



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 Earmarks Programs. This program furthers the Department's mission by assisting States and communities in preventing and responding to juvenile delinquency and victimization.

OJJDP FY 09 Earmarks Programs

Eligibility

Applicants are limited to agencies and organizations that have received an invitation to apply under this program. Applicants should confirm that this program solicitation is the one listed on their invitation letter before applying. OJJDP will not process any other applications.

(See "Eligibility," page 3.)

Deadline

Registration with [GMS](#) is required prior to application submission.
(See "Registration," page 3.)

Please check the deadlines by logging into GMS at
<https://grants.ojp.usdoj.gov/gmsexternal/login.do>.

Contact Information

For assistance with the requirements of this solicitation, contact Angela Parker, Grant Program Specialist, at (202) 353-9252 or Angela.Parker@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.

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

CONTENTS

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
General Statement of Eligibility	3
Faith-Based and Other Community Organizations.....	3
Program-Specific Information	4
Performance Measures.....	5
How To Apply.....	6
What an Application Must Include.....	7
Standard Form-424.....	7
Program Narrative.....	7
Budget and Budget Narrative.....	9
Indirect Cost Rate Agreement.....	10
Other Attachments.....	10
Review Process.....	10
Additional Requirements.....	11

OJJDP FY 09 Earmarks Programs (CFDA #16.541)

Overview

The OJJDP FY 09 Earmarks Programs further the Department's mission by providing grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, to organizations identified in the Explanatory Statement Regarding H.R. 1105 (Omnibus Appropriations Act, 2009), 155 Cong. Rec. H1653 (daily ed. Feb. 23, 2009) (statement by Rep. Obey, Chairman of the Committee on Appropriations of the House).

Deadline: Registration and Applications

Applicants must register with GMS prior to applying. Please check the deadlines by logging into GMS at <https://grants.ojp.usdoj.gov/gmsexternal/login.do>. After logging in, click the "Funding Opportunities" link on the left menu bar, select the "Office of Juvenile Justice and Delinquency Prevention" as the Program Office, and Click "Search." The Edward Byrne Memorial Congressionally Recommended Awards solicitation and deadline will be displayed.

Eligibility

General Statement of Eligibility. OJJDP will accept applications only from agencies and organizations that have received a written invitation to apply under this solicitation. Applicants should confirm that this solicitation is the one listed on their invitation letter before applying. OJJDP will not process any other applications. Applicants should state in their applications that the target population for their programs will be younger than 18 years old.

Faith-Based and Other Community Organizations. Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, 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

The Juvenile Justice Part E Discretionary Program, which OJJDP administers, was established to provide grants, cooperative agreements, and other assistance authorized by the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, to organizations identified in the Explanatory Statement Regarding H.R. 1105 (Omnibus Appropriations Act, 2009), 155 Cong. Rec. H1653 (daily ed. Feb. 23, 2009) (statement by Rep. Obey, Chairman of the Committee on Appropriations of the House. OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, grantees will submit semi-annual progress reports in the Grants Management System (GMS).

- **Purpose**

The purpose for this grant is to support states and communities in their efforts to develop and implement effective and coordinated prevention and intervention programs and to improve the juvenile justice system so that it protects public safety, holds offenders accountable, and provides treatment and rehabilitative services tailored to the needs of juveniles and their families.

- **Goals, Objectives, and Deliverables**

Goals. Applicants should provide a broad statement, written in general terms, that conveys the program’s intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Program Objectives. Applicants should explain how their program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and applicants should clearly connect them to the problems they identified in the preceding section. Objectives must be quantified, measurable, and attainable within the project period and be congruent with the project’s goals and objectives.

Deliverables. OJJDP requires award recipients to collect and report data in support of deliverables or performance measures (see “Performance Measures,” page X.) Recipients’ assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design associated with this grant.

- **Award Information**

OJJDP will make awards for project periods of up to 3 years. Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be

imposed by law. OJJDP anticipates that any awards under this solicitation will be made by September 30, 2009.

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:

Program Goal	Performance Measures	Data Grantees Provide
<p>Program goals will depend on the specific project funded and program areas selected.</p> <p>Examples of objectives may include prevention of delinquency risk behaviors, improvement of family functioning, or prevention of child victimization (including abuse and neglect).</p>	<p>The following are mandatory measures for grant recipients.</p> <p>Direct Service</p> <p>Percent of youth who complete program requirements.</p> <p>Percent of youth with whom an evidence-based program/ practice was used.</p> <p>Percent of youth who offend/ re-offend.</p> <p>Percent of youth who exhibit desired change in targeted behaviors.</p> <p>System Improvement</p> <p>Percent increase in number of staff trained.</p>	<p>OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance data. For information on specific measures and resources, see OJJDP's Performance Measures Web page (ojjdp.ncjrs.gov/grantees/pm).</p> <p>During the reporting period:</p> <p>Direct Service</p> <p>Number of youth served by program.</p> <p>Number of youth completing program requirements.</p> <p>Number of youth with whom an evidence-based program/ practice was used.</p> <p>Number of youth who offend/re-offend.</p> <p>Number of youth who exhibit desired change in targeted behaviors.</p> <p>System Improvement</p> <p>Number of trained staff at the start of the program.</p> <p>Number of staff trained as a</p>

	<p>Number of staff exhibiting increased knowledge of the program area, as a result of project participation</p> <p>Number of program/technical assistance materials developed.</p> <p>Number of planning activities conducted.</p> <p>Percent of deliverables (reports, curricula, manuscripts, etc.) completed on time. Deliverables will differ depending upon the specific project and should be outlined in the application.</p> <p>Percent of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</p>	<p>result of grant funds.</p> <p>Number of 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.</p> <p>Number of planning activities conducted.</p> <p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP's expectations, as determined and reported by OJJDP.</p>
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For more information about performance measures, contact Janet Chiancone at 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 www.ojp.gov/gmscbt/ and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Support Hotline at 1-888-549-9901, option 3, from 7:00 a.m. to 9:00 p.m., Eastern Time, Monday to Friday.

Note: OJP cannot accept any application with attachments 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 16.541, titled " Part E – Developing, Testing and Demonstrating Promising New Programs."

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 www.dunandbradstreet.com. 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 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., 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 "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. (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 5.)

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the project 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 project 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 10.

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 10. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns must be clearly 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. If partner organizations will assist with project activities, Memorandums of Understanding from those organizations describing their roles in the project and any resources, tangible or intangible, that they will contribute should be attached to the application.

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. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Applicants receiving grant funds of at least \$45,000 must include in the budget funds to support up to two staff to travel to Washington, DC, for a 3-day grantee training meeting to be held in autumn 2009. Applicants should budget \$1,500 per person to attend the training and record this as part of the travel line item in the budget. This meeting will provide grantees training on programmatic and financial reporting, reporting performance measures, DCTAT, and using GMS. In addition, grantees will receive information on OJJDP's SMART system, the Helping America's Youth Strategies and Tools for Communities to Help Youth, and OJJDP's Model Programs Guide.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing its cost and showing how it was calculated. For example, personnel costs must show the annual salary rate and percent of time devoted to the project for each employee paid with grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A 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:

- logic model (see "Logic Model," page 9)
- timeline or milestone chart (see "Timeline," page 9)
- 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.

Review Process

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

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

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)
- 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
-