U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

OMB No. 1121-0329

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 Defending Childhood Technical Assistance Project. This project furthers DOJ's mission by providing technical assistance to Defending Childhood grantees to prevent and reduce the effects of children's exposure to violence.

OJJDP FY 2011 Defending Childhood Technical Assistance

DEFENDING CHILDHOOD
PROTECT HEAL THRIVE

Eligibility

OJJDP invites nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education) to submit applications in response to this solicitation. For-profit organizations must agree to forgo any profit or management fee.

Deadline

Registration with Grants.gov is required prior to application submission. (See "How To Apply," page 9.) All applications are due by **11:59 p.m**., Eastern Time, on **July 11, 2011**. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, call Catherine Pierce, Associate Administrator, Child Protection Division, at 202-307-6785 or e-mail her at Catherine.Pierce@usdoj.gov.

Grants.gov number assigned to this announcement: **OJJDP-2011-3059.**

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OJJDP FY 2011 Defending Childhood Technical Assistance (CFDA #16.730)

Overview

The Defending Childhood Technical Assistance project will support an organization and/or a consortium of organizations to provide technical assistance to grantees and others during Phase II of the Attorney General's Defending Childhood Initiative. The project will offer education and training, expert consultations, peer-to-peer networking opportunities, resources, and other tailored assistance to effectively respond to diverse communities addressing children's exposure to violence.

The project will be administered through a cooperative agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in partnership with the Office for Victims of Crime (OVC), and the Office on Violence Against Women (OVW). The project will assist communities to develop and implement collaborative cross-agency policy, practice, and procedures and will assist communities in identifying evidence-based practices that address children's exposure to violence throughout the developmental age spectrum of 0 through 17.

Note: Exposure to violence includes being a victim of violence or a witness to violence and encompasses abuse, neglect or child maltreatment, domestic violence, dating violence, sexual assault and stalking, school violence, and community violence.

This program is authorized by Pub. L. No. 112-10, div. B, secs. 1101-1104; Pub. L. No. 111-117, 123 Stat. 3034, 3136; the Violence Against Women Act of 1994, 42 USC § 42 USC 14043d-2; and the Victims of Crime Act, 42 U.S.C. 10603(c)(1)(A).

Deadlines: Registration and Application

Registration with Grants.gov is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 11:59 p.m., Eastern Time, on July 11, 2011. See "How To Apply," page 9, for details.

Eligibility

Applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

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.

Program-Specific Information

Every year, millions of children and adolescents in the United States are victimized and exposed to violence in their homes, schools, and neighborhoods. Child victims of or witnesses to violence may suffer devastating consequences beyond physical harm, which may include attachment difficulties, regressive behavior, anxiety, depression, and aggression. When these problems go unaddressed, children are at greater risk for school failure, substance abuse, repeat victimization, delinquency, gang involvement, and criminal behavior during adulthood. In short, mitigating children's exposure to violence is central to breaking the cycle of violence.

Defending Childhood, the Attorney General's Initiative on children exposed to violence, will build on and incorporate the knowledge gained through research, programs, and demonstration initiatives that have addressed this problem over the past decade. The Initiative will feature a comprehensive effort to demonstrate the impact of a coordinated, multi-disciplinary approach to identifying successful policies and practices that address the trauma and harm that children exposed to violence experience in their homes, communities, and schools. Prevention, intervention, treatment, and community organizing strategies will be integrated to provide a comprehensive continuum of care to children and teens, ages 0 through 17. The ultimate goals of the Defending Childhood Initiative are to reduce the severity of violence, reduce the frequency of violence, reduce the short- and long-term traumatic impact of violence, increase community safety and accountability, improve the response to children exposed to violence, and improve the safety and well-being of children.

Purpose

The project's purpose is to provide technical assistance to grantees in eight sites and others affiliated with the Defending Childhood Initiative.

Goals, Objectives, and Activities

The goals of the Attorney General's Defending Childhood Initiative include the following:

- developing and implementing activities in families and communities that prevent children's initial and repeated exposure to violence.
- advancing scientific inquiry into the cases and characteristics of childhood exposure to violence and supporting education and outreach efforts to improve understanding.
- improving systems and services that identify and assist youth and families who have been impacted by violence to reduce trauma, build resilience, and promote healing.

The specific objectives of the Defending Childhood Technical Assistance project are to:

- provide communities with tools, resources, and the advanced and innovative assistance to support comprehensive demonstration sites and additional communities supported by the Attorney General's Defending Childhood Initiative.

The deliverables of the project include the following:

- provide direct assistance to a range of community members, including children, families, victim service providers, domestic violence advocates, rape crisis counselors, anti-violence organizations, law enforcement officers, prosecutors, the judiciary, health and mental health professionals, legal advocates, and others.

- facilitate peer-to-peer consultation and networking between sites to promote problem-solving and innovation through the exchange of information and ideas across communities.

- provide on-site consultations by diverse subject matter experts.

- provide tools and practical techniques for working across different disciplines to facilitate information sharing, communication, and coordination.

- develop and provide culturally-competent and community-driven approaches to address children's exposure to violence.

Technical assistance may also involve ongoing phone consultations, webinars, and other distance/online learning technologies that facilitate peer-to-peer learning. The technical assistance provider will work in partnership with OJJDP in collaboration with the other DOJ components that oversee and manage the Defending Childhood Initiative to accomplish the tasks identified below. Proposed approaches should clearly demonstrate the applicant's knowledge and experience in performing the following tasks and activities:

- provide intensive technical assistance to high-profile demonstration sites charged with implementing programs developed during a 6-month strategic planning process.

- identify expert consultants to provide ongoing support for the implementation of local strategic plans and to help the sites meet the goals and objectives of the Defending Childhood Initiative. Consultants must have expertise in children's exposure to violence in the home, school, or community, and the cultural competence to work with diverse communities, including American Indian tribes. *Children's exposure to violence includes being a victim of or a witness to violence, and encompasses abuse, neglect, maltreatment, domestic violence, dating violence, sexual assault, stalking, school violence, and community violence.*

- develop and maintain a pool of experts who can provide on-site technical assistance tailored to the specific needs of each site. Specifically, the technical assistance provider will engage a cross-disciplinary pool of consultants who are currently addressing the problem of children exposed to violence in their homes, communities, and schools and who agree to provide group or on-site training and technical assistance to promote the success of the Defending Childhood Initiative. Consultants must be experts who can act as problem-solving agents to assist the sites as they address challenges, barriers, and unintended consequences.

- provide technical support, in consultation with DOJ, to the eight sites on improving the community's response to children exposed to violence, including development and implementation of policies and practices across systems; filling identified needs and gaps in prevention, intervention, treatment, and community organizing efforts; and

applying evidence-based approaches.

- convene grantee meetings. Specifically, the provider will reserve hotel space and work with grantees on travel arrangements. Grantee participants will cover their own travel costs (e.g., airfare, local transportation, and hotel costs) to the all site meetings. The provider will cover the travel costs (e.g., airfare, local transportation, and hotel costs) for bi-annual project coordinator meetings. The provider will work with DOJ to develop meeting agendas and to identify faculty and/or consultants.

- perform all logistics to support training and technical assistance activities and events.

- track and develop, in consultation with DOJ and expert consultants, accomplishments and lessons learned during the implementation phase of the project.

- coordinate with the Defending Childhood evaluation team.

- work collaboratively with DOJ to develop and provide materials, including training agendas and other products, prior to any training or technical assistance events or any site visits that expert consultants conduct.

- develop and conduct evaluation and assessments of training outcomes. Outcomes must be measurable and document short- and long-term effects.

- produce written synopses or summaries of all meetings, on-site visits, conference calls, and trainings.

- coordinate frequent and periodic telephone and conference calls with local site personnel, DOJ program specialists, and other representatives of DOJ to ensure that all players share information, communicate effectively, and remain up-to-date about project activities, challenges, lessons learned, and promising practices.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

The eight Defending Childhood sites will implement evidence-based strategies, and therefore, technical assistance must be evidence-informed. The provider must have a strong working knowledge of evidence-based practices and programs in the area of children exposed to violence as well as knowledge and skill in how to implement evidence-based practices.

Amount and Length of Awards

OJJDP will enter into a cooperative agreement with the successful applicant and will make an initial award of as much as $1 million with a program and budget period of 24 months. This amount is for the entire award period. Subject to performance, need and the availability of funds, OJJDP may provide supplemental and continuation funding for as many as two additional 1-year increments.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.

In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- 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 participating in project sponsored site visits, training events, or conferences.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than $250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that 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 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her 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 (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
The primary objective will be the delivery of training and technical assistance to Defending Childhood sites and the broad range of law enforcement, health, and other service providers addressing children's exposure to violence in grantee communities. Activities and resources (training, technical assistance, supportive materials) should be developed toward the continuation, expansion, and enhancement of the Defending Childhood Initiative.	Number of training requests received. Number of technical assistance requests received. Number of program materials developed. Number of planning or training events conducted. Number of participants who successfully complete the training. Percentage of participants exhibiting increased knowledge of the program area. Number of program policies changed, improved, or rescinded. Percentage of organizations reporting improvements in operations based on training and technical assistance.	Number of training requests received. Number of technical assistance requests received. Number of program materials developed. Number of planning or training events conducted. Number of participants who successfully complete the training. Number of participants reporting. Number of participants exhibiting increased knowledge of the program area (determined by pre- and post-testing). Number of program policies changed, improved, or rescinded. Number of organizations reporting. Number of organizations reporting improvements in operations based on training and technical assistance (determined by pre-and post-testing).

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Is Expected To Include," page 10, for additional information.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-

tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications should be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at www.grants.gov. Applicants who experience difficulties during this process should call the Grants.gov Customer Support Hotline at 1–800–518–4726. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take several weeks for first-time registrants to receive confirmation and a user password. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration**.** OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. 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, one-time activity. Obtain a DUNS number by calling 1–866–705–5711 or by applying online at www.dnb.com.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password**. Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to

complete this step. For more information about the registration process, visit www.grants.gov/applicants/get_registered.jsp.

4. **Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.

5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.730 titled "Reduction and Prevention of Children's Exposure to Violence" and the funding opportunity number is OJJDP-2011-3059.

6. **Submit an Application Addressing All Solicitation Requirements.** Within 24–48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. Important: OJJDP urges applicants to submit their applications 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 a rejection notification.

Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit their applications. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of their technical difficulties, a timeline of submission efforts, their complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been approved or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application as untimely.

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

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Is Expected To Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application and, should OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, do not meet the eligibility requirements, do not request funding within the funding limit, do not include a program narrative, budget detail worksheet, or a budget narrative will neither proceed to peer review nor receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memorandums of Understanding,” “Resumes”) for all attachments. OJP recommends that applicants include resumes in a single file.

Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant’s profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF-424 are available at www07.grants.gov/assets/SF424Instructions.pdf.

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 that fully addresses the content information described previously in the “Program-Specific Information” section. The program narrative should 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 should be numbered “1 of 30,” etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

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

- **Statement of the Problem**

Applicants should briefly describe the nature and scope of the problem that the project will address (i.e., children's exposure to violence in the home, community, and schools). 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. Applicants are expected to review the research literature for relevant studies.

Project Abstract. Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

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

Project Objectives. Applicants should explain how the project will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 8,) OJJDP does not require applicants to submit performance measures data with their applications. Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of project records, award recipients will also be required to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project Design/Implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their

programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Timeline. Applicants should 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 www.ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 14. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and the consultants and contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or Memoranda of Understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.

- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

- estimate of the percent of time that the partner will devote to the planning and operation of the project.

Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

The budget should include the travel costs (e.g., airfare, local transportation, and hotel costs) for bi-annual project coordinator meetings.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for

each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

Other Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- timeline or milestone chart (see "Timeline," page 13)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see "Letters of Support/Memoranda of Understanding," page 13)

- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service

- evidence of for-profit status, e.g., copy of articles of incorporation.

Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)

- Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)

- Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem (15 points)
2. Performance Measures Requirements (5 points)
3. Program Design and Implementation (35 points)
4. Capabilities and Competencies (30 points)
5. Budget (15 points)

See "What an Application Is Expected To Include," page 10, for descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation and its requirements.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination 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 U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate all eligible applications. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide
- Suspension or Termination of Funding

- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Appendix: Application Checklist

OJJDP FY 2011Defending Childhood Technical Assistance

This application checklist has been created to assist in developing an application.

Eligibility Requirements:

_____Nonprofit or for-profit organization (including tribal nonprofit and for-profit organization)
_____Institution of higher education (including tribal institution of higher education)
_____The federal amount requested is within the allowable limit of $1 million.

What an Application Should Include:

_____Application for Federal Assistance (SF-424) (see page 11)

_____Program Narrative (see page 11)
- _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
- _____Statement of the Problem
- _____Performance Measures Requirements
- _____Program Design and Implementation
- _____Capabilities/Competencies

_____Budget Detail Worksheet and Budget Narrative (see page 13)
_____Indirect Cost Rate Agreement (if applicable) (see page 14)

_____Other Attachments (see page 14)
- _____timeline or milestone chart
- _____résumés of all key personnel
- _____job descriptions for all key positions
- _____letters of support/memorandums of understanding from partner organizations
- _____evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
- _____evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable

_____ Other Standard Forms, Certifications, and Other Components (see page 15), including:
- _____DUNS number
- _____CCR registration
- _____Certifications
- _____Disclosure of lobbying activities (if applicable)
- _____Accounting System and Financial Capability Questionnaire (if applicable)