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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 FY 09 Improving Community Response to the Commercial Sexual Exploitation of Children solicitation. This program furthers the Department's mission by providing communities with tools and resources to combat commercial sexual exploitation of minors and develop a coordinated community response to victimized youth.

## OJJDP FY 09 Improving Community Response to the Commercial Sexual Exploitation of Children

### Eligibility

Applicants are limited to public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized tribal governments) and private organizations (including faith-based and community organizations).

(See "Eligibility," page 3.)

### Deadline

Registration with [GMS](#) is required prior to application submission.

(See "Registration," page 3.)

All applications are due by 2:00 p.m., Eastern Time, on June 15, 2009.

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

### Contact Information

For assistance with the requirements of this solicitation, contact Christopher Holloway, Program Manger, at 202-305-9838 or [christopher.holloway@usdoj.gov](mailto:christopher.holloway@usdoj.gov).

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3. The hours of operation for the GMS Support Hotline are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this opportunity is OJJDP-2009-2217

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# FY 09 OJJDP Improving Community Response to the Commercial Sexual Exploitation of Children (CFDA # 16.543)

## Overview

The purpose of this program is to support selected communities in combating the commercial sexual exploitation of children (CSEC), including youth under 18, by improving training and coordination activities within the community. OJJDP will also assist participating communities in developing policies and procedures to identify CSEC victims, adopting best practices for addressing CSEC, and completing a needs assessment to identify and fill gaps in local service provision to victims, such as mental and physical health services and temporary shelter. This program is authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended (42 U.S.C. 5771 et seq.).

## Deadline: Registration

Applicants must register with GMS prior to applying. The GMS registration deadline is 12:00 p.m., Eastern Time, June 15, 2009.

## Deadline: Application

The due date for applying for funding under this announcement is 2:00 p.m. , Eastern Time, June 15, 2009.

## Eligibility

**General Statement of Eligibility.** OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and federally-recognized tribal governments) and private organizations (including faith-based, tribal, and community organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

To be considered for funding, applicants must demonstrate with local data the potential to serve a minimum of 25 CSEC victimized youth per year in the jurisdiction served by the project.

Jurisdictions that participated in the OJJDP FY 2006 Building Community Capacity to Address CSEC Program are ineligible to apply for funds under this program. Those cities are Atlantic City, NJ; Chicago, IL; Denver, CO; San Diego, CA; and Washington, DC. Jurisdictions that participated in OJJDP's FY 2005 demonstration program on CSEC are also ineligible. Those jurisdictions are Atlanta/Fulton County, GA, and New York City.

**Faith-Based and Other Community Organizations.** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, 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., remove 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, non-profit 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 commercial and nonprofit 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**

- **Purpose**

Commercial sexual exploitation of children (CSEC) describes a constellation of crimes of a sexual nature committed against victims younger than 18, primarily or entirely for financial or other economic reasons. These crimes include trafficking for sexual purposes, prostitution, sex tourism, mail-order bride trade and early marriage, pornography, stripping, and sexual performances.

In FY 2006, OJJDP funded a program to develop a training curriculum on CSEC for communities and the collection of model community CSEC response plans. The purpose of this solicitation is to select communities in which these tools can be customized and deployed to improve local response to CSEC.

OJJDP is requesting applications detailing how a community will improve local capacity to address CSEC. Applications should include an assessment of local resources to identify and serve victimized youth and address service gaps (e.g. mental health services, physical health services, appropriate temporary shelter) and implementation of measures to deliver essential services to victims. To assist in further refining the local assessment and build capacity, successful applicants will be required to receive training developed in cooperation with OJJDP, the Salvation Army, Girls Educational and Mentoring Services (GEMS) and other partners. Once successful applicants are identified, OJJDP will distribute information on how to coordinate training delivery and provide copies of the training curriculum.

To assist applicants with questions about this program and the requirements of this solicitation, OJJDP anticipates holding one or more teleconferences in which applicants may hear a presentation on the requirements of the solicitation and ask questions about application preparation. Applicants should visit the OJJDP's Funding Opportunities page at <http://www.ojjdp.ncjrs.gov/funding/FundingList.asp> to watch for an announcement of the time, date, and call in number for such teleconferences or subscribe to OJJDP's JUVJUST listserv at [https://puborder.ncjrs.gov/listservs/subscribe\\_JUVJUST.asp](https://puborder.ncjrs.gov/listservs/subscribe_JUVJUST.asp) to receive the announcement.

- **Goals, Objectives, and Deliverables**

The goal of the program is to enable participating communities to improve their capacity to:

- recognize exploited youth and youth at risk for exploitation.
- effectively investigate and prosecute cases against adults who exploit children and youth.
- intervene appropriately with and compassionately serve victims including providing essential services.

Services provided victims of CSEC should be grounded in respect for those affected by these crimes. While the term "victim" is used throughout this solicitation as the one used by the legal system for the wronged party, applicants should demonstrate their understanding of and respect for the resiliency and perseverance of youth affected by CSEC.

Deliverables include the following:

- local plans for responding effectively to CSEC based on the model provided by OJJDP.
- semi-annual progress reports to OJJDP.
- final project report due at the end of the project period.

- bulletin for practitioners summarizing the achievements of the project in nontechnical language, to be published at OJJDP's discretion.

- **Award Information**

OJJDP anticipates making up to four awards of up to \$500,000 each for a project period of 3 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 will enter into a cooperative agreement with the successful applicants. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- reviewing and approving major project-generated documents and materials used in the provision of project services.
- providing guidance in significant project planning meetings, and participate in project sponsored training events or conferences.
- reviewing and providing guidance on the selection of trainers

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

**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 the Office will require applicants selected for funding to submit data during the grant period. OJJDP has an online system ([www.ojjdp-dctat.org](http://www.ojjdp-dctat.org)) for grantee transmittal of performance measure data. In their proposal narrative, applicants must describe their understanding of the mandatory performance

measures and discuss their data collection methods. For detailed information on measures and resources, see OJJDP's Performance Measures Web page ([ojjdp.ncirs.gov/grantees/pm](http://ojjdp.ncirs.gov/grantees/pm)). Mandatory performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>Improved response to victims of CSEC including provision of services to victimized or at-risk youth and collaborative responses to CSEC cases.</p>	<p>Number of youth identified as CSEC victims.</p> <p>Number of youth identified as being at risk for CSEC.</p> <p>Number of youth/families served.</p> <p>Number of previously served youth successfully contacted.</p> <p>Number of previously served youth self-reporting as revictimized.</p> <p>Number of previously served youth identified as having reentered the juvenile justice, criminal justice, or social services system because of further CSEC victimization.</p> <p>Number of collaborative cases opened. (Collaborative cases involve two or more agencies consulting to provide services to the victim, investigate the crime, or prosecute the perpetrator.)</p> <p>Number of collaborative cases worked.</p> <p>Number of training activities conducted.</p> <p>Number of people trained.</p> <p>Number of hours of training delivered.</p> <p>Number of agencies receiving training.</p>	<p>During the reporting period:</p> <p>Number of youth identified as CSEC victims.</p> <p>Number of youth identified as being at-risk for CSEC.</p> <p>Number of youth/families served.</p> <p>Number of previously served youth successfully contacted.</p> <p>Number of previously served youth self-reporting as revictimized.</p> <p>Number of previously served youth identified as having reentered the juvenile justice, criminal justice, or social services system because of further CSEC victimization.</p> <p>Number of collaborative cases opened.</p> <p>Number of collaborative cases worked.</p> <p>Number of training activities conducted.</p> <p>Number of people trained.</p> <p>Number of hours of training delivered.</p> <p>Number of agencies receiving training.</p>

	<p>Number of evidence-based programs/practices implemented in response to CSEC cases.</p> <p>Percent of deliverables completed on time.</p> <p>Percent of deliverables that meet OJJDP's expectations for depth, breadth, scope of study, pertinence, and readability, as determined by OJJDP.</p>	<p>Number of evidence-based programs/practices implemented in response to CSEC cases.</p> <p>Number of deliverables.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope of study, pertinence, and readability.</p>
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For more information about OJJDP performance measures, contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). . GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting 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 16.543, titled "Missing Children's Assistance" and the Funding Opportunity Number is OJJDP-2009-2217.

**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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information



for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying 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 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 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 measure data collection plan, (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**

Applicants must briefly describe the nature and scope of the problem that the program will address (e.g., commercial sexual exploitation of children and the lack of existing resources and services for these victims). 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 must also describe in detail plans for incorporating a cadre of professionals (e.g. law enforcement, prosecutors, public health, rape crisis/ sexual assault services, school resource officers, child protective services, educators, youth service providers, juvenile court judges, etc.) who can be trained to effectively recognize, intervene in, investigate, prosecute CSEC cases, and provide services for victimized youth. Applicants should plan to use the OJJDP training materials to train these professionals as a team who, in turn, will train their peers in the community.

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 "Impact/Outcomes and Evaluation/Performance Measures," below). The abstract must describe how progress towards these goals will be measured.

- **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 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.

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 6.)

Applicants should propose methodology to follow youth served by the project over the life of the project to determine, where possible, what services the youth received (measuring intensity, frequency, and duration of services received) and whether the youth were re-victimized or re-entered the criminal justice, juvenile justice, or social services system because of CSEC after participating in the project. OJJDP recognizes that because of the nature of CSEC this at-risk youth population is extremely difficult to serve and to follow. Creative and sensitive strategies that respect the youth's safety and privacy will be necessary to collect these follow-up data.

- **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.

In its work in this area over the past four years, OJJDP has identified two critical issues that communities need to address in order to effectively combat CSEC. The first is to engage in multisystemic cross-training of youth-serving professionals who do, or are likely to, come into contact with CSEC victims to ensure that the victims are appropriately identified as CSEC victims and that the community response to these victims and their perpetrators protects the youth and holds the adults accountable. The second is to ensure that essential services for victims are available. These services include appropriate shelter in addition to other services such as mental and physical health care, education, vocational training, and court advocacy. Applicants should propose a project design that addresses both issues.

OJJDP will supply the training framework that may be tailored for the community's needs, based on the demonstrated needs of identified victims, estimates of unidentified and unserved victims, and the resources and programs available to serve this population.

OJJDP is interested in proposals that address the full scope of CSEC. Specifically, OJJDP is seeking proposals that provide detail about the identification of victims and account for their safety and support as a means to facilitate the prosecution of their perpetrators. Further, OJJDP is seeking proposals that include plans for the assessment, coordination, and delivery of essential services to address victims' needs and, where appropriate, include the expansion of existing shelter or housing programs for CSEC victims; the creation of shelter or housing programs in communities that do not have such programs, where financially justifiable; or to form partnerships between communities that have shelter or housing programs for CSEC victims and communities that do not in order to share existing resources.

Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population. Applicants are expected to engage their local Internet Crimes Against Children Task Forces and local children's' advocacy centers in the implementation of project plans. Information about how to contact local ICAC Task Forces is available at <http://www.icactraining.org>. Information about how to locate local children's' advocacy centers is available at [https://www.nca-online.org/pages/page.asp?page\\_id=3999](https://www.nca-online.org/pages/page.asp?page_id=3999). Applicants served by a Federal Bureau of Investigation Innocence Lost Task Force should include those task forces in their implementation plans. Information about Innocence Lost task forces is available at <http://www.fbi.gov/innolost/innolost.htm>.

There are many other community partners whose participation can strengthen an application and strengthen the implementation of the proposed project. Applicants should demonstrate that they have consulted with and will substantively engage these groups in the implementation of the project. Depending on the jurisdiction the project will serve, these groups may include the following:

- federal, state, and local law enforcement.
- federal, state, and local prosecutors.
- sexual assault services centers.
- alternative education and vocational training providers.
- juvenile justice system professionals.
- judges.
- at-risk youth serving organizations.

- nongovernmental organizations dedicated to serving CSEC victims.
- local nonprofit organizations serving missing children and their families, see <http://www.amecoinc.org>.

**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 13.

**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 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 must be clearly and evidently connected to the project design described in the previous section. This section must describe the experience and capability of the applicant’s organization and any contractors that will be used to 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. Subgrants and subcontracts may be used to build partnerships among multiple organizations to ensure that the youths’ needs are met by appropriate service providers.

Applicants should include in their budget funds for two or more project team members to travel to meetings convened by OJJDP once per year for each of 3 years. The amount of \$1,800 per traveler should be designated for this purpose.

Applicants should budget for completing their community assessment, training delivery via the OJJDP training model, and provision of essential services to victims and at-risk youth. OJJDP will furnish the trainers at no cost through a training and technical assistance program dedicated to assisting sites selected to participate in this program.

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.

- **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.

- logic model (see "Logic Model," page 12).
- timeline or milestone chart (see "Timeline," page 12).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and memoranda of understanding (MOUs) from partner organizations (see "Project/Program Design and Implementation," page 10).

### **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 points)

- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (10 points)
- Project/Program Design and Implementation (40 points)
- Capabilities/Competencies (25 points)
- Budget (10 points)

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 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 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)
- 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