



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 Evaluations of Girls' Delinquency Programs. This program furthers DOJ's mission by supporting rigorous program evaluations that will identify effective and promising delinquency prevention, intervention, and treatment programs for girls.

OJJDP FY 2011 Evaluations of Girls' Delinquency 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 and published in the Federal Register), 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 February 28, 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, call Barbara Tatem Kelley, Program Manager, at 202-616-9517 or e-mail her at barbara.kelley@usdoj.gov or Angela Parker, Program Manager, at 202-353-9252 or e-mail her at angela.parker@usdoj.gov.

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OJJDP FY 2011 Evaluations of Girls' Delinquency Programs (CFDA #16.540)

Overview

Over the past two decades, the number of girls entering the juvenile justice system has grown dramatically. This increase has raised a number of questions for the field and OJJDP, including whether programs and strategies exist to prevent and reduce the delinquency and involvement of girls in the juvenile justice system.

This solicitation is designed to fund grants to document and measure the effectiveness of delinquency prevention, intervention, and/or treatment programs in preventing and reducing girls' risk behavior and offending. This program is authorized by an act appropriating funds for the Department of Justice.

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 February 28, 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 and published in the Federal Register), 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.

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-applicants.

Program-Specific Information

Juvenile delinquency prevention, intervention, and treatment programs customarily have been designed with boys in mind. Little is known about how well girls respond to these interventions. In addition, while many states and communities design and implement programs to prevent and treat female delinquency, little is known about whether these programs work as intended.

To research such issues and provide a sound foundation to guide the development, testing, and implementation of strategies to prevent and reduce girls' delinquency, OJJDP funded the Girls Study Group in 2004. [For information about OJJDP's activities related to understanding and preventing girls delinquency, including links to the Girls Study Group Bulletins, see OJJDP's Girls' Delinquency Web page (www.ojjdp.ncjrs.gov/programs/girlsdelinquency.html).]

States and communities still struggle to identify appropriate and effective programs for girls, prevent and reduce risk behavior and offending, and intervene with female delinquents. Indeed, one of the most frequent requests that OJJDP receives is for information on evidence-based programming for at-risk and delinquent girls.

Purpose

The purpose of this solicitation is to support evaluations to test the effectiveness of existing delinquency prevention, intervention, and treatment programs for girls. This solicitation is consistent with OJJDP's goal of promoting evidence-based programs and practices and is intended to fund well-designed, rigorous outcome evaluations of girls' delinquency prevention and intervention programs.

To understand more about how effective girls' delinquency programs are in preventing and reducing girls' delinquent behavior and risk factors, the Girls Study Group reviewed 26 promising and model programs in the Blueprints for Violence Prevention database (www.colorado.edu/cspv/blueprints) and reviewed 61 girls' delinquency programs using standardized criteria. [See *Girls Study Group—Charting the Way to Delinquency Prevention for Girls* (www.ncjrs.gov/pdffiles1/ojjdp/223434.pdf).]

The review of programs that came from the Blueprints database found that of the 26 promising and model programs, only 8 program evaluations analyzed whether outcomes differed for boys and girls. The Study Group's review of the 61 girls' delinquency programs found that only a fraction of them had published evaluations and that none of them could be rated effective, effective with reservation, or ineffective, because most programs were rated as having insufficient evidence. This solicitation responds to the finding that more evaluations are needed to produce definitive evidence of outcomes.

Research Questions. The primary research questions that OJJDP seeks to answer through this evaluation initiative include:

- Are girls' delinquency programs effective in preventing or reducing girls' delinquent behaviors?
- Are girls' delinquency programs effective in producing behavioral or non-behavioral changes related to risk factors associated with delinquency?
- What factors are critical to the successful implementation of an effective girls' delinquency program?
- If delinquency prevention or reduction effects are demonstrated for girls, can they be sustained for 1 year after program completion?

Applicants may also identify other related research questions.

Program Design. While OJJDP is open to a variety of methodological approaches to investigate this topic, the Office may give preference to rigorous evaluation designs that include experimental or quasi-experimental methodologies. The strongest research designs will include both an experimental and control/comparison group.

Partnerships. To carry out an evaluation, the applicant must partner closely with a girls' delinquency program. Applications should include letters of commitment or cooperation from the relevant program or agency involved in the proposed study. In addition, applicants should describe how the service delivery program is funded and what are the prospects for future funding. Applicants should also detail partnerships for implementing their methodology and the use of control/comparison groups.

Federal funds awarded under this solicitation must be budgeted only for those costs directly associated with the conduct of evaluation related tasks. Please note that funds are not available under this solicitation for the delivery of program services.

Goals, Objectives, and Deliverables

Goals. The overall goal of this initiative is to test the effectiveness of existing girls' delinquency prevention, intervention, and treatment programs.

Objectives/Major Tasks. Successful applicants for this solicitation should accomplish the following tasks:

- identifying the girls' delinquency program they propose to evaluate and documenting the cooperation of the program developer and implementing organization, as appropriate.
- providing a detailed synthesis of prior evaluations conducted of the selected program and results of those evaluations, indicating the limitations and weaknesses of prior evaluations and the reasons they did not provide sufficient evidence to determine effectiveness.
- working with the developer of the program model to carry out a process evaluation of the program (documenting program implementation, assessing program fidelity, and recording lessons learned, etc.)
- conducting a rigorous outcome evaluation of the program to measure its effectiveness in preventing or reducing girls' delinquency and associated risk factors.

While OJJDP does not prescribe a specific design, applicants should address the following elements in their proposal:

- **Design.** Ideally, evaluators will use either an experimental or quasi-experimental evaluation design. For this initiative, OJJDP seeks the most rigorous evaluation designs possible, given the program model requirements.
- **Sample Sizes.** Evaluators must ensure that sample sizes are large enough to detect statistically significant differences between experimental and control groups. The applicant should plan on an adequate sample size that takes into account a realistic attrition rate and provides sufficient statistical power to detect program effects.
- **Measures.** Evaluators must use reliable and valid measures of delinquency and risk behavior for girls. As part of the proposal, applicants must fully describe the measures they plan to use and justify their selection. Evaluators must apply evaluation measures fairly, accurately, and consistently with regard to all study participants.

- **Measurement of Sustained Effects.** An important determinant of program effectiveness is whether the effects of the program extend beyond the program period. Applicants should track girls for at least 1 year post-program completion to measure the effects of the program.

OJJDP will monitor these grants closely and provide substantial input to aid in the development of sound outcome findings to inform practitioners and policy-makers.. In the early phases of the evaluation, OJJDP recognizes that it will be particularly important to identify and correct project irregularities that could compromise the findings.

Applicants may propose to evaluate as many programs as they believe they can manage effectively. Applicants must submit separate proposals for each evaluation, and OJJDP will assess each proposal on its individual merits. Separate proposals are not required for evaluations of the same program at multiple program sites. Applicants should propose timetables and durations consistent with performing a rigorous and successful outcome evaluation.

OJJDP intends to establish a Girls Delinquency Evaluation Advisory Board to guide grantees who receive funding through this solicitation. The board will work with OJJDP to ensure that the goals of the solicitation are met and serve as a resource to the researchers conducting the evaluations and the practitioners implementing girls' delinquency prevention and intervention programs.

Applicants should budget time and funds for a meeting in Washington, DC, with OJJDP and the Girls Delinquency Evaluation Advisory Board each year during the project period.

Deliverables. Applicants should presume that the primary audience for the outcomes of this evaluation initiative consists of public (federal, state, local) and private (e.g., foundation) program funders and state and local program developers. Evaluation designs and deliverables should address four important issues relevant to these audiences:

- program effectiveness (attribution of project outcomes to project activities)
- target population (what age range, race/ethnicity, risk level is served, and who appears to benefit most from program involvement)
- transferability (feasibility for adoption by other organizations and localities)
- return on investment (whether the projects are cost-effective or, wherever feasible, cost-beneficial).

The deliverables of the program are as follows:

- **Detailed Progress Reports to OJJDP Twice a Year.** These reports will describe the status of the evaluation, methodological and implementation issues, progress toward the project goals, findings of the process and outcome evaluations, and other issues relevant to the completion of the study.
- **Multiple Research Reports.** One report should be suitable for publication based on the results of this study and will document the theoretical and implementation issues of the

research question. The grantee will also summarize this longer report in a second shorter version suitable for an OJJDP bulletin. The final grant report should be a detailed summary of the entire project from start to finish and include both process and outcome evaluation information. OJJDP also encourages the evaluators to seek publication in refereed journals.

Amount and Length of Awards

OJJDP intends to award multiple grants of between \$200,000 and \$400,000 for a project period of as long as 3 years. This amount is for the entire award period. OJJDP will make no additional awards in subsequent years. OJJDP anticipates that the Office will make any awards under this solicitation by September 30, 2011.

Award recipients must budget federal funds awarded under this solicitation for the direct support of evaluation expenses and cannot use these funds for the development of girls' delinquency programs, program implementation, or delivery 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.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the 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 in fulfilling the Department's 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 evaluation studies that test the effectiveness of existing girls’ delinquency prevention, intervention, and treatment programs.		OJJDP will determine program performance. Grantees will submit relevant reports and deliverables as part of their progress reporting or as special reports to OJJDP.
	Percentage of research-related deliverables (reports, etc.) completed on time.	Number of deliverables completed. Number of deliverables submitted to OJJDP on time (as determined by the timeline in applicant proposal). Deliverables will differ depending upon the specific project requirements.
	Percentage of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence.	Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP. Number of deliverables.

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 designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only 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 to assist applicants 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 an application involves human subjects of research, it must explain whether Institutional Review Board (IRB) 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.

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 16.540, titled "Juvenile Justice and Delinquency Prevention-Allocation to States," and the funding opportunity number is OJJDP-2011-2891.
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, that do not include a program narrative and budget detail worksheet or a budget narrative will neither proceed to peer review nor receive further consideration.

OJP recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda 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/program design and implementation, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program’s structure and activities will accomplish the goals and objectives stipulated for this evaluation effort.

- **Statement of the Problem**

Applicants must clearly and concisely discuss their understanding of girls’ risk behavior and delinquency, including the pathways of delinquency and the effects of prevention, intervention, and treatment of girls’ delinquency. Girls’ delinquency prevention and intervention programs address risk and protective factors that include multiple domains and have causal linkages to girls’ offending and risk behavior. Applicants should demonstrate an understanding of these risk factors, including their interrelationship and impact on female delinquency.

In addition, applicants should demonstrate a familiarity with experimental and quasi-experimental evaluation methods and discuss fully evaluation methods for measuring the program’s ability to prevent and/or reduce delinquency. Applicants should also discuss how they will use rigorous evaluation methods to achieve the evaluation objectives. Applicants should demonstrate their understanding about the challenges of conducting program evaluations of delinquency programs. The statement of the problem should also address the results (or lack of results) from prior evaluations that have been conducted of the selected program(s) and the limitations or weaknesses of these prior studies. The statement of the problem should identify and discuss why the prior studies did not provide sufficient evidence to determine effectiveness in preventing or reducing girls’ delinquency and associated risk factors. As part of this discussion, applicants should address any anticipated problems associated with carrying out the evaluation and should propose potential solutions.

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

- **Performance Measures Requirements**

Applicants should describe the goals of the proposed 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 evaluation project and identify its objectives. 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 juvenile justice field and bear in mind the performance measures that OJJDP will use to gauge grantee performance (see "Performance Measures," below).

Program Objectives. Applicants should explain how the 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 7) 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/fag.html for more information).

- **Project/Program Design/Implementation**

Applicants should address the major activities described in this solicitation and how they will implement them. Applicants should discuss the following:

- linkage, coordination, and cooperation with the program developer and program sites.
- a research methodology that clearly identifies the hypotheses to be tested and how the proposed methodology will maximize the ability to test these hypotheses
- the study's primary research questions and how they address the goal of this solicitation
- recruitment and retention of research subjects, including a strategy for identifying, recruiting, and retaining appropriate control/comparison groups, including a discussion of anticipated challenges and specific populations and how the applicant will address them
- a description of quantitative and qualitative data collection and analysis methods, the tools to be used, and the applicant's expertise in these techniques, bearing in mind that process evaluation and outcome evaluation components will be required to address the evaluation questions effectively
- procedures for collecting, managing, storing, and transmitting data, identifying the software and data verification procedures and describing the procedures that they will use to remove identifying information from data prior to submission to OJJDP
- a logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques

- attendance at meetings of and consultation with OJJDP's Girls Delinquency Evaluation Advisory Board.

Prior to collecting data, successful applicants must provide OJJDP with evidence of receipt of IRB clearance for data collection. However, IRB clearance is not needed at the time of 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 experience implementing evaluation 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 an evaluation grant program, the applicant may only budget for funds to directly support evaluation costs. 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 questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm

Indirect Cost Rate Agreement (if applicable)

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

Tribal Authorizing Resolution

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by 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 residents should be included with the application. In those instances where 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 a minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application. 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.

- logic model (see “Logic Model,” page 14)
- timeline or milestone chart (see “Timeline,” page 14)
- résumés of all key personnel
- job descriptions for all key positions
- letters of support/memoranda of understanding from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 14)
- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service
- evidence of for-profit status, e.g., copy of articles of incorporation.

Other Standard Forms

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

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award)

from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of 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 (10 points)
2. Performance Measures Requirements (5 points)
3. Project/Program Design and Implementation (50 points)
4. Capabilities and Competencies (25 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 the 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. OJJDP will notify unsuccessful applicants after September 30 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 Evaluations of Girls' Delinquency Programs

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

Eligibility Requirement:

- ☐ States (including territories)
- ☐ Units of local government (including federally-recognized tribal governments)
- ☐ Nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations)
- ☐ Institutions of higher education (including tribal institutions of higher education)
- ☐ Applicants must demonstrate that they have conducted similar types of evaluations.
- ☐ The federal amount requested is within the allowable limit of \$400,000.

What an Application Should 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)
 - ☐ Project Abstract
 - ☐ 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 15)
- ☐ Tribal Authorizing Resolution (if applicable) (see page 15)
- ☐ Additional Attachments (see page 16)
 - ☐ 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, (see page 16) including:
 - ☐ DUNS number
 - ☐ CCR registration
 - ☐ Certifications
 - ☐ Disclosure of lobbying activities (if applicable)
 - ☐ Accounting System and Financial Capability Questionnaire (if applicable)