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 applications for funding under its Fiscal Year (FY) 2010 Community-Based Violence Prevention Demonstration Program. This program furthers DOJ's mission by reducing violence involving youth in targeted communities.

OJJDP FY 2010 Community-Based Violence Prevention Demonstration Program

Eligibility

Eligible applicants are limited to public agencies, including state agencies and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register).
(See "Eligibility," page 3.)

Deadline

Applicants must register with Grants.gov prior to submitting an application.
(See "How to Apply," page *7.)*

All applications are due by 8 p.m., Eastern Time, on June 18, 2010.
(See "Deadlines: Registration and Application," page 3.*)*

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1–800–518–4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, call Jeffrey Gersh, Program Manager, at (202) 514-5535 or e-mail him at jeffrey.gersh@usdoj.gov or call Dennis Mondoro at (202) 514-3913 or e-mail him at dennis.mondoro@usdoj.gov.

The Grants.Gov number assigned to this announcement is OJJDP-2010-2720.

OMB No. 1121-0329 (Approval expires 02/28/13)

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OJJDP FY 2010 Community-Based Violence Prevention Demonstration Program
CFDA Number: 16.123

Overview

A growing number of communities have adopted multi-strategy, multi-disciplinary approaches to reduce the violence that has adversely affected youth, families, and communities across America. The Community-Based Violence Prevention Demonstration Program provides funding for localities to support federal, state, and local partnerships to replicate multi-disciplinary, community-based, proven strategies to reduce violence. This program is authorized by the Department of Justice Appropriations Act, 2010, (Pub. L. No. 111-117).

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register with Grants.gov several weeks before the application deadline. The deadline to apply for funding under this announcement is 8 p.m., Eastern Time, on June 18, 2010. See "How to Apply," page 7, for more details.

Eligibility

OJJDP invites applications from private/non-profit and public agencies, including state agencies and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register).

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.

Applicants must demonstrate a significant crime and violence problem affecting youth (specifically, high levels of shootings and killings over an extended period of time) to be eligible for this program.

OJJDP may conduct site visits to designated sites prior to making a final determination of award.

Program-Specific Information

The program's goal is to replicate programs, such as the Boston Gun Project, the Richmond Comprehensive Homicide Initiative, and the Chicago CeaseFire model, to reduce violence in targeted communities. Applicants must target their proposed intervention on the high-risk activities and behaviors of a small number of carefully selected members of the community who are likely to be involved in violent activities, specifically gun violence, in the immediate future. The intervention with this target population should include improved coordination of existing resources and activities that support multiple, complementary anti-violence strategies. All community-based violence reduction strategies that applicants propose must be evidence-

based and have demonstrated effectiveness through research and evaluation. Additional information regarding evidence-based strategies can be found in OJJDP's Model Programs Guide (http://www2.dsgonline.com/mpg/Default.aspx).

- **Purpose**

This program supports and enhances the coordination of existing community-based violence prevention and intervention programs and strategies that replicate proven violence reduction strategies to reduce violence in target communities.

- **Goals, Objectives, Deliverables**

The three main goals of this program are: to change community norms regarding violence, to provide alternatives to violence when gangs and individuals in the community are making risky behavior decisions, and to increase awareness of the perceived risks and costs of involvement in violence among high-risk young people. To accomplish these goals, communities must develop and implement strategies to reduce and prevent violence, particularly shootings and killings. OJJDP's community-based violence prevention program will support building the capacity of communities to exercise formal and informal social controls and to respond to issues that affect them, including community violence.

Proposed community-based violence approaches must engage outreach workers, clergy, and other community leaders to intervene in conflicts or potential conflicts and promote alternatives to violence. These approaches must also involve law enforcement in its efforts and develop a strong public education campaign to instill the message in the community that shootings and violence are not acceptable. The involvement of law enforcement is particularly important for personnel screening and selection if programs intend to hire past offenders as outreach workers.

Amount and Length of Awards

OJJDP will make as many as four awards of as much as $2.2 million each for a 3-year award period. OJJDP anticipates that the Office will make awards under this solicitation by no later than September 30, 2010.

OJJDP will enter into a cooperative agreement with the applicant. 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 participating in project sponsored training events or conferences ;

- reviewing and approving any proposed solicitations prior to release or publication.

All awards are subject to the availability of appropriated funds and any modifications or

additional requirements that may be imposed by law.

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, award recipients may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) 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. (OJJDP will not consider any such additional compensation to be matching funds where match requirements apply.)

The Assistant Attorney General for OJP may waive the limitation on compensation rates allowable under an award at his or her discretion on an individual basis. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their application. Unless applicants submit a waiver request and justification with their application, they should anticipate that OJP will request that they adjust and resubmit their budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service they will provide, 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 DOJ in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Refer to "What an Application Is Expected to Include" (page 9), for additional information on applicant responsibilities for collecting and reporting data. Grantees are required 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 Measures	Data Grantees Provide
This initiative supports and enhances the coordination of existing community-based violence prevention and intervention programs and strategies that replicate proven strategies to reduce violence in target communities.	Mandatory performance measures for grant recipients are outlined below.	Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJJDP can calculate values for the "Performance Measures" column. *Data to be reported will cover activity that occurred during the reporting period*.

Objective	Performance Measures	Data Grantees Provide
Specific objectives will be determined by the project, in consultation with OJJDP and the initiative evaluator.	Percentage of program youth who complete program requirements.	Number of youth served by program. Number of youth who complete program requirements.
	Percentage of youth with whom an evidence-based program/practice was used.	Number of youth with whom an evidence-based program/practice was used.
	Percentage of youth who offend/ reoffend.	Number of youth who offend/reoffend. Typically defined as a new arrest or court referral.
	Percentage of youth who exhibit a desired change in the targeted behavior.	Number of youth who exhibit a desired change in the targeted behavior. The targeted behavior will depend upon the program's goals, activities, and target population.
	Number of training requests received.	Number of training requests received.
	Number of technical assistance requests received.	Number of technical assistance requests received.
	Number of program materials developed.	Number of program materials developed.
	Number of planning or training events held.	Number of planning or training events held.
	Number of people trained.	Number of people trained.
	Percentage of people exhibiting increased knowledge of the program area.	Number of people (recipients of training/technical assistance) exhibiting increased knowledge of the program area (determined by pre- and post-testing).
	Number of program policies changed and/or rescinded.	Number of program policies changed and/or rescinded.
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	Number of organizations that receive training and technical assistance. Number of organizations reporting improvements in operations based on training and technical assistance.
	Percentage of organizations served by training and technical assistance who reported implementing an evidence based program and/or practice during or after the TTA.	Number of organizations that receive TTA. Number of organizations served by TTA who reported implementing an evidence based program and/or practice during or after the TTA.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applicants should submit their applications 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. Grants.gov Support 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**.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) 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. Call 1–866–705–5711 or apply online at www.dnb.com to obtain a DUNS number. Individuals are exempt from this requirement.

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, as it is a requirement for Grants.gov registration. Applicants must update or renew their CCR registration at least once per year 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 your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. There can be more than one AOR for your organization.

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 16.123, titled "Community-based Violence Prevention Program," and the funding opportunity number is OJJDP-2010-2720.

6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** OJJDP urges applicants to submit their applications at least 72 hours prior to the due date to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to 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."

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues that prevent you from submitting your application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail your complete grant application, DUNS number, and all Grants.gov Help Desk tracking numbers. After the program office reviews the information you submit and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, your application will be rejected 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 are posted on 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 is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applications that are not responsive to the scope of the solicitation or do not include a program narrative, budget or budget narrative, and tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all attachments. OJP recommends that all résumés be included in a single file.

Standard Form-424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

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. 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.

Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The applicant must clearly delineate the connections between and among each of these sections. For example, the applicant must derive the goals and objectives 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 describe how this project will address the nature and scope of the violence and violent activity in the target areas that affect youth. Applicants should use local data 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. OJJDP suggests that applicants use computer mapping to demonstrate the scope of the problem. The applicant should present crime and violence data, specifically the rates of killings and shootings, for a period of 3 or more years. The crime data should be mapped to show where the highest rates of the violent incidents are occurring. Applicants should describe current attempts to address the problem with particular emphasis on existing anti-violence strategies. This section should describe existing partnerships and complementary anti-violence activities. The applicant should describe current local procedures for tracking gun and gang related incidents of violence.

Project Abstract. Applicants must include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract must 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 must focus on short-term and intermediate outcomes (see Performance Measures Requirements," below). The abstract must describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

Applicants must describe the goals of the proposed project and identify its objectives. The goals and objectives of the project should reflect the applicant's knowledge and understanding of the model and/or the proven effective violence reduction strategies that they will use to accomplish the stated goals and objectives of this program. When formulating the project's goals and objectives, applicants should also be cognizant of the performance measures that OJJDP will require successful applicants to provide.

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. Applicants must clearly link them to the problem identified in the preceding section and they must be measurable. (Examples of measurable objectives include, e.g. to expand counseling services to cover an additional 50 at-risk youth.) The applicant should detail how the program will accomplish the following: change community norms regarding violence; provide alternatives to violence when gangs and individuals in the community are making behavior decisions; and, to increase the perceived risks and costs of involvement in violence among high-risk young people. All community-based violence reduction strategies that applicants propose must be evidence-based and have been proven to be effective through research and evaluation.

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 5.) Applicants must describe the steps they will take to assemble the information to comply with OJJDP's performance measures reporting requirements. OJJDP encourages award recipients 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 program records, OJJDP will require award recipients to submit a completed Privacy Certificate post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

In a separate solicitation (OJJDP FY 2010 National Evaluation of the Community-Based Violence Prevention Program), OJJDP will call for proposals from entities interested in designing a methodology to evaluate this program. OJJDP will require the grant recipients under this solicitation to participate fully in the national evaluation.

- **Project/Program Design and Implementation**

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

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Applicants interested in being selected as program sites under this solicitation should choose as many as four neighborhoods in which they will apply the intervention. In some instances, sites may propose to tailor their intervention to address particular community strengths or deficits. All strategies that applicants propose must be evidence-based and have been proven to be effective through research and evaluation.

This section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's target area and target population and explain how they will implement the various components of their community-based violence prevention approach. The applicant should detail how the design and implementation of the program will accomplish the following: change community norms regarding violence, provide alternatives to violence when gangs and individuals in the community are making behavior decisions, and increase the perceived risks and costs of involvement in violence among high-risk young people.

Applicants must clearly describe the specific actions that they will use to reduce violence in the target areas. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures. Further, applicants should develop a plan to implement their evidence-based violence prevention approaches that incorporates the assistance of a national training and technical assistance provider. Program sites will work locally to ensure that data are collected and reported on a quarterly basis to the national evaluator. At a minimum, OJJDP expects that awardees will collect the following data elements for purposes of the evaluation:

- population rates and characteristics;
- violent crime data (juvenile victimization, offending);
- nonviolent crime data (juvenile victimization and offending);
- gun-related violations.

However, OJJDP will determine additional data indicators after consultation with the national evaluator and the successful applicant. Because of the simultaneous selection process of the national evaluator, it is not possible to advise program applicants about the exact methodology that will be implemented.

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 applicant must submit the logic model as a separate attachment, as stipulated in "Other Attachments," page 14.

Timeline. Applicants must submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html). The applicant must submit the timeline as a separate attachment, as stipulated in "Other Attachments," page 14. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should describe their strong ties to the communities they serve and their ability to work productively with other organizations in the neighborhood and national partners and others to implement their community-based violence prevention approach. Applicants should be able to demonstrate their ability to create change in the target communities. Outreach workers include individuals who have been convicted of and served time for violent crimes against persons (excluding violence against women and children). Applicants must be able to employ and work with such persons if they are the best candidates for jobs. Applicants should consider creating a panel that includes, at a minimum, representatives of the partner agency, local law enforcement, and other national partners to interview all job applicants. Community partners must have the capacity to gather and report both program and fiscal data and other information.

This section of the program narrative must describe how the applicant will manage and staff the project. It must describe the functioning of existing multi-disciplinary partnerships and the willingness of those partnerships to adopt the chosen violence prevention approach. Additionally, the applicant should provide letters from city leadership and local law enforcement supporting the adoption of the intervention in the target areas. The applicant should clearly and evidently connect management and staffing patterns to the project design described in the previous section. This section should 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. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

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 (MOUs) for all key partners that include the following:

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

- a specific reference to the adoption of the evidence-based model;

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

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

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 both a worksheet itemizing all costs and a narrative explaining and justifying each budget item. 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.

Allowable costs under this program must focus on supporting and enhancing the community-based violence prevention and intervention strategies that replicate components of an evidence-based violence prevention model. Such costs may include, but are not limited to: salary and related expenses for a coordinator and/or coordinator's assistant, program staff (i.e. outreach workers and violence interrupters), equipment and supplies to support the coordination function and information exchange between organizations, office space and local travel to support coordination, travel to support training and skills development, expenses related to securing meeting space, expenses related to data collection and analysis, and expenses for materials and mailings.

Applicants must budget for as many as three project staff to attend an annual 2-day cluster meeting of participating sites in Washington, DC, in 2010, 2011, 2012, and 2013.

Applicants must clearly identify budget items intended for direct service delivery in the budget detail worksheet and the budget narrative and separate them from other expenses related to coordination. Applicants may not use grant resources to pay salary or overtime for partners, executives, or operational personnel for the sole purpose of participating in coordination activities or meetings.

- **Budget Detail Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing the cost of each item and showing how the applicant calculated it. 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 detail worksheet must 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 you submit a different format, you must include the budget categories as listed in the sample budget detail worksheet.

- **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 justify all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, applicants must explain how they calculated fringe benefits, how they estimated travel costs, why they must purchase particular items of equipment or supplies, and how they calculated overhead or indirect costs, if applicable.

See the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

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.

Accounting System and Financial Capability Questionnaire

Private organizations (i.e. non-profit, for-profit, faith based organizations) that have not previously received funding from OJP should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: http://www.ojp.gov/funding/forms/financial_capability.pdf

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 5.)

Tribal Authorizing Resolution

If a tribe or tribal organization or a third party submits an application proposing to provide direct services or assistance to residents on tribal lands, the application must include a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, the application must include a resolution from all tribes that will receive services or assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for the application, then, at a minimum, they must submit an unsigned, draft tribal resolution as part of the application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then they will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

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 11);
- timeline or milestone chart (see "Timeline," page 11);
- résumés of all key personnel;
- job descriptions outlining roles and responsibilities for all key positions;

- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 12);

- geographic information. To help OJP develop a geographic information system (GIS) strategic planning capacity and to assist in the targeting of this neighborhood-based initiative, applicants must provide the following item of information on the geographic area that the funded activity (“service area”) will serve in the formats specified below. If the program has multiple service areas, include the required information for each area.

    - map and street description. Provide a road map (with local detail) with the service area clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Include a written description of streets bounding the service area. If GIS files are available, e-mail them to Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

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/Program (40 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (20 points)
4. Capabilities/Competencies (25 points)
5. Budget (10 points)

See “Program Narrative,” page 9, for detailed descriptions of the above criteria.

Review Process

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

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. Peer review panels will evaluate, score, and rate 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, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for 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.

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. Applicants are encouraged to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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.

Appendix: Application Checklist

OJJDP FY 2010 Community-Based Violence Prevention Demonstration Program

The application check list has been created to aid you in developing your application

Eligibility Requirement

_____ Public agencies, including state agencies and units of local government (including federally-recognized Indian tribal governments).
_____ The amount requested does not exceed $2.2 million.

The application components

_____ Statement of the Problem/Program Narrative
_____ Performance Measures Requirements
_____ Project Design and Implementation
_____ Capabilities/Competencies
_____ Budget narrative
_____ Budget detail worksheet
_____ Logic model
_____ Project timeline
_____ Position descriptions
_____ Letters of support

Program narrative/abstract format

_____ Double-spaced
_____ 12-point standard font
_____ 1” standard margins
_____ Narrative is 30 pages or less

Other

_____ Standard 424 form
_____ DUNS number
_____ Certifications
_____ Other standard forms as applicable, including

____ Disclosure of lobbying activities (if applicable)
____ Accounting System and Financial Capability Questionnaire (if applicable)