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 pleased to announce that it is seeking applications for funding under its OJJDP FY 09 National Mentoring Programs. This program furthers the Department's mission by supporting mentoring programs that have a national scope and impact on combating juvenile delinquency, reducing the victimization of children, and improving the juvenile justice system.

OJJDP FY 09
National Mentoring Programs

Eligibility

Applicants are limited to national organizations, including faith-based and community nonprofit organizations.

(See "Eligibility," page 4.)

Deadline

Registration with Grants.gov is required prior to application submission.
(See "Registration," page 3.)

All applications are due by 8:00 p.m. E.T., on February 25, 2009.
(See "Deadline: Application," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Eric Stansbury, Program Manager, at 202-305-1826 or Eric.Stansbury@usdoj.gov or Bernard Williams, Program Manager, at 202-616-9509 or Bernard.Williams2@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or send and e-mail to support@grants.gov.

Note: The hours of operation for the Grants.gov Support Hotline are Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2024.

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OJJDP FY 09 National Mentoring Programs
CFDA #16.726

Overview

This solicitation invites eligible applicants to propose the enhancement or expansion of initiatives that will assist in the development and maturity of community programs to provide mentoring services to high-risk populations that are underserved due to location, shortage of mentors, special physical or mental challenges of the targeted population, or other analogous situations identified by the community in need of mentoring services.

OJJDP's National Mentoring Programs initiative is authorized by the statutes appropriating funds for fiscal year 2009.

Registration

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 passwords. OJJDP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package to our agency by the application deadline specified. The registration process for organizations involves the following steps: (1) obtain a Data Universal Numbering System (DUNS) number; (2) register your organization with the Central Contractor Registry (CCR); (3) register with Grants.gov's Credential Provider and obtain a username and password; (4) register with Grants.gov to establish yourself as an Authorized Organization Representative; and (5) the E-Business Point of Contact assigns the "Authorized Applicant Role" to you. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp. **Note:** CCR must be renewed once a year. Failure to renew the CCR may prohibit submission of a grant application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, February 25, 2009.

Within 24-48 hours after submitting its electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will advise whether the application has been received and validated or has been rejected and why.

Important: Applicants are urged to submit their 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 rejection.

If an applicant experiences unforeseen Grants.gov technical issues beyond your control, it must contact OJP staff within 24 hours after the due date and request approval to submit its application. At that time, OJP staff will require the applicant to e-mail the complete grant application and its DUNS number and provide all Grants.gov Help Desk tracking numbers. After OJP reviews the information submitted and contacts Grants.gov to validate the technical issues reported by the grantee, OJP will contact the applicant to approve or deny the request.

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 the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology environment.

Eligibility

Applicants are limited to national organizations, including faith-based and community nonprofit organizations. National organizations are defined as having a presence in one or more states in at least four of the six regions identified below, having materials or programs that are used by organizations located in at least one state in four of the six regions, or having pioneered programs that serve as a basis for other organizations and provide training or technical assistance in at least one state in four of the six regions. The six regions are:

- **Atlantic:** New Jersey, New York, Pennsylvania, Delaware, District of Columbia, Florida, Georgia, Maryland, North Carolina, South Carolina, Virginia, West Virginia

- **New England:** Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

- **North:** Illinois, Indiana, Michigan, Ohio, Wisconsin, Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota

- **South:** Alabama, Kentucky, Mississippi, Tennessee, Arkansas, Louisiana, Oklahoma, Texas

- **Mountain:** Arizona, Colorado, Idaho, Montana, New Mexico, Utah, Wyoming

- **Pacific:** Alaska, California, Hawaii, Oregon, Washington, Nevada.

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

Faith-Based and Other Community Organizations. Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot

occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If the applicant is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, visit the Civil Rights Compliance link, under "Additional Requirements" in this announcement.

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

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

Applicants are encouraged to review the Civil Rights Compliance section, under "Additional Requirements" in this announcement.

Program-Specific Information

This solicitation supports youth mentoring programs. Mentoring is a process designed to achieve specific goals, such as improved academic performance, social relationships, or job skills, and to support personal development. Mentoring uses relationships to impart changes in attitudes and behaviors. Effective 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.

For the purpose of this solicitation, mentoring programs are defined as involving a structured relationship between an adult or trained peer, compensated or voluntary, and one or more youth, with one-on-one mentoring or group-mentoring being the preferred models. OJJDP-supported and other research and evaluation indicate that mentoring matches should be structured to support a relationship that lasts at least 12 months or through an entire school year. Research further finds that mentoring relationships that last 2 or more years increase positive outcomes for youth. Research also indicates that significant training for the mentor, oversight of the relationship, and data collection to track the relationship and its outcomes contribute to the structured support that is crucial to the mentoring relationship

Research further demonstrates that effective mentoring programs are supplemented by such additional services and activities as the following:

- corporate partnerships with public agencies and private for-profit and nonprofit organizations, including faith-based and tribal organizations

- a plan for recruiting and training mentors

- clear guidelines for the frequency, duration, and nature of mentor/youth meetings and procedures for monitoring progress toward goals

- a process for completing needs assessments and community resource identification.

- **Purpose**

The purpose of this program is to support organizations that have mentoring programs ready for implementation or new, innovative programs that will strengthen and expand existing mentoring activities. OJJDP is particularly interested in programs that seek to increase participation of mentors for underserved groups.

This initiative also seeks to promote collaboration among national youth service organizations that support mentoring activities and community organizations committed to supporting mentoring services.

Grantees will implement, monitor, and assess mentoring strategies. OJJDP encourages applicants to incorporate best practices based on research and to consider a variety of mentoring approaches. OJJDP will give priority to organizations that have mentoring programs ready for implementation, can monitor and collect performance measure data from all affiliates and associated programs, and can use the data to verify successful outcomes. OJJDP will give additional preference to applicants that work in areas with significant community disadvantage, as designated by OJJDP's SMART tool, and which can demonstrate collaboration with any of the following institutions: schools, law enforcement, faith-based or community organizations, national programs focused on activities complementary to mentoring (e.g., job training, literacy, parenting), or afterschool learning programs.

- **Goals, Objectives, and Deliverables**

The goal of this program is to reduce juvenile delinquency, drug abuse, truancy, and other problem and high-risk behaviors. The objective of this program is to provide direct one-on-one or group mentoring services to underserved youth populations. Successful applicants should develop programs that will recognize and address the factors that can lead to or serve as a catalyst for delinquency or other problem behaviors in underserved youth (e.g., lack of education or employment opportunities, attitudes in the community or family that condone criminal activity, lack of parental supervision). Proposals should contain a description of all services that the applicant will provide to address these issues and their expected outcomes. In addition to the required semiannual progress reports in the Grants Management System (GMS), OJJDP will require successful applicants to produce a final report, suitable for publication, at the Office's discretion.

- **Award Information**

This program will fund multiple awards for a period of up to 3 years.   This program will not support indirect costs for management and administrative expenses in excess of 10 percent.

The award amount will cover the entire requested project period. 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, 2009.

Limitation on Use of Award Funds for Employee Compensation; Waiver. No portion of any award of more than $250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application.

Match Requirement. Match is not required for this program.

Performance Measures

To assist in fulfilling DOJ's responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures (outlined in the table below) for which applicants selected for funding will be required to submit data during the grant period. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures, and must discuss their data collection methods. Mandatory performance measures for this solicitation are as follows:

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

Enhance and improve the organizational capacity and system efficiency and cost effectiveness through training and technical assistance and other strategies. .	Percentage of program mentors trained.	Number of program mentors.
		Number of mentors trained.
	Percentage of trained program mentors with increased knowledge of program area.	Number of trained mentors with increased knowledge of program area (e.g., through pre-post testing of knowledge retention).
	Percentage increase in the number of program mentors.	Number of new mentors recruited since grant was awarded.
	Percentage of mentors cleared for assignment to mentor youth.	Number of mentors who have completed all requirements and are available for assignment to mentor youth.
	Average tenure of mentors.	Average length of time, in days, mentors remain with the program.
	Percentage 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.)	Number of youth enrolled at the beginning of the program (prior to grant program implementation).
		Number of youth awaiting assignment to mentors at the beginning of the program (prior to program implementation).
		Total number of youth assigned to mentors during the grant program period.
	Percentage increase in youth enrolled since the beginning of the program.	Number of youth currently enrolled.

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

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—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.

Grants.gov Instructions. Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, call the Grants.gov Customer Support

Hotline at 1-800-518-4726, Monday-Friday, 7:00 a.m. to 9:00 p.m., Eastern Time, or e-mail support@grants.gov.

Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007. **Therefore, OJP will not review any application with attachments in Microsoft Vista or Microsoft 2007 format.** GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following word processing formats: Microsoft Word (.doc), WordPerfect (*.wpd), PDF files (*.pdf), or Text Documents (*.txt) and may include Microsoft Excel (*.xls) files. GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97-2003 Document (.doc)" format. Additionally, GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.726, titled "Juvenile Mentoring Program," and the Funding Opportunity Number is OJJDP-2009-2024.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at http://www.dnb.com/us/. Individuals are exempt from this requirement.

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

What an Application Must Include

Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form that most federal agencies use, following the instructions it provides.

Program Narrative

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

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation/performance 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 problem that the program will address (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.

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.

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 "Program Objectives" and "Performance Measures," page 7). The abstract must describe how progress toward these goals will be measured.

SMART. Applicants must demonstrate that they have queried OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports 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). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. All applicants must register with the SMART system at smart.gismapping.info and become familiar with the data, information, and functionality.

Instructions specific to the FY 2009 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

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

Applicants must describe the goals of the proposed 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 must describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

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

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 7.)

- **Project/Program Design and Implementation**

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

- identifying a plan for recruiting and training mentors.

- developing clear guidelines for the frequency, duration, and nature of mentor/youth meetings and procedures for monitoring progress toward goals.

- creating corporate partnerships with public agencies, private for–profit or nonprofit organizations (including faith-based or tribal organizations).

- completing a form of community mapping (i.e., needs assessment, resource identification).

- supplementing core mentoring services with additional services (e.g., advocacy, case management, referrals).

Applicants should detail any leveraged resources from local sources, cash or in kind, 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 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. Management and staffing patterns must be clearly and evidently connected to the project design described in the previous section. Applicants must describe the experience and capability of the applicant's organization and any contractors that will be used to effectively implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Budget and Budget Narrative

Applicants must provide a budget that: (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities.

Applicants must submit a budget that includes a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. All funds listed in the budget will be subject to audit.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing 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 worksheet must present a complete and detailed itemization of all proposed costs. A budget worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why

particular items of equipment or supplies must be purchased, and how overhead or indirect costs, if applicable, were calculated.

Indirect Cost Rate Agreement

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

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.

- SMART data (see "SMART," page 11).

- logic model (see "Logic Model," page 13).

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

Selection Criteria

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

- Statement of the Problem/Program Narrative (20 points).
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20 points).
- Project/Program Design and Implementation (30 points).
- Capabilities/Competencies (20 points).
- Budget (10 points)

See "Program Narrative," page 11, for detailed descriptions of the above criteria.

Review Process

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

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

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

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

Additional Requirements

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

- Civil Rights Compliance

- Funding to Faith-Based Organizations

- Confidentiality and Human Subjects Protection

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) Compliance

- DOJ Information Technology Standards

- Single Point of Contact Review

- Non-Supplanting of State and Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs [Financial Guide](#)

- Suspension or Termination of Funding

- Non-Profit Organizations

- For-Profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006