

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 Youth Gang Prevention and Intervention Program. This program furthers DOJ's mission by providing funding for localities to replicate selected secondary gang prevention and intervention programs considered promising or effective and must be a part of an existing community-based, comprehensive anti-gang initiative.

OJJDP FY 2010 Youth Gang Prevention and Intervention Program

Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including faith- and community-based as well as tribal organizations) in communities that have completed a comprehensive community gang assessment.

(See "Eligibility," page 3.)

Deadline

Registration with [OJP's Grant Management System \(GMS\)](#) is required prior to application submission. (See "How To Apply," page 8) All applications are due by 5:00 p.m. Eastern Time, on Thursday, May 20, 2010.

(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMSHelpDesk@usdoj.gov. The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to midnight Eastern Time (closed weekends and Federal holidays).

For assistance with any other requirement of this solicitation, call Dennis Mondoro, Strategic Development Officer, at 202-514-3913 or e-mail him at dennis.mondoro@usdoj.gov, or call Steffie Rapp, Juvenile Justice Specialist, at 202-514-9123 or e-mail her at stephanie.rapp@usdoj.gov.

Release Date: March 31, 2010

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OJJDP FY 2010 Youth Gang Prevention Program (CFDA # 16.544)

Overview

Youth gangs continue to have a significant adverse impact on youth, families, and communities across America. A growing number of communities have adopted multi-strategy, multi-disciplinary approaches to reducing and preventing gang activity. The OJJDP FY 2010 Youth Gang Prevention and Intervention Program provides funding for localities to replicate selected secondary gang prevention and intervention programs that are considered promising or effective. These programs must be a part of an existing community based comprehensive anti-gang initiative. This program is authorized by the Department of Justice Appropriations Act, 2010, Pub. L. No. 111-117.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register and apply in GMS is 5:00 p.m. eastern time on May 20, 2010. Please see the "How to Apply" section, page 8, for more details.

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including faith-based, community, and tribal organizations) in communities that have completed a comprehensive community gang assessment (see 'Community Gang Assessment, p. 10).

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

Eligible applicants who propose to provide direct services to youth must not include youth who are age 18 or older in the population to be served.

Program-Specific Information

The program is intended to replicate selected promising or effective programs in targeted communities. These programs should be a part of an existing comprehensive, community-based anti-gang initiative. Gang activity is a complex social phenomenon that varies by age, degree of gang involvement, and severity of offending. Risk factors associated with the probability of joining a gang run across family, school, peer, and community lines. Accordingly, no single program or strategy operating independently is likely to have a lasting effect in reducing gang activity. Comprehensive anti-gang initiatives, however, coordinate multiple approaches, recognizing that each strategy plays a role in the overall effort.

Communities have adopted a broad range of strategies to combat gang activity, including the following:

Primary prevention includes activities designed to reduce risk factors or increase protective factors among the entire population of youth and families in communities with significant levels of gang activity.

Secondary prevention includes programs and services intended to decrease the likelihood of joining a gang among youth who have already displayed early signs of problem behavior or who are exposed to multiple known risk factors for gang activity. These services typically include some form of individual risk assessment and often focus on youth aged 7 to 14 and their families. Younger siblings and family members of gang-involved youth are particularly suitable for these services.

Intervention with high-risk or gang-involved youth includes community-based programs that balance the delivery of services and educational and employment opportunities with supervision and accountability. Intervention services typically involve outreach to youth and families, individual risk/needs assessment, case management, service referrals, coordinated service delivery, and supervision.

Targeted gang enforcement includes community-oriented and problem-oriented policing strategies with an emphasis on gangs, and collaborative enforcement strategies involving probation and prosecution to target high-rate gang offenders, gang leaders, and serious violent offenders.

- **Purpose**

The program's purpose is to support and enhance the coordination of existing community-based violence prevention and intervention initiatives and strategies that are attempting to replicate proven effective and promising secondary gang prevention and intervention programs.

Applicants should choose to replicate one of the programs from the following list:

Aggression Replacement Training is an intervention program with highly aggressive and delinquent youth. This program has demonstrated evidence of effectiveness. It consists of a 10-week, 30-hour cognitive-behavioral program administered to groups of 8 to 12 adolescents three times per week. During these 10 weeks, participating youth typically attend three 1-hour sessions per week, one session each of skill streaming, anger control, and moral reasoning training. Skill streaming addresses the social skill needs of students who display aggression, immaturity, withdrawal, or other problem behaviors. It is designed to help youngsters develop competence in dealing with interpersonal conflicts, learn to use self-control, and contribute to a positive classroom atmosphere. Skill streaming has been used successfully with thousands of students and has become the standard by which other prosocial skills training programs are measured. For additional information go to <http://www.skillstreaming.com/>.

Boys and Girls Clubs Gang Prevention Through Targeted Outreach is a promising program for preventing gang involvement. The overall philosophy of the program is to provide at-risk youth ages 6 to 18 what they seek through gang membership (supportive adults, challenging activities, and a place to belong) in an alternative, socially positive format—in Boys and Girls Clubs of America (BGCA). The BGCA Gang Prevention through Targeted Outreach model recruits at-risk youth into club membership to decrease gang-related behaviors and contact with the juvenile justice system.

Boys and Girls Clubs Gang Intervention Through Targeted Outreach is a promising program for preventing and reducing gang involvement. Like its sister program, **BGCA Gang Prevention Through Targeted Outreach**, this intervention program recruits youth into club membership to decrease gang-related behaviors and contact with the juvenile justice system. However, this program is distinctive for primarily targeting gang-involved youth as opposed to at-risk youth.

The **Broader Urban Involvement and Leadership Development Detention Program** is a promising program that seeks to redirect the behavior of gang-affiliated youth and potential gang recruits to improve their chances of leading fulfilling lives and to increase the stability and safety of the communities in which they reside.

- The Prevention Program is a 10-week, in-school program aimed at preventing youth from engaging in drug use and gang life.
- The Intervention Program solicits gang members from the street for participation in recreational activities and offers them drug abuse education, referrals, and counseling.
- The Community Resource Development Program encourages adults to volunteer to develop mentoring relationships with gang members and to develop strong community bonds and retard gang development.
- The Rehabilitation Program intervenes with adjudicated youth in the Cook County Juvenile Temporary Detention Center to reduce recidivism.

Movimiento Ascendencia (“Upward Movement”) is a promising program for Mexican-American girls that operated in the early 1990s in Pueblo, CO. Its aims were to prevent girls from joining gangs and to reduce the gang involvement of active members. Most of the girls served in this program were in need of prevention and intervention services. The average age for participants was 14; most of them were gang-involved and had experienced contact with the juvenile justice system.

Additional information on programs is available through the Youth Gang Strategic Planning Tool (www.nationalgangcenter.gov/About/Strategic-Planning-Tool).

Amount and Length of Awards

As many as 10 awards of up to \$325,000 each will be made to support this 18-month project. The award will cover the entire 18-month project. Awards are to support violence prevention and intervention initiatives by replicating the cited secondary gang prevention and intervention programs in this solicitation for targeted communities. All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no 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, federal funds may not be used to

pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/indexSES.asp>.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

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 website (http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement. Match is not required for this program.

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 is Expected to Include,” page 9, 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:

Objective	Performance Measures	Data Grantee Provides
Reduce delinquency and gang activity.	Percent of program participants who offend/re-offend (arrested or seen at juvenile court for a new offense). Official records (police, court) are preferred data source.	Number of program participants who offend/re-offend.
Improve coordination, planning, and development.	<p>Number of planning activities conducted (meetings, needs assessments, etc.).</p> <p>Number of policies/procedures created, amended, or rescinded. (A policy is a plan or specific course of action that guides the general goals and directives of the program or agency.</p>	<p>Number of planning activities conducted.</p> <p>Number of policies/procedures created, amended, or rescinded.</p>
Improve prevention/intervention program activities.	Number of program participants served. (Unduplicated count of youth carried over from the previous reporting period, plus new admissions during the reporting period.	Number of program participants served.
Reduce violent gang-related incidents in the target area.	<p>Percent decrease in gang-related incident arrests.</p> <p>Percent decrease in gang-related homicides.</p> <p>Percent decrease in gang-related aggravated assaults.</p> <p>Percent decrease in gang-related robberies.</p> <p>(The operational definition of “gang-related” will be</p>	<p>Number of gang-related incident arrests.</p> <p>Number of gang-related homicides.</p> <p>Number of gang-related aggravated assaults.</p> <p>Number of gang-related robberies.</p>

	established by each grant recipient at the outset of the project and included on all progress reports).	
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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 OJP's Grants Management System ([GMS](#)). [GMS](#) is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to midnight Eastern Time (closed weekends and Federal holidays). The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. 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 application 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.dnb.com. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance 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 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 a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home

page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select OJJDP and the OJJDP FY 2010 Youth Gang Prevention and Intervention Program solicitation.
5. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
6. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (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 GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which 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 GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk 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 GMS 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 GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application is Expected to 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 or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP recommends using appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. OJP recommends that, if applicable, 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-424. 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, using 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. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) impact/outcomes and evaluation/performance measures, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections must be clearly delineated. 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 gang problem that the program will address. Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem.

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 applicants are expected to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Community Gang Assessment. Applicants must provide documentation of the community's gang assessment as an attachment to the application for these funds. Such an assessment includes: (1) the identification of the types of gang activity and violence in the community and (2) the identification of community resources and gaps in services. The information gleaned from this assessment should clearly validate the need for secondary gang prevention and intervention programs. Additional information regarding the comprehensive community gang assessment may be found at www.nationalgangcenter.gov/Comprehensive-Gang-Model/Assessment-Guide.

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 will be implemented to achieve the project's goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see "Performance Measures Requirements," page 11). The abstract must describe how progress towards these goals will be measured.

SMART. All applicants must register with the OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system at smart.gismapping.info. Applicants must demonstrate that they have queried the 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 14). Instructions specific to the FY 2010 solicitations will be posted on the home page of the SMART site. For questions about the SMART System, contact Dennis Mondoro at 202-514-3913 or dennis.mondoro@usdoj.gov.

- **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 will be required of successful applicants.

Goals. Applicants must describe the program's intent to change, reduce, or eliminate the gang 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, or to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 7.) Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure

confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that will be used 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.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Applicants should 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 logic model must be submitted 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 timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 14. 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 connected 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 implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants 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 percent of time that the partner will devote to the planning and operation of the project.

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 should cover the entire award period.

Note: Applicants must budget for attending a National Youth Gang Symposium in June 2011.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. 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 detail worksheet must present a complete and detailed itemization of all proposed costs.

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget 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 budget detail worksheet and provide justification for all proposed costs listed in the budget detail 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.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards

from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at:

http://www.ojp.gov/funding/forms/financial_capability.pdf.

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 an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then 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 must be included with the application. 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, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it 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 tribal 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:

- comprehensive community gang assessment (See "Community Gang Assessment," page 11)
- SMART data (see "SMART," page 11)
- logic model (see "Logic Model," page 12)
- annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization (see "Timeline," page 12)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions

- Letters of Support/Memoranda of Understanding (see “Letters of Support/Memoranda of Understanding,” page 12).

Selection Criteria

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

1. Statement of the Problem/Program (30 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (30 points)
4. Capabilities/Competencies (25 points)
5. 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.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. 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 Youth Gang Prevention and Intervention Program

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

Eligibility

_____ Public Agency (including state agencies, units of local government, public universities and colleges, and tribal governments)

_____ Private Organization (including faith-based, tribal, and community nonprofit organizations).

_____ **The amount requested does not exceed \$325,000.**

The application contains:

- _____ Statement of the Problem
- _____ Project Abstract
- _____ Project Design and Implementation
- _____ Capabilities/Competencies
- _____ Budget Narrative
- _____ Budget Detail Worksheet
- _____ Performance Measures Requirements

Program Narrative/Abstract Format

- _____ Double-spaced
- _____ 12-point standard Font
- _____ 1" standard margins
- _____ Narrative is 30 pages or less.

Other Components

- _____ Standard Form-424
- _____ DUNS Number
- _____ SMART
- _____ Logic Model
- _____ Project Timeline
- _____ Position Descriptions
- _____ Letters of Support/MOUs
- _____ Community Gang Assessment
- _____ Résumés
- _____ Certifications
- _____ Indirect Cost Rate Agreement (if applicable)
- _____ Accounting System and Financial Capability Questionnaire (if applicable)