the purview of paragraph (11) will not be detained or confined in any institution in which they have contact with adult inmates."

Section 223(a)(13) provides that "no juvenile shall be detained or confined in any jail or lockup for adults except juveniles who are accused of nonstatus offenses who are detained in such jail or lockup for a period not to exceed 6 hours for processing or release; while awaiting transfer to a juvenile facility; or in which period such juveniles made a court appearance; and only if such juveniles do not have contact with adult inmates and only if there is in effect in the State a policy that requires individuals who work with both such juveniles and adult inmates in collocated facilities have been trained and certified to work with juveniles; juveniles who are accused of nonstatus offenses, who are awaiting an initial court appearance that will occur within 48 hours after being taken into custody (excluding Saturdays, Sundays, and legal holidays), and who are detained in a jail or lockup) in which such juveniles do not have contact with adult inmates; and there is in effect in the State a policy that requires individuals who work with both such juveniles and such adult inmates in collocated facilities have been trained and certified to work with juveniles; and that is located outside a metropolitan statistical area (as defined by the Office of Management and Budget) and has no existing acceptable alternative placement available; is located where conditions of distance to be traveled or the lack of highway, road, or transportation do not allow for court appearances within 48 hours (excluding Saturdays, Sundays, and legal holidays) so that a brief (not to exceed 48 hours) delay is excusable; or is located where conditions of safety exist (such as severely adverse, life-threatening weather conditions that do not allow for reasonably safe travel), in which case the time for an appearance may be delayed until 24 hours after the time that such conditions allow for reasonably safe travel."

Section 223(a)(22) provides that the states “will address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come in contact with the juvenile justice system.”

Goals, Objectives, and Deliverables

State and local facilities in Wyoming have operated in a manner inconsistent with sections 223(a)(11), (12), and (13) of the JJDP Act. To address this issue, the following activities are appropriate:

- providing qualified staffing to implement the Nonparticipating State Program, including at least one full-time project manager and one full-time compliance monitor
- working with the Wyoming State Advisory Group to address state laws that allow for the secure detention of juveniles in a manner inconsistent with the core requirements of the JJDP Act
- developing and implementing local and statewide policies regarding juveniles in secure confinement that are consistent with the JJDP Act, specifically, policies that will reduce violations of sections 223(a)(11), (12), and (13)
- involving schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups in reform efforts to increase coordination and cooperation within the juvenile and criminal justice systems
- creating a flexible network of services and programs that responds to local jurisdictions’ needs and capabilities and that can be sustained with local resources over time. This network should be based on a strategy that focuses on jurisdictions with the greatest barriers to meeting the core requirements of the JJDP Act. These services include, but are not limited to, the following:
 - appropriate secure and nonsecure juvenile facilities for the detention of juvenile offenders.
 - intensive supervision in the juvenile’s home as a placement alternative and the use of home detention, including electronic monitoring, when safe and appropriate.
 - emergency foster care, shelter care, group care, and independent living arrangements.
 - crisis intervention services, short-term residential crisis intervention programs, and nonsecure holdovers that can be used for conflict mediation, emergency holding, and the provision of emergency attention for youth with physical or emotional problems
- providing appropriate and consistent onsite training and technical assistance to all facilities in Wyoming (e.g., police departments, sheriff’s departments, adult jails, court holding facilities, juvenile detention facilities, juvenile training schools, and adult prisons) with the capability of holding juveniles, pursuant to public authority

- implementing uniform and consistent data collection efforts at all facilities in Wyoming that hold juveniles securely, pursuant to public authority.

The JJDP Act also requires states to address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system. OJJDP requires that when a state determines that disproportionate minority contact (DMC) exists, the state must provide in its Formula Grants Comprehensive 3-Year Plan and plan updates a description of specific delinquency prevention and system-improvement efforts designed to reduce DMC within its juvenile justice system; this includes law enforcement, courts, and corrections. In lieu of a 3-Year Plan, the applicant should describe the extent of DMC, if it exists, and describe activities the applicant will undertake during the project period to reduce DMC.

Recognizing the complexity of this issue, OJJDP has developed a five-phase approach to Disproportionate Minority Contact (DMC) reduction. The applicant should describe their efforts in meeting the following requirements for addressing DMC:

- a. Identification – identify the extent to which DMC exists.
- b. Assessment – examine and determine the factors that contribute to DMC, if it exists.
- c. Intervention – develop and implement delinquency prevention and systems improvement strategies to reduce DMC.
- d. Evaluation – evaluate the efficacy of intervention strategies.
- e. Monitoring – track any changes in DMC trends over time.

The applicant can find more detailed information regarding this five phase DMC reduction cycle by reviewing the DMC Technical Assistance Manual, 4th edition. This publication is available on the OJJDP website at http://www.ncjrs.gov/html/ojjdp/dmc_ta_manual/index.html

Amount and Length of Awards

OJJDP will award as much as \$570,000 to the successful applicant through a cooperative agreement for a project period of 2 years. The award recipient must use at least \$513,000 to contract with local public or private nonprofit agencies to provide services to reduce violations of the JJDP Act and may retain up to \$57,000 to manage the contracts and coordinate and provide technical assistance and training to the contractors. OJJDP will require the successful applicant to contract with federally-recognized Indian tribes for approximately \$21,286, the same amount that OJJDP would have required the state to disburse to the tribes.

All 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 not later than September 30, 2010.

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, award recipients may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee at a rate that 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 2010 salary table for SES employees is available at

www.opm.gov/oca/10tables/indexSES.asp.) 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. (OJJDP will not consider any such additional compensation to be matching funds where match requirements apply.)

The Assistant Attorney General for OJP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their application. Unless applicants submit a waiver request and justification with their application, they should anticipate that OJP will request that they adjust and resubmit their budget.

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

Match Requirement. Match is not required for this program.

Research, Human Subjects, IRB Review, and Confidentiality

All applicants for OJP funds are advised that the Department of Justice defines "research" as "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance regarding Federal regulations regarding research, human subjects protection, and confidentiality, please see the OJP Web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to "What an Application Must Include," page 10, for additional information. Grantees are required 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:

Objectives	Performance Measures	Data Awardee Provides
<p><i>To develop and support alternatives to secure confinement for delinquent and status offending youth in those localities that hold juveniles in violation of the Juvenile Justice and Delinquency Prevention Act of 2002, as amended.</i></p> <p><i>To propose and ultimately adopt a state statute that changes charges against minors in possession of alcohol from a criminal offense to a status offense or a delinquent offense not punishable by secure detention and legislation that does not allow juveniles to be held in secure custody in jails and prohibits the sight and sound contact between juveniles and adults in secure facilities.</i></p> <p><i>To reduce the violations of the following JJDP Act core requirements by 10 percent:</i></p> <ul style="list-style-type: none"> • <i>sight and sound separation</i> • <i>deinstitutionalization of status offenders</i> • <i>jail removal.</i> <p><i>To identify the percentage of minority youth in contact with the justice system at each of OJJDP’s specified nine DMC contact points.</i></p>	<p>The following are mandatory measures for the grant recipient.</p> <p>Percent increase in number of partner organizations involved in the reform effort, includes schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups.</p> <p>Percent increase in number of organizations with whom the grantee has coordinated program activities.</p> <p>Percent increase in number of training events conducted.</p> <p>Percent increase in number of new local/statewide policies¹ regarding juveniles in secure confinement established or enhanced.</p> <p>Percent decrease in violations of each of the following JJDP Act core requirements:</p> <ul style="list-style-type: none"> • sight and sound separation • deinstitutionalization of status offenders • jail removal. <p>Percent increase in number of DMC contact points for which data are being collected and reported.</p>	<p>Number of partner organizations involved in the reform effort at the start of the program period Number of partner organizations involved in the reform effort during the reporting period.</p> <p>Number of organizations with whom the grantee has coordinated program activities</p> <p>Number of training events conducted at start of the program period. Number of training events conducted during the reporting period</p> <p>Number of policies in place at the start of the program period. Number of new policies established or enhanced during the reporting period.</p> <p>Number of violations for each of the core requirements at the start of the program period and during the report period.</p> <p>Number of DMC contact points for which data are being collected and reported at start of the program period. Number of DMC contact points for which data are being collected and reported during the reporting period.</p>

¹Specifically, policies that will reduce violations of the JJDP Act's sections 223(a)(11), (12), and (13). For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants 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. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours seven days a week. 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. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their 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 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.
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 Central Contractor Registration (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. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.

5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is *[Insert CFDA number]*, titled "*[Insert CFDA title]*," and the funding opportunity number is *[insert funding opportunity number]*. *[The CFDA title and solicitation title are not necessarily the same; please use the CFDA title in the space provided in this entry.]*
6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application 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."

Experiencing Unforeseen Grants.gov Technical Issues

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

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow 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 (IT) environment.

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

What Application Must Include

This section describes what an application is expected to include and sets out a number of elements. 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 nevertheless be made to make an award, 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 not responsive to the scope of the solicitation, or do not include a program narrative, budget, budget narrative, tribal resolution (if applicable), logic model, timeline or milestone chart, résumés of all key personnel, job descriptions outlining roles and responsibilities for all key positions and letters of support/memoranda of understanding from partner organizations will not proceed to peer review and will not receive further consideration.

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

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

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

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives 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/Program**

Applicants must demonstrate a clear understanding of the core requirements of the JJDP Act of 2002 and the manner in which they are being addressed—or not addressed—in jurisdictions across Wyoming. In the context of defining the problem, applicants must provide and discuss data demonstrating the current rates of noncompliance with the JJDP Act.

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. Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Impact/Outcomes and Evaluation/Performance Measures," below). The abstract must describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

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 OJJDP will require successful applicants to provide.

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. Applicants must set forth their vision for systematically improving Wyoming's adherence to the core requirements of the JJDP Act.

Program Objectives. Applicants must explain how the program will accomplish its goals. Objectives must be quantified, measurable, and attainable within the timeframe of the 2-year project period and must be congruent with the overall project's goals and objectives (as listed on page 5 and 6 of this announcement).

Performance Measures. OJJDP requires award recipients to collect and report data in support of performance measures (see "Performance Measures," page 7.) OJJDP requires grantees under the Nonparticipating State Program to submit semiannual progress reports, including the reporting of performance measure data. Applicants must provide a written statement of their commitment to collect and report data pertaining to the identified performance measures.

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the project period and describe the strategies that they will implement to achieve the goals and objectives they identified in the previous section. OJJDP encourages applicants 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.

Specifically, applicants must describe how, in cooperation with the Wyoming State Advisory Group, they will affect the following:

- state laws regarding the placement of juveniles in adult jails and lockups, status offenders and nonoffenders in secure detention or correctional facilities, and issues surrounding the removal of such juveniles from those facilities
- state and local jurisdictions' understanding of and compliance with the core requirements of the JJDP Act, specifically, how the development and implementation of alternative placement to adult jails and lockups will reduce violations of the JJDP Act

- state legislative, judicial, and executive branch activities related to the supervision and protection of status offenders and nonoffenders and jail removal
- delinquency prevention and system improvement efforts to reduce DMC within the juvenile justice system and the capacity to evaluate the effectiveness of such efforts and monitor DMC trends
- development and maintenance of an effective working relationship among the applicant, the Wyoming State Advisory Group, and the Wyoming Department of Family Services to coordinate the project's efforts to meet the JJDP Act's core requirements.

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. The applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 14.

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," page 14. 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. Applicants must clearly and evidently connect management and staffing patterns to the project design described in the previous section. Applicants must describe the experience and capability of their organization and any contractors that they will use to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Applicants must demonstrate that they have discussed this program with local and state elected public officials or their staffs; the Wyoming State Advisory Group; the Wyoming Department of Family Services; and such key decision makers as juvenile court judges, juvenile justice-related associations, the boards of public and private youth-service providers, and other groups whose participation is essential to the program's success. Applicants must describe how they will obtain this collaborative involvement on the part of such stakeholders.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or Memoranda of Understanding (MOUs) 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 percentage of time that the partner will devote to the planning and operation of the project.

Budget and Budget Narrative

Applicants must provide a 2-year 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. As previously noted, applicants must demonstrate appropriate staffing levels, including, at a minimum, one full-time project manager and one full-time compliance monitor. 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 Detail 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, personnel costs must show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet must present a complete and detailed itemization of all proposed costs.

Applicants can find a sample budget detail worksheet at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a different format, it must include the budget categories as listed in the sample worksheet.

- **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 worksheet and justify all proposed costs listed in the budget detail 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.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 7.)

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant. If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for the application, then, at a minimum, they must submit an unsigned, draft tribal resolution as part of the application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then they will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

Applicants must 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 when assessing “Capabilities/Competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- logic model (see “Logic Model,” page 12)
- timeline or milestone chart (see “Timeline,” page 13)
- 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 13).

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/Program Narrative (10 points)
- Performance Measures Requirements (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

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 be reviewing 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 field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG).

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds

- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000—federal taxes certification requirement.

Appendix: Application Checklist

OJJDP FY 2010 Nonparticipating State Program: Wyoming

The application check list has been created to aid you in developing your application.

Eligibility Requirement:

- Federally Recognized Tribe
- The amount requested does not exceed \$570,000

The Application Components:

- Statement of the Problem/Program
- Project Design and Implementation
- Capabilities/Competencies
- Budget Narrative
- Budget Detail Worksheet
- Performance Measures Requirements
- Project Timeline
- Position Descriptions
- Résumés
- Letters of Support/MOUs

Program Narrative/Abstract Format

- Double-spaced
- 12-point Standard Font
- 1" Standard Margins
- Narrative is 30 pages or less.

Other:

- Standard-424 Form
- DUNS Number
- Certifications
- Other Standard Forms, as Applicable (see page 15), including
 - Disclosure of Lobbying Activities (if applicable)
 - Accounting System and Financial Capability Questionnaire (if applicable)