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The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for **funding under its Mentoring Programs for At-Risk Tribal Youth**. **This program will provide support to programs that have a national scope and impact on combating juvenile delinquency, reducing the victimization of children, or improving the juvenile justice system through mentoring related activities in Native American and Alaskan Native communities.** This initiative is authorized by the Consolidated Appropriations Act, 2008, Pub. L. No. 110-161.

## **OJJDP FY 2008 Mentoring Programs for At-Risk Tribal Youth CFDA # 16.731**

### **Eligibility**

Applicants are limited to national tribal organizations and national organizations, including community, secular, and faith-based nonprofit organizations.  
(See "Eligibility," page 3.)

### **Deadline**

All applications are due by 8:00 p.m. E.T., on August 4, 2008.  
(See "Deadline: Application," page 3.)

### **Contact Information**

For assistance with the requirements of this solicitation, contact Jeff Slowikowski, Associate Administrator, at [jeff.slowikowski@usdoj.gov](mailto:jeff.slowikowski@usdoj.gov) or 202-616-3646.

This application must be submitted through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1902. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

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# OJJDP FY 2008 Mentoring Programs for At-Risk Tribal Youth CFDA # 16.731

## Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) ([www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp)), is pleased to announce that it is seeking applications for funding under its Mentoring Programs for At-Risk Tribal Youth. This program is authorized by the Consolidated Appropriations Act, 2008, Pub. L. No. 110-161.

This solicitation invites applicants to propose the continuation, expansion or enhancement of initiatives that will assist in the development and maturity of community programs to provide mentoring services to populations that are underserved due to locations, shortage of mentors, or emotional behavioral challenges of the targeted population, or other such situations identified by the community in need of mentoring services.

## Registration

Registering with [Grants.gov](http://Grants.gov) is a one-time process; however, if you are a first time registrant, it could take several weeks to validate and confirm your registration and to receive your user password. OJJDP recommends that you register as early as possible to prevent delays in submitting your application package. You must complete three steps before you may register: (1) register with the Central Contractor Registry (CCR), (2) register as an Authorized Organization Representative (AOR), and (3) have your organization authorize you as an AOR. For more Information, go to [www.grants.gov](http://www.grants.gov).

**Note:** You must renew your CCR registration every year. If you fail to renew your registration, OJJDP may prohibit you from submitting a grant application through [Grants.gov](http://Grants.gov).

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., August 4, 2008.

## Eligibility

Applicants are limited to national tribal organizations and national organizations, including community, secular, and faith-based nonprofit organizations. A national organization must demonstrate the capacity to operate programs with multiple tribes in multiple states and tribal jurisdictions, including tribal commercial and nonprofit national organizations, tribal colleges and universities, and tribal consortiums.

**Faith-Based and Other Community Organizations.** Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, DOJ invites and encourages faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and other community organizations for awards on the same basis as other eligible applicants and, if they receive assistance awards, DOJ will treat them on an equal basis with all other grantees in the administration of such awards. DOJ will not favor nor discriminate against any eligible applicant or grantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based organizations, however, may not use DOJ grant awards to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, the grantee must separate such religious activity 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 may not discriminate in the provision of services based on a beneficiary's religion.

If your 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 the circumstances under which this may occur, and the certifications that may be required, please see the Civil Rights Compliance section under "Additional Requirements" in this announcement, which applicants are encouraged to review.

If an applicant is awarded funding to conduct project activities at a local tribal site for a particular tribal community, the applicant must submit a copy of the tribal resolution or other enactment of tribal counsel or comparable government body from each identified tribal entity for the applicant's planned activity stating that the work proposed is accepted by the tribe. Payment to the applicant is contingent on this documentation.

## **Program-Specific Information**

This solicitation supports youth mentoring programs. For the purpose of this solicitation, mentoring programs involve a structured relationship between an adult or trained peer and one or more youth, with one-on-one mentoring the preferred model. Mentoring is a process designed to achieve specific goals, such as improved academic performance or social or job skills, or to support behavioral or other personal development. Mentoring uses relationships to teach, impart, or institute changes in behaviors or attitudes. Successful mentoring programs include programs that match a mentor with one or more youth and can take place in multiple and informal settings, as well as in a school or program context. Successful mentoring programs include faith-based and small community-based operations, as well as national organizations that support local affiliates. OJJDP-supported research and evaluations indicate that mentoring relationships should be structured to support a relationship that lasts at least twelve

months or through an entire school year. Research further finds that mentoring relationships that last two or more years significantly increase positive outcomes for youth. Since structured support is critical for the mentoring relationship, best practices require significant training for the mentor, oversight of the relationship, and data collection to track the relationship and positive outcomes arising from it.

In the past decade, research has indicated a number of best practices in mentoring. Research has shown that one-on-one mentoring is optimal, although positive effects of nontraditional approaches, such as group mentoring, are also reported. Where one-on-one mentoring is not practical, group mentoring can be an effective alternative. At-risk youth benefit from adult support and guidance when receiving mentoring through either of these approaches.

Trends indicate that youth engaged in unhealthy and risky lifestyle choices are susceptible to either committing delinquent activity or being victimized. While violent crime arrest rates have declined throughout the United States, they continue to rise in Indian country. According to the Bureau of Justice Statistics' publication *American Indians and Crime, A BJS Statistical Profile, 1992–2002* (Perry, 2004), the violent crime rate is twice that of the general population. Of particular concern is the disproportionate number of violent crimes committed by and against juveniles in Indian country.

The limited research available suggests that mentoring relationships with caring, responsible and law-abiding adults may mitigate these risks. This initiative is designed to provide youth with opportunities to develop these relationships.

Moreover, suicide rates are significantly higher among tribal youth than among the general population. The most recent data shows that the overall age-adjusted suicide rate for the American Indian/Alaska Native (AI/AN) population was 17.6 per 100,000 compared to 10.4 in the general U.S. population. Suicide is the second leading cause of death for tribal youth age 15 to 24, two and one half times higher than the national average. While many risk factors for suicide for AI/AN youth are the same as for the general population, others differ in their nature or relative impact. For example, case control studies have shown that family disruption place tribal youth at particular risk in view of the structure and importance of family in small and isolated communities. Over 15% of AI/AN students attend boarding schools, in part, as a result of the rural nature of many reservations, but also due to family dysfunction and historical educational traditions from earlier days of forced attendance at boarding schools. American Indians have the highest poverty rate of any racial/ethnic group in the U.S., with a rate of 26% compared with 11% overall. Unemployment rates are as high as 85% in many tribal communities. There are few youth-focused facilities on reservations.

### **Purpose**

The purpose of Mentoring Programs for At-Risk Tribal Youth is to support national tribal organizations and national organizations that support mentoring activities in tribal communities. Successful applicants will strengthen and expand existing mentoring activities in tribal communities that seek to increase participation of tribal youth in activities with adult mentors.

Applicants must assess tribal needs for, develop plans for, implement, and monitor mentoring activities in funded tribal communities. Applicants are encouraged to incorporate best practices based on research and to consider a variety of mentoring approaches that are national in scope. The applicant needs to demonstrate its willingness to acquire cultural competency or show tangible indication that it has knowledge of or understands the needs of the community in which it proposes to work. Such indication might include, among other things, some form of a letter of support from which they will work. The applicant will need to use OJJDP's SMART Tool to assess levels of community disadvantage.

### **Award Information**

Awards under this program will range from \$1,000,000 to \$2,000,000 for a period of up to 2 years.

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, 2008.

**Match Requirement.** Match is not required for this program.

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants that propose a practice that has not been evaluated or for which research has not been conducted will be considered for funding. Such applicants are encouraged to provide data concerning results achieved through previous program implementation or from programs or practices similar to that proposed. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>The broad program objectives include the following:</p> <p>1. Improve outcomes for tribal youth in at-risk youth mentoring programs by establishing and strengthening collaborative approaches within tribal communities.</p> <p>2. Establish and improve the administration of mentoring programs for tribal youth, including the expansion of mentoring strategies and program design.</p>	<p>1. Percent of mentoring programs with active partners representing the following types of groups: nonprofit service organization and/or faith-based organization; private industry; secondary education provider; and post-secondary education provider or vocational training provider (additional active partners may also be added).</p> <p>2. Number of program youth served.</p> <p>3. Percent of youth successfully completing program requirements.</p> <p>4. Percent of program youth who offend or reoffend.</p> <p>5. Percent of program youth exhibiting desired change in targeted behaviors (depends on specific behavior targeted and may include substance use, antisocial behavior, truancy, suicidal tendencies, gang involvement, etc.).</p> <p>1. Percent of youth served with whom an evidence-based program or practice was used.</p>	<p>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance measures data. For detailed information on specific programs, see the OJJDP Performance Measures Web site (<a href="http://ojjdp.ncjrs.gov/grantees/pm/">http://ojjdp.ncjrs.gov/grantees/pm/</a>).</p> <p>Number of mentoring program partners with an MOU in place and type of each organization.</p> <p>Number of mentoring program partners that provide direct support and type (example of support type include funding, in-kind services such as mentors, space, training, skill-building opportunities for youth, etc.). [Note: this defines "active" mentoring partners.]</p> <p>Number of program youth served.</p> <p>Number of youth successfully completing program requirements.</p> <p>Number of program youth who offend or reoffend.</p> <p>Number of program youth exhibiting desired change in targeted behaviors.</p> <p>Number of youth served with whom an evidence-based program or practice or promising practice was used.</p> <p>Total number of mentors enrolled to participate at the beginning of the project (prior to grant program implementation).</p>

<p>3. Enhance and improve the organizational capacity and system efficiency and cost effectiveness through training and technical assistance and other strategies.</p>	<p>1. Percent of program mentors trained.</p> <p>2. Percent of trained program mentors with increased knowledge of program area.</p> <p>3. Percent increase in the number of program mentors.</p> <p>4. Percent of mentors cleared for assignment to mentor youth.</p> <p>5. Average tenure of mentors.</p> <p>6. Percent increase in the number of youth served by mentors (those who have successfully completed screening, clearance, and training requirements as a result of the new grant program).</p> <p>7. Percent increase in youth enrolled since the beginning of the program.</p>	<p>Number of program mentors.</p> <p>Number of mentors trained.</p> <p>Number of trained mentors with increased knowledge of program area (e.g., through pre-post testing of knowledge retention).</p> <p>Number of new mentors recruited since grant was awarded.</p> <p>Number of mentors who have completed all requirements and are available for assignment to mentor youth.</p> <p>Average length of time, in days, mentors remain with the program.</p> <p>Number of youth enrolled at the beginning of the program (prior to grant program implementation).</p> <p>Number of youth awaiting assignment to mentors at the beginning of the program (prior to program implementation).</p> <p>Total number of youth assigned to mentors during the grant program period.</p> <p>Number of youth currently enrolled.</p>
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## How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. As part of this initiative, Grants.gov provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

**Grants.Gov Instructions.** Applicants can find complete instructions at [www.grants.gov](http://www.grants.gov). Applicants experiencing difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov does not support the Microsoft Vista operating system. Nor can Grants.gov process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Documents should be saved using "Word 97-2003 Document (\*.doc)"



format. Other disallowed file types include, 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 16.731, and the funding opportunity number is OJJDP-2008-1902.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) 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. 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 [www.dunandbradstreet.com](http://www.dunandbradstreet.com) to obtain a number. Individuals are exempt from this requirement.

## **What an Application Must Include**

### **Standard Form-424**

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most federal agencies, 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 and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. Applications that do not adhere to the required format may be deemed ineligible.

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

### **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem in the jurisdiction(s) to be addressed by this project (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). Local 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.

### **Impact/Outcomes and Evaluation**

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

**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. This section of the program narrative must outline the specific goals of the project.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (Examples of measurable objectives might 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.** Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 6). Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design associated with this grant (see "Project/Program Design and Implementation," below).

To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html).

### **Project/Program Design and Implementation**

Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

This section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

Applicants should:

coordinate with DOJ components to identify training sessions that can be held in conjunction with DOJ-sponsored or other events within a particular region, and

closely align training and sharing of best practices with a tribal DOJ-sponsored event wherever and whenever possible.

participate in any OJP sponsored tribal consultation sessions to impart information to federally recognized tribes to receive their recommendations in the development, and completion of the report. [Tribal Grants Policy]

participate in the Interdepartmental Tribal Justice, Safety and Wellness sessions, and other workshops and plenary sessions at national, regional, and other training venues.

Applicants should include a logic model that graphically illustrates how the chosen performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html).

This section should be detailed and describe how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. This section must also discuss plans for sustainability, i.e., how the program will continue to operate beyond the period of the OJJDP grant award.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. Applicants should identify any other federal, state, or private foundation grants that serve the same tribal community or local area and target population.

Finally, applicants should describe any research or evaluation studies that support the entire project design, or any of its components. Previous research related to the applicant's selected problem area should also be noted to indicate the applicant's understanding of the causes of—and potential solutions to—the problems to be addressed. While applicants are expected to review the research literature for any relevant studies, they should also explore whether any unpublished local sources of research or evaluation data are available. Where a research or evaluation based practice is not proposed, applicants should provide data demonstrating actual results demonstrated by similar programs or prior program use.

**SMART.** Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. OJJDP will be offering additional training and guidance on the SMART system and this new requirement. In the interim, all applicants should access the SMART system at <http://smart.gismapping.info> and follow the guidance that is provided on the sign-in page. All applicants will be required to register with the SMART system, become familiar with the data and information that is currently available, and generate a report, based upon the guidance for their particular solicitation.

**Timeline.** In addition to the narrative description of the project design, applicants must submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. Applicants should not use actual calendar dates in their timelines; instead the timeline should use "Year 1," "Month 1," "Quarter 1," etc.

(see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html) ). The timeline should 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.

This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and evidently connected to the project design described in the previous section. This section should describe the experience and capability of the applicant’s organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

Applicants should:

demonstrate collaboration with other federal agencies that have demonstrated techniques for juvenile justice and delinquency prevention activities in tribal communities.

demonstrate how the applicant will collaborate with national and regional tribal organizations that can provide communications coordination and collaboration opportunities, utilize tribal organizations’ resources and expertise to ensure programs and training sessions are culturally sensitive for the tribal communities, and consult with the tribal organizations and communities to obtain their input beforehand, and for the evaluation of best practices.

### **Program Abstract**

Applicants must provide a brief summary describing your proposed project, including goals, objectives, major activities to be carried out, and expected outcomes. The program abstract must not exceed one-half page of 8½ by 11-inches.

### **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; (3) provides a brief supporting narrative to link costs with project activities; and (4) describes other sources of funding that can contribute to the project and promote sustainability.

Applicants must submit a budget that includes both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item:

## **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should 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 should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet 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 narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should 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. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

## **Indirect Cost Rate Agreement**

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can 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).

## **Tribal Resolutions**

Draft or signed tribal resolutions should be submitted as a separate attachment as stipulated in "Other Attachments," below.

## **Other Attachments**

Applicants must submit the following materials in as attachments to their application. The Other Program Attachments—which must be submitted as a Microsoft Word document (.doc), Excel worksheet, PDF file (.pdf), or text document (.txt)—must include:

- annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization (see "Timeline," page 11).

- résumés of all key personnel.

- job descriptions outlining roles and responsibilities for all key positions.

letters of support/commitment and memorandums of understanding (MOUs) from partner organizations.

tribal resolutions (see “Tribal Resolutions,” page 13).

**Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity (“service area”) in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.

**Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)  
ABC Associates  
123 First Street  
Shrewsbury, PA 17361

(example with no street address)  
ABC Associates  
First Street and Holiday Drive  
Shrewsbury, PA 17361

**Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Dennis Mondoro at [Dennis.Mondoro@usdoj.gov](mailto:Dennis.Mondoro@usdoj.gov)

## Selection Criteria

1. Statement of the Problem/Program Narrative (20 points)
2. Project/Program Design and Implementation (30 points)
3. Capabilities/Competencies (20 points)
4. Budget (10 points)
5. Impact/Outcomes and Evaluation (20 points)

## **Review Process**

OJP is committed to ensuring a standardized 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 program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. OJJDP may use either internal or external peer reviewers or a combination thereof to review applications under this solicitation. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. 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.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all 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, the 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 the Assistant Attorney General (AAG), 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**

Civil Rights Compliance

Confidentiality and Human Subjects Protections regulations

Anti-Lobbying Act

Financial and Government Audit Requirements

National Environmental Policy Act Compliance

DOJ Information Technology Standards

Single Point of Contact Review

Non-Supplanting of State or Local Funds

Criminal Penalty for False Statements

Compliance with [Office of the Comptroller Financial Guide](#)

Suspension or Termination of Funding

Non-Profit Organizations

Government Performance and Results Act

Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at [http://www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).