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 Gang Field Initiated Research and Evaluation Programs. These programs further DOJ's mission by advancing our understanding of gang-related topics, including but not limited to: (1) youth entry into, involvement in, and desistance from gang-related crime; (2) the effectiveness of prevention approaches targeting youth at risk for gang involvement; (3) the effectiveness of intervention strategies;(4) the nature and scope of youth gangs in juvenile detention and correctional facilities; (5) the effectiveness of reentry approaches; and (6) the assessment of how tribal communities can effectively address youth gang challenges.

OJJDP FY 2011 Gang Field Initiated Research and Evaluation Programs

Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). (See "Eligibility," page 3.)

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 May 9, 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. 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, contact the Justice Information Center at 1–877–927–5657 or via email to JIC@telesishq.com. Center hours of operation are 8:30 a.m. to 5:00 p.m., Eastern Time, Monday through Friday. On the solicitation close date, the Center will be open from 8:30 a.m. to 8:00 p.m., Eastern Time.

Grants.gov number assigned to this announcement: **OJJDP-2011-2964**

Release Date: March 9, 2011

Contents

Overview 3
Deadlines: Registration and Application 3
Eligibility 3
Program-Specific Information 4
Performance Measures 8
Project Evaluations 8
Notice of New Post-Award Reporting Requirements 9
How To Apply 9
What an Application Is Expected To Include 11
- Standard Form-424 (SF-424) 11
- Program Narrative 12
- Budget Detail Worksheet and Budget Narrative 15
- Indirect Cost Rate Agreement (if applicable) 16
- Tribal Authorizing Resolution (if applicable) 16
- Other Attachments 16
- Other Standard Forms 17

Selection Criteria 17
Review Process 17
Additional Requirements 18
Appendix: Application Checklist 20

OJJDP FY 2011 Gang Field Initiated Research and Evaluation Programs (CFDA #16.544)

Overview

This solicitation will fund research and evaluation studies to produce practical findings for policymakers and practitioners for the development of evidence-based programs, policies, and strategies that effectively address at-risk and gang-involved youth. Topics to be addressed may include, but are not limited to: (1) youth entry into, involvement in, and desistance from gang-related crime; (2) the effectiveness of prevention approaches targeting youth at risk for gang involvement; (3) the effectiveness of intervention strategies; (4) the nature and scope of youth gangs in juvenile detention and correctional facilities; (5) the effectiveness of reentry approaches; and (6) the assessment of how tribal communities can effectively address gang-related challenges confronting at-risk and gang-involved native youth.

The OJJDP FY 2011 Gang Field Initiated Research and Evaluation (FIRE) Programs will be authorized by an Act appropriating funds to the Department of Justice.

The National Institute of Justice (NIJ) has also identified gang desistance as one of the topic areas of interest under its FY 2011 NIJ Solicitation: Research and Evaluation in Crime Control and Prevention, which can be accessed at: ncjrs.gov/pdffiles1/nij/sl000963.pdf. Prior to making funding decisions, OJJDP and NIJ will coordinate their review of applications so that they do not duplicate the awards they make related to desistance.

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 May 9, 2011. See “How To Apply,” page 9, for details.

Eligibility

Applicants are limited to states (including territories), units of local government (including federally-recognized tribal governments, as determined by the Secretary of the Interior), 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.

Applicants must demonstrate the ability to design and conduct a rigorous research and/or evaluation initiative.

Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and financial management purposes) and the others indicated as co-applicants.

Program-Specific Information

Based upon the annual survey of law enforcement agencies that the National Gang Center conducts, in 2008, approximately 27,900 gangs with an estimated 774,000 gang members were active in the United States. This represents a 28 percent increase in the number of gangs and a 6 percent increase in the number of gang members from the estimates for 2002 to 2008. Since 1996, gangs have proliferated across all 50 states, and they have been active in every city with a population of more than 250,000. While gang problems are most widespread in the largest cities in the United States, the National Gang Center also identifies the presence of gangs in suburban and rural areas. (For additional details, refer to www.nationalgangcenter.gov).

One in five public schools reported gang activity during the 2007-2008 academic year. In 2007, 23 percent of students ages 12 to 18 reported that gangs were active at their schools. (For additional details, refer to bjs.ojp.usdoj.gov/content/pub/pdf/iscs09.pdf). Many studies have confirmed that gang members are significantly more likely than non-gang members to engage in violent, property, weapons, and drug crimes. Evidence from longitudinal studies of delinquent youth, who later became gang members, suggests that being in a gang facilitates offending among the members of the gang.

Purpose

In 2010, the Office of Justice Programs (OJP) conducted an internal review of research evidence on gangs and gang-related crime as a part of its Evidence Integration Initiative. The review focused on available research on the nature and extent of gangs, gang-related crime, and evaluation evidence for a variety of gang prevention, intervention, enforcement, reentry, and victim services approaches. The review concluded that more is known about risk factors for gang entry versus desistance. The Gang Evidence Integration Team also determined that few gang prevention, intervention, suppression, and reentry programs have been rigorously evaluated, thus limiting the conclusiveness of their findings, specifically, regarding outcomes. In addition, limited information is currently available about gangs in Indian Country.

This program will support high quality, theory-based, rigorous research and evaluations that will address several of these key gaps in research. OJJDP can then inform the field of strategies that merit replication or adaptation.

Research/Evaluation Questions

For this solicitation, OJJDP will require researchers to identify a key area of gang research and/or evaluation topic and justify why it merits investigation. Based upon the assessment of Gang Evidence Integration Team, OJJDP is interested in answering the following research questions and encourages applicants to address one or more of these questions. However, applicants may propose additional or alternative research questions.

- **What factors (such as mentoring, outreach, job counseling/training, life experiences, participation in intervention programs, and/or involvement in the juvenile justice system) influence a youth's desistance from involvement in a gang and/or gang-related crime?** Considerably more is known about what risk factors influence a youth's decision to join a gang than how to facilitate a youth's exit from the gang or involvement in gang-related crime. OJJDP encourages researchers addressing this topic to consider using ethnographic interview techniques and to capture information on youth from a diverse

sample of gang organizational types, geographical locations, and membership composition. Applicants interested in research on gang desistance might also refer to the FY 2011 NIJ Solicitation: Research and Evaluation in Crime Control and Prevention, which can be accessed at: ncjrs.gov/pdffiles1/nij/sl000963.pdf.

- **How effective are prevention programs that target youth exhibiting risk factors for gang involvement?** Few gang prevention programs have been rigorously evaluated to produce definitive evidence of outcomes. Researchers might propose to evaluate programs specifically designed to prevent youth entry into a gang. As an alternative, researchers might propose to evaluate the impact of programs targeting more generally at-risk children and youth to determine if they significantly reduce subsequent gang involvement. In those instances where researchers are already conducting evaluations of programs for these populations, this alternative approach might be accomplished through a cost-effective addition of gang-related constructs during those key pre-adolescent and adolescent years of risk for gang involvement.

- **How effective are intervention programs that target gang-involved youth?** Applicants are encouraged to examine behavioral outcomes among gang-involved youth, particularly justice outcomes such as reduced offending and decreased gang-related activity.

- **What are the nature and scope of youth gangs in juvenile detention and correctional facilities?** Applicants are encouraged to propose how to conduct an assessment to inform the development of programs, policies, and practices to better serve incarcerated youth and to ensure safety and security for detainees and staff in residential facilities.

- **How effective are juvenile justice residential facilities and community-based reentry initiatives in positively impacting the behavior of gang members?** Applicants are encouraged to examine behavioral outcomes such as reduced overall delinquent/criminal recidivism, reduced involvement in gang-related crime, decreased involvement in gang-related activities, and reduced gang membership/affiliation.

- **How can Native American tribal communities effectively address gang-related challenges confronting their youth through gang prevention, intervention, suppression, and reentry programs and strategies?** Applicants are encouraged to conduct case studies of gang activity in multiple tribal communities. Such case studies may provide rigorous qualitative description of the onset of tribal youth gang activity, its growth, dynamics, and characteristics. Case studies may also include examination of the system response to youth gang-related problems, and qualitative assessment of what tribal leaders and members view as effective and ineffective gang prevention, intervention, suppression and reentry programs and strategies. Researchers are encouraged to develop proposals that approach this research topic with sensitivity to tribal oral traditions and the uniqueness of each tribe. By utilizing similar research methods across multiple tribes, comparison of findings across case studies would reveal similarities and differences across tribes.

Program Design

Partnerships. For those applicants proposing to conduct a program evaluation, the applicant must have established a close partnership with the program. Applications should include letters of commitment or cooperation from the relevant program or agency involved in the proposed

study. Applicants should also detail partnerships for implementing their methodology and the use of control/comparison groups.

Applicants awarded funds under this solicitation must budget them only for those costs directly associated with the conduct of research- and evaluation-related tasks. Funds are not available under this solicitation for the delivery of program services.

Goal, Objectives, and Deliverables

Goal. The goal of this program is to produce findings of practical use to practitioners and policymakers in the development of effective programs, policies, and strategies for the gang prevention, intervention, suppression, and reentry.

Objectives. OJJDP encourages applicants to propose research questions and studies that are consistent with the goals and objectives of this solicitation. Applicants may choose to address one or more of the following research and evaluation objectives:

- utilizing scientifically sound methodological approaches to generate evidence and address issues and concerns related to gang membership and gang crime.

- conceptualizing and investigating new research questions to inform program and policy development in the areas of gang prevention, gang reduction, and juvenile justice.

- examining how tribal communities can more effectively meet the needs of at-risk and/or gang-involved tribal youth, through the conduct of indepth, qualitative case studies at multiple tribal sites.

- designing and implementing a comprehensive evaluation:

    - conducting a process evaluation of the gang-related program or strategy (documenting program implementation, assessing program fidelity, and recording lessons learned).

    - identifying the criteria that the project site(s) use to select target youth.

    - determining the efficacy of a gang prevention, intervention, and/or reentry model or models through rigorous outcome evaluation.

    - examining the costs associated with program implementation.

Deliverables. Proposals should contain a description of all products that the grantee will produce from the project. The deliverables of the program are as follows:

- **Semi-annual progress reports** that will describe in detail the status of the research project, any methodological and/or implementation issues, progress toward the project goals, interim findings (if available), and other issues relevant to the completion of the study.

- **Multiple research reports** that will provide a detailed description of the entire project, including the theory or hypotheses guiding its work, the study methodology, the study's findings and their implications for policy and practice, and recommendations for future research. In addition, the grantee will submit a second, shorter manuscript that summarizes

the longer report and will be suitable for publication as an OJJDP bulletin for practitioners. OJJDP also encourages researchers and evaluators to seek publication in refereed journals.

Publication and dissemination of all reports and related products will be at the discretion of OJJDP.

Amount and Length of Awards

OJJDP intends to award multiple grants under this solicitation, depending upon available funding. Expected award amounts will range between $200,000 and $1 million for a project period of as long as 4 years. This amount is for the entire award period. OJJDP anticipates that the Office will make awards under this solicitation by September 30, 2011.

Grantees under this program must use all funds in direct support of research and evaluation expenses and cannot use these funds to support program development, program implementation, or the provision of direct services.

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

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

- reviewing and approving major work plans, including changes to research/evaluation plans, and key decisions pertaining to project operations.

- reviewing and approving major project-generated documents and materials used in the conduct of research and/or evaluation.

- providing guidance in significant project planning meetings and participating in project sponsored 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 a available at www.opm.gov/oca/11table/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 Administrator of OJJDP. Applicants who wish to request a waiver must include a detailed justification in the budget narrative of their applications. Unless

applicants submit a waiver request and justification, they should anticipate that OJJDP 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 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
To carry out research and/or evaluation studies that enhance knowledge and understanding of youth involvement in and desistance from gang-related activities and the effectiveness of gang prevention, intervention, and reentry strategies.	Percentage of deliverables (e.g., reports, manuscripts) completed on time. Deliverables will differ, depending on the specific project, and should be outlined in the application. Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.	During the reporting period: Number of deliverables to be submitted to OJJDP. Number of deliverables completed on time. Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.

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 11, for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would

either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge." 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute "research," see the decision tree on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that Web page.

The protection of human subjects of OJP-sponsored research is of critical importance. If a proposed project involves human subjects of research, the application must explain whether Institutional Review Board approval has been or will be obtained, and it must explain the applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/index.html.

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, found at www.fsrs.gov.

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 16.544, titled "Youth Gang Prevention," and the funding opportunity number is OJJDP-2011-2964.

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, that do not meet the eligibility requirements, that do not request funding within the funding limit, and that do not include a program narrative, and a 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. 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.

Applicants may provide bibliographical references as a separate attachment that will not count toward the 30 page program narrative limit.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project 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 problem(s) to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives for this gang research/evaluation effort.

- **Statement of the Problem**

Applicants must clearly describe the research or evaluation questions they will address. They should discuss how previous research supports and shapes these questions and how the program will address pertinent issues related to youth gangs research, including but not limited to: (1) youth entry into, involvement in, and desistance from gang-related crime; (2) the effectiveness of prevention approaches targeting youth at risk for gang involvement; (3) the effectiveness of intervention strategies; (4) the nature and scope of youth gangs in juvenile detention and correctional facilities; (5) the effectiveness of reentry approaches; and (6) the assessment of how tribal communities can effectively address gang-related challenges confronting at-risk and gang-involved native youth. Applicants should be clear how the proposed study will contribute to knowledge and practice.

Applicants should describe any research, needs assessment, or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. Applicants should identify the limitations or weaknesses of the prior studies. In addition, evaluation applicants should demonstrate a familiarity with experimental and quasi-experimental evaluation designs and should fully discuss evaluation measures of program outcomes. While OJJDP expects applicants 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. 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 research question(s) to be investigated, 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 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 goals of the proposed gang research/evaluation project. When formulating the project's goals and objectives, applicants should consider the potential for significant advances in scientific or technical understanding of the problem and the potential for significant advancement in the juvenile justice field.

Program Objectives. Applicants should explain how the research/evaluation project will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problems 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 should 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 program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

- **Project/Program Design/Implementation**

Applicants must describe the specific strategies that they will use to implement the proposed research or evaluation. Design elements should follow directly from the research or evaluation project's goal(s) and objectives, and the data to be collected should clearly support these ends. The applicant should describe the research or evaluation methodology in detail and demonstrate the validity and usefulness of the data that they will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed research or evaluation and address the feasibility of the proposed project and any potential challenges.

Applicants should address the major activities of their proposed study and how they will implement them. Components should include the following, as applicable:

- linkage, coordination, and cooperation with program partners, sites, and OJJDP.

- methodology that clearly identifies the hypotheses to be tested and how the methodology will maximize the applicant's ability to test the hypotheses.

- the study's primary research questions and how they address existing gaps in the literature and will inform future practice.

- recruitment and retention of research subjects, including anticipated challenges and how the applicant will address them.

- description of quantitative and qualitative data collection and analysis methods and the tools to be used, addressing applicant's expertise in these techniques under "Capabilities and Competencies."

- procedures for collecting, managing, storing and transmitting data, identifying software and data verification procedures, and procedures to remove identifying information from data prior to submission to OJJDP.

- logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques (see "Logic Model" below).

Successful applicants must provide OJJDP with evidence of receipt of Institutional Review Board (IRB) clearance prior to collecting data. IRB clearance is not required at application.

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.

Logic Model. Applicants should 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 should be submitted as a separate attachment, as stipulated in "Other Attachments," page 16.

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 ojjdp.ncjrs.gov/grantees/timelines.html). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 16. 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 any contractors that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous research/evaluation 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.

As this is a research/evaluation grant program, the applicant may budget funds to directly support research/evaluation costs only. The use of grant funds to support program services is prohibited.

- **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 applicant submits a budget 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 the entire project period.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide www.ojp.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.

Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then 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 membership should be included with the application. 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, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

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.

- bibliographical references
- logic model (see "Logic Model," page 14)
- timeline or milestone chart (see "Timeline," page 14)
- 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 15)

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

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

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 to be submitted in GMS prior to the receipt of any award funds).

- 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 (20 points)
2. Performance Measures Requirements (5 points)
3. Project Design and Implementation (45 points)
4. Capabilities and Competencies (20 points)
5. Budget (10 points)

See “What an Application Is Expected To Include,” page 11, 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.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget detail worksheet and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

All final award decisions will be made by the Administrator of OJJDP, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, when making awards

OJJDP usually notifies successful applicants by a GMS e-mail prior to September 30, 2011. OJJDP will notify unsuccessful applicants after September 30, 2011 by e-mail or U.S. mail.

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 2011 Gang Field Initiated Research and Evaluation Programs

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

Eligibility Requirements:

_____State or territory
_____Unit of local government (including federally-recognized tribal government)
_____Nonprofit and for-profit organization (including tribal nonprofit and for-profit organization)
_____Institution of higher education (including tribal institution of higher education)
_____Applicant must demonstrate the ability to design and conduct a rigorous research and/or evaluation initiative.
_____**The federal amount requested is within the allowable limit of $200,000 to $1 million.**

What an Application Is Expected To Include:

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

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

_____Budget Detail Worksheet and Budget Narrative (see page 15)
_____Indirect Cost Rate Agreement (if applicable) (see page 16)
_____Tribal Authorizing Resolution (if applicable) (see page 16)

_____Other Attachments (see page 16)
- _____bibliographical references
- _____logic model
- _____timeline or milestone chart
- _____résumés of all key personnel
- _____job descriptions for all key positions.
- _____letters of support/MOUs 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, (page 17) including:
- _____DUNS number
- _____CCR registration
- _____Certifications
- _____Disclosure of lobbying activities (if applicable)
- _____Accounting System and Financial Capability Questionnaire (if applicable)