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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP), is pleased to announce that it is seeking applications for funding under its OJJDP FY 09 Family Drug Court Training and Technical Assistance Program. The program supports training and technical assistance that helps states, state and local courts, units of local government, and Indian tribal governments to build the capacity to develop, maintain, and enhance drug courts for substance-abusing adults who are involved with the family court due to issues related to child abuse and neglect.

## OJJDP FY 09 Family Drug Court Training and Technical Assistance Program

### Eligibility

Applicants are limited to faith-based and community organizations, institutions of higher learning, and other for-profit and 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., Eastern Time, on February 24, 2009.

(See "Deadline: Application," page 3.)

### Contact Information

For assistance with the requirements of this solicitation, contact Jennifer Yeh, Program Manager, at 202-616-9135 or [Jennifer.Yeh2@usdoj.gov](mailto:Jennifer.Yeh2@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 an e-mail to [support@grants.gov](mailto: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-2009-2029.

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# OJJDP FY 09 Family Drug Court Training and Technical Assistance Program CFDA #16.585

## Overview

OJJDP's Family Drug Court Training and Technical Assistance Program supports training and technical assistance that helps states, state courts, local courts, units of local government, and Indian tribal governments build the capacity to develop, maintain, and enhance drug courts for substance-abusing adults who are involved with the family court due to child abuse and/or neglect issues. The Violent Crime Control and Law Enforcement Act of 1994 (Public Law 103-322), 42 U.S.C. 3797u-8, provides the statutory authority for this program.

## 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 Registration (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) have the E-Business Point of Contact assign the "Authorized Applicant Role" to you. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://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 24, 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

OJJDP invites applications from private organizations (including faith-based, community, nonprofit and for-profit organizations) and institutions of higher learning with demonstrated expertise in assisting communities develop, maintain, and enhance family drug courts. 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. The applicant should provide information that demonstrates the strength of the commitment of their partnering organizations, as set forth in MOUs, letters of support, statement of work, etc. For-profit organizations must agree to waive any profit or fee for services.

**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.

## Program-Specific Information

OJJDP seeks a training and technical assistance provider with extensive expertise in providing peer-to-peer training and technical assistance to develop and improve family drug court strategies. The provider should have substantial experience conducting assessments of

technical assistance needs, developing and conducting training for family drug courts, effectively communicating and collaborating with family drug courts, and conducting post-training evaluations. The successful applicant will consult with the OJJDP program manager, who will provide guidance on training topics, publications, manuals, training conferences, selection of grantees for on-site visits, and other substantive issues and deliverables.

- **Purpose**

The program supports training and technical assistance that helps states, state and local courts, units of local government, and Indian tribal governments to build the capacity to develop, maintain, and enhance drug courts for substance-abusing adults who are involved with the family court due to issues related to child abuse and neglect.

- **Goals, Objectives, and Deliverables**

**Goal.** The program's primary goal is to provide training and technical assistance to family drug court practitioners to develop, maintain, and enhance family drug courts.

**Program Objectives.** The objectives of the program are as follows:

- to assess and address the national training and technical assistance needs of family drug courts and to recommend a delivery strategy to OJJDP.
- to develop, implement, and enhance training and technical assistance materials and activities.
- to provide training and technical assistance to family drug courts that will build capacity, assess needs, initiate strategic planning, implement appropriate program improvements, evaluate program performance, and help sustain their programs.
- to provide family drug courts with local or regional training that will enhance their knowledge and skills.

**Deliverables.** In addition to the strategy and content of the program design, the successful applicant must complete the following deliverables during the 2-year project period. The program narrative should reflect how the applicant will accomplish the activities. Subsequent deliverables may be developed annually according to need and funding ability. The successful applicant will develop the following:

1. **Needs Assessment**

- a transition work plan that describes how the grantee will incorporate data, materials, and processes from the current service provider into the new program approach, including the collaboration and interface needed during the startup phase.
- a strategic plan (including timelines, performance measures, and benchmarks for measuring internal progress) that specifies which activities the grantee will conduct to achieve the program goals and objectives.

- a plan of action for the training and technical assistance requests to assist in developing a comprehensive strategic plan and the capacity to collect and use program evaluation management data.

## 2. **Marketing**

- a program marketing plan that outlines the development of products and materials that will inform family drug courts of the available training and technical assistance services.

## 3. **Technical Assistance**

- training, technical assistance, and evaluation protocols to ensure consistency and quality of service delivery.
- a directory of training and technical assistance experts who possess skills and abilities relevant to the family drug court issues identified in the needs assessment. The successful applicant should incorporate the experts that the previous provider used into the directory and ensure that this directory can be shared with other OJP agencies to enhance overall collaboration with others.
- a projected plan for onsite technical assistance visits.

## 4. **Training**

- a planning training proposal for drug court teams to plan for family drug court implementation.

Applicants should be realistic in estimating the cost of deliverables and in detailing the implementation schedule. OJJDP also encourages applicants to be innovative and expects applicants to propose alternative approaches to the delivery of training and technical assistance to maximize resources.

- **Award Information**

OJJDP will award a cooperative agreement of up to \$400,000 for up to 2 years. 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. OJJDP anticipates making any awards under this solicitation by no later than September 30, 2009. The anticipated start date for this program is October 1, 2009.

OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

- reviewing and approving the data collection and measurement tools and processes used to assess system improvement and program outcomes.
- approving the preparation of publications and articles developed under the cooperative agreement.
- collaborating on the content of the training and technical assistance.

- collaborating on the development of training programs developed with project funds.

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

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

## Performance Measures

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

Program Goal	Performance Measures	Data Grantees Provide
<p>The goal of the Family Drug Court Training and Technical Assistance Program is to provide training and technical assistance to family drug court practitioners to develop, maintain, and enhance family drug courts.</p>	<p>The following will be mandatory measures for the successful applicant.</p> <p>Percentage increase in number of family drug court program staff trained.</p> <p>Number of family drug court program staff exhibiting increased knowledge of the program area, as a result of project participation.</p> <p>Number of program technical assistance materials developed. Number of planning activities conducted.</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 measures and resources, see OJJDP’s Performance Measures Website (<a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a>).</p> <p>Number of trained family drug court program staff at the start of the program.</p> <p>Number of family drug court program staff trained as a result of the program.</p> <p>Number of family drug court program staff exhibiting increased knowledge of the program area, as determined by pre- and post-program testing.</p> <p>Number of program technical assistance materials developed. Number of planning activities conducted.</p>

	Percentage of deliverables (e.g., reports, curricula, manuscripts) completed on time.	Number of deliverables completed on time.
	Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.	Number of deliverables to be submitted to OJJDP. Deliverables will differ depending upon the specific project and should be outlined in the application.
		Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as reported by OJJDP Program Manager.

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto: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. As part of this initiative, Grants.gov is a "one-stop storefront" that provides a unified process for customers of federal grants to find funding opportunities and apply for funding.

**Grants.gov Instructions.** Complete instructions can be found 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, Monday-Friday from 7:00 a.m. to 9:00 p.m., Eastern Time, or e-mail [support@grants.gov](mailto: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 16.585, titled "Drug Court Discretionary Grant Program," and the Funding Opportunity Number is OJJDP-2009-2029.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as



the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at <http://www.dnb.com/us/>. Individuals are exempt from this requirement.

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

## What an Application Must Include

### Standard Form–424

Applicants must complete the Application for 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 among 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/Program Narrative**

Applicants must clearly demonstrate an understanding of training and technical assistance issues, the needs of family drug courts, and the issues relevant to family drug court systems. Applicants must briefly describe the nature and scope of the issues that the program will address.

**Project Abstract.** Applicants must include a project abstract as the first page of the program narrative. The abstract 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 "Impact/Outcomes and Evaluation/Performance Measures," below). The abstract must describe how progress toward these goals will be measured.

**SMART.** Applicants must demonstrate that they have queried OJJDP's Socioeconomic Mapping and Resource Topography (SMART) system to determine program placement in a community facing significant need. Maps and reports generated that support the problem identified in this section should be submitted as attachments to the application. If the SMART System does not provide the most recent data or information to validate the problem, additional data points (e.g., local incidents of crime or community resources), as identified by the applicant, may be submitted instead (see "Other Attachments," page 12). Discretionary grant applicants are strongly encouraged to use the enhanced functionality in the SMART system when justifying the need for funding in their locality. All applicants must register with the SMART system at [smart.gismapping.info](http://smart.gismapping.info), and become familiar with the data, information, and functionality. Instructions specific to the FY 2009 solicitations will be posted on the home page of the SMART site. OJJDP is available to provide additional training and guidance on the SMART system and this new requirement.

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

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

**Goals.** Applicants must describe the program's intent to address the issues 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 issues 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 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.

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](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 12.

**Timeline.** Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must be submitted as a separate attachment, as stipulated in "Other Attachments," page 12. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe their organizational capability, including how they will manage this training and technical assistance program, and document their experience in delivering training and technical assistance at a national level. 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](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf).

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification

for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs, if applicable, were calculated.

### **Indirect Cost Rate Agreement**

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

### **Other Attachments**

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application.

- SMART data (see "SMART," page 10).
- logic model (see "Logic Model," page 11).
- timeline or milestone chart (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.

### **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 (15).
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (20).
- Project/Program Design and Implementation (35).
- Capabilities/Competencies (15).
- Budget (15).

See "Program Narrative," page 9, 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) 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.