



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#) pleased to announce that it is seeking applications for funding under the Juvenile Drug Court Training and Technical Assistance Program. This program furthers the Department's mission by assisting communities with the development of effective drug court strategies for nonviolent substance-abusing juvenile offenders and families. This program is authorized under 42 U.S.C. 3797u, et seq.

OJJDP FY 2008 Juvenile Drug Court Training and Technical Assistance Program

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning.
(See "Eligibility," page 3.)

Deadline

All applications are due by 8 p.m., E.T., on July 3, 2008.
(See "Deadline: Application", page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Jennifer Yeh, Program Manager, at 202-616-9135 or jennifer.yeh2@usdoj.gov.

Applicants must submit their applications through Grants.gov. The funding opportunity number is OJJDP-2008-1901. For technical assistance with submitting the application call the Grants.gov Customer Support Hotline at 1-800-518-4726.

CONTENTS

Overview	3
Registration.....	3
Deadline: Application.....	3
Eligibility.....	3
Faith-Based and Other Community Organizations	3
Program-Specific Information.....	4
Performance Measures.....	5
How to Apply	6
What an Application Must Include.....	6
Standard Form–424.....	6
Program Narrative.....	6
Budget and Budget Narrative.....	9
Indirect Cost Rate Agreement.....	10
Other Attachments.....	10
Selection Criteria.....	11
Review Process	11
Additional Requirements	12

OJJDP FY 2008 Juvenile Drug Court Training and Technical Assistance Program (CDFA #16.585)

Overview

The goal of the Juvenile Drug Court Training and Technical Assistance Program is to build the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to develop, maintain, and enhance drug courts for substance-abusing juvenile offenders. The Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking a training and technical assistance provider to deliver training and technical assistance to juvenile drug courts and family drug courts that are interested in learning about and implementing Brief Interventions and Referrals to Treatment (BIRT).

Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant, it could take several weeks to validate and confirm your registration and to receive your user password. OJJDP recommends that you register as early as possible to prevent delays in submitting your application package. You must complete three steps before you may register: (1) register with the Central Contractor Registry (CCR), (2) register as an Authorized Organization Representative (AOR), and (3) have your organization authorize you as an AOR. For more information, go to www.grants.gov.

Note: You must renew your CCR registration every year. If you fail to renew your registration, OJJDP may prohibit you from submitting a grant application through Grants.gov.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. EST, July 3, 2008.

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, tribal organizations, faith-based and community organizations, and institutions of higher learning with demonstrated expertise in assisting communities develop, maintain, and enhance juvenile drug courts and family drug courts. OJJDP encourages organizations or agencies with expert knowledge of such drug courts to apply. For-profit organizations must agree to waive any profit or fees for services. Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicant(s).

Faith-Based And Other Community Organizations. Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify

as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

Program-Specific Information

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

The goal of the Juvenile Drug Court Training and Technical Assistance Program is to provide training to juvenile and family drug court practitioners about Brief Interventions and Referrals to Treatment (BIRT). The BIRT strategies that are of the focus of this initiative are Motivational Enhancement Therapy (MET) and Cognitive Behavioral Therapy (CBT) for Adolescents.

OJJDP is seeking training and technical assistance providers with extensive expertise in providing peer-to-peer training and technical assistance to develop or improve BIRT strategies. The providers should have substantial experience conducting assessments of technical assistance needs, developing and conducting training on BIRT, effectively communicating and collaborating with drug courts, and conducting post-training evaluations.

- **Award Information**

It is anticipated that an award of up to \$600,000 will be made to implement the purpose of this program for a project period of up to 24 months.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2008.

Match Requirement. Match is not required for this program

Performance Measures

To assist in fulfilling the Department's 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. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Provide training and technical assistance to OJJDP-funded juvenile drug courts and family drug courts implementing combined Motivational Enhancement Therapy and Cognitive Behavioral Therapy (MET/CBT 5) procedures.	Number of training events held. Number of technical assistance (TA) events administered. Percent of individuals trained in BIRT. Percent of offsite TA events administered. Percent of onsite TA events administered. Percent of individuals trained in combined MET/CBT 5 procedures. Percent of trained individuals who demonstrate improvement in understanding of combined MET/CBT 5 procedures through comparison of pre- and post-test results. Percent of evaluation respondents who rated training and technical assistance as satisfactory or better.	OJJDP has an online system (www.ojjdp-dctat.org) for grantee transmittal of performance measures data. For detailed information on specific programs, see the OJJDPs Performance Measures Web site (http://ojjdp.ncjrs.gov/grantees/pm/). Number of training events held. Number of TA events administered. Number of individuals trained in BIRT. Number of offsite TA events. Number of onsite TA events. Number of individuals trained in combined MET/CBT 5 procedures. Number of trained individuals who demonstrate improvement in understanding of combined MET/CBT 5 procedures through comparison of pre- and post-test results. Number of training and technical assistance recipients who completed an evaluation. Number of evaluation respondents who rated training and technical assistance as satisfactory or better.

How to Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative, grants.gov, is a one stop shop that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions. Applicants can find complete instructions at www.grants.gov. Applicants experiencing difficulties at any point during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.gov does not support the Microsoft Vista operating system. Nor can Grants.gov process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Documents should be saved using "Word 97-2003 Document (*.doc)" format. Other disallowed file types include, the following extensions: com, bat, exe, vbs, cfg, dat, db, dbf, dll, ini, log, ora, sys, and zip.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.585, and the funding opportunity number is OJJDP-2008-1901.

DUNS Number. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Call 1-866-705-5711 or apply online at www.dunandbradstreet.com to obtain a number. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form used by most federal agencies, following the instructions it provides.

Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative must be double spaced and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 25 pages of 8½ by 11-inches. (Please number pages "1 of 25," "2 of 25," and so forth.) Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count.

Applications that do not adhere to the required format may be deemed ineligible.

The program narrative must address the following selection criteria: (1) statement of the problem/program narrative, (2) impact/outcomes and evaluation, (3) project/program design and implementation, (4) capabilities/competencies, and (5) coordination/collaboration.

- **Project Abstract**

Applications must include a one-page project abstract.

- **Statement of the Problem/Program Narrative**

Applicants must briefly describe the nature and scope of the problem to be addressed by this project. Applicants must demonstrate a clear understanding of training and technical assistance issues and other issues pertaining to the implementation of BIRT and MET and CBT for Adolescents.

- **Impact/Outcomes and Evaluation**

Applicants should provide information that demonstrates their understanding of the goals and objectives provided in this solicitation. Applicants must submit plans for tracking and measuring their annual progress toward meeting each goal and objective. Special attention must be paid to the Performance Measurement section (see "Performance Measures," page 5). A detailed discussion of how outcome measures will be achieved is expected.

Applicants must demonstrate the ability to develop and direct an OJJDP-based training and technical assistance program and expertise in juvenile and family drug court operations and BIRT strategies.

Deliverables. In addition to the strategy and content of the program design, the following deliverables must be completed during the project period. The program narrative should reflect how the applicant will accomplish the activities for each year. Subsequent deliverables will be developed annually according to need and funding ability. Successful applicants will:

1. deliver training on BIRT and MET and CBT for Adolescents to juvenile and family drug court practitioners.
2. respond to technical assistance requests from juvenile drug courts and family drug courts interested in learning about and implementing BIRT and MET and CBT for Adolescents (e.g., develop uniform protocols; provide proactive, comprehensive, user-friendly technical assistance services). Provision of technical assistance should include travel for staff or consultants to conduct onsite technical assistance delivery across the country when necessary and technical assistance delivery should be delivered in the most cost effective formats (e.g. telephone, e-mail, Internet).

Applicants are encouraged to be realistic in estimating the cost of deliverables and in detailing the implementation schedule. Applicants are also encouraged to be innovative, as OJJDP expects applicants to propose alternative approaches to the delivery of training and technical assistance to maximize resources.

• Project/Program Design and Implementation

Applicants must present a program design that is specific and constitutes an effective approach to meeting the goals and objectives of the program. The design must include a detailed work plan that describes specific tasks, procedures, timelines, milestones, and products to be completed. The design must indicate how program objectives will be met, how deliverables will be produced, and how both will be measured. The work plan should also include a cohesive, well-developed plan for providing information, products, and other materials to key players in the initiative. The design must provide protocols for assessing training and technical assistance needs and protocols to be used in the delivery and evaluation of services.

Applicants should include a logic model that graphically illustrates how the chosen performance measures are related to the specific problems, goals, and program activities. Sample logic models are available at ojjdp.ncjrs.gov/grantees/performance.html.

Timeline. In addition to the narrative description of the project design, applicants must submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the duration of the award. Applicants should not use actual calendar dates in their timelines; instead the timeline should use “Year 1,” “Month 1,” “Quarter 1,” etc. (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 10. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

• Capabilities/Competencies

Applicants must describe their organizational capability, including (1) a description of how the organization will manage an OJJDP T&TA program, (2) an established history of delivering training and technical assistance at a national level, (3) a demonstrated capability to produce within a short timeframe a range of general and specific user-friendly and professional technical resource materials, and (4) a discussion of past performance and any other involvement that demonstrates management capabilities.

Applicants must describe an organizational framework, a managerial structure, and a staffing approach that have the capacity to work effectively with juvenile and family drug courts. Applicants must demonstrate their production and computer capabilities. Applicants must describe their knowledge of juvenile drug courts and family drug courts and their past involvement in working with them. A consultant pool of experts must be included with staff résumés. Assurance that these individuals will be available when the grant is awarded must be given. Résumés must reflect significant experience and expertise in curriculum design, the development of national T&TA systems, and other relevant matters.

Personnel working on an OJJDP-funded program must adhere to the requirements of the Office of Justice Program's Financial Guide, which contains the requirements that all grantees must adhere to when using Federal funds. Applicants are expected to describe

their understanding of chapter 3, "Conflicts of Interest," and how they will ensure compliance.

- **Coordination/Collaboration**

Applicants must describe their experience in:

- coordinating with components of a larger organization and in coordinating and collaborating with other training and technical assistance providers to maximize training opportunities for a common target audience.
- tracking the provision of training and technical assistance provision and coordinating with grantors or contractors in the development of such a system and in sharing shared tracking information to enhance overall collaboration on services provided the target audience.

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

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. 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 budget detail worksheet template is available at http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement. Applicants who do not have a federally negotiated indirect cost rate and wish to establish one may 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, applicants may obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov 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 submitted by the applicant other than that specified below. The attachments—which must be submitted as a Microsoft Word document (.doc), Excel worksheet, PDF file (.pdf), or text document (.txt)—must include:

- annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization (see "Timeline," page 8).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and memorandums of understanding (MOUs) from partner organizations.
- **Geographic Information.** To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity ("service area") in the formats specified below. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each area. If proposed multiple service areas have not been determined, simply provide the requested information for the applicant.
 - **Physical address.** If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided.

(example with street address)
ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)
ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

- **Map and street description.** Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant

name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Dennis Mondoro at Dennis.Mondoro@usdoj.gov

Selection Criteria

Applications that proceed to peer review will be rated on a 100-point scale, based on the following point values for the selection criteria:

- Statement of the Problem/Program Narrative (10 points)
- Impact/Outcomes and Evaluation (10 points)
- Project/Program Design and Implementation (35 points)
- Capabilities/Competencies (25 points)
- Coordination/Collaboration (5 points)
- Budget (15 points)

See "Program Narrative," page 6, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a standardized 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 program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. OJJDP may use either internal or external peer reviewers or a combination thereof to review applications under this solicitation. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. 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.

Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable Federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

Additional Requirements

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of the Chief Financial Officer Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- Government Performance and Results Act
- Rights in Intellectual Property

OJJDP encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at http://www.ojp.usdoj.gov/funding/other_requirements.htm.