



The [U.S. Department of Justice](#), [Office of Justice Programs](#), [Office of Juvenile Justice and Delinquency Prevention](#), is pleased to announce that it is seeking applications for funding under its Brief Interventions and Referrals to Treatment (BIRT) for Juvenile Courts and Juvenile Drug Courts. This program furthers the Department's mission by building the capacity of juvenile courts and juvenile drug courts to provide brief intervention and referral for treatment services for substance abusing juvenile offenders. The program is authorized under 42 U.S.C. 3797u and Section 509 of the Public Health Service Act.

OJJDP FY 2008 Brief Interventions and Referrals to Treatment (BIRT) for Juvenile Courts and Juvenile Drug Courts

Eligibility

Applicants are limited to states, state courts, local courts, units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities.

(See "Eligibility," page 4.)

Deadline

All applications are due by 8:00 p.m. E.T., on July 3, 2008.
(See "Deadline: Application," page 4)

Contact Information

For assistance with the requirements of this solicitation, contact Kellie Dressler, Deputy Associate Administrator, Demonstration Programs Division, at kellie.dressler@usdoj.gov or 202-514-4817.

This application must be submitted through Grants.gov. The Funding Opportunity Number is OJJDP-2008-1900. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

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OJJDP FY 2008 Brief Interventions and Referrals to Treatment (BIRT) for Juvenile Courts and Juvenile Drug Courts (CFDA # 16.585)

Overview

The U. S. Department of Justice's Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the Substance Abuse and Mental Health Services Administration's Center for Substance Abuse Treatment (SAMHSA/CSAT) are collaborating to enhance the capacity of juvenile courts and juvenile drug courts to improve and increase the availability of Brief Interventions and Referrals to Treatment (BIRT) and to establish partnerships between juvenile courts and juvenile drug courts to ensure that substance abusing juvenile offenders receive effective and appropriate treatment. Motivational Enhancement Therapy/Cognitive Behavioral Therapy 5 sessions (MET/CBT) for adolescents is the protocol that applicants will be required to implement under BIRT.

In an era when cost containments are important acknowledgements, collaborative efforts which improve the expansion of treatment availability to the juvenile court and the juvenile drug court systems are critical. BIRT provides a resource to juvenile court and juvenile drug court systems by providing access to a relatively short, non- intensive brief intervention therapeutic model which assists in identifying the most appropriate referrals and admissions criteria for youth involved in the juvenile justice system. Following a screening to be conducted by the juvenile courts that will identify all adolescents involved in the juvenile court system who use substances of abuse the objective of this resource is to provide a brief intervention protocol (MET/CBT) to those youth for whom this intervention is an appropriate response to their severity of substance use. Those adolescents who are identified to need more intensive treatment will be referred to appropriate adolescent treatment and juvenile drug court. The primary objective of identifying substance abusing youth is long term reductions in substance abuse-related morbidity and associated problems. A secondary objective of this effort will be significant savings regarding health care and juvenile court costs.

This solicitation invites juvenile courts in collaboration with juvenile drug courts to implement BIRT and to define and identify the benefits of partnerships between juvenile courts and juvenile drug courts to ensure that substance abusing juvenile offenders receive effective and appropriate treatment.

Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2)

Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

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

Eligibility

Applicants are limited to states, state courts, local courts, units of local government, and Indian tribal governments, acting directly or through agreement with other public or private entities. Funding under this program is designed to increase the availability of BIRT to juvenile court and juvenile drug court systems. Applicants must identify a juvenile court in partnership with a juvenile drug court to receive the funding to implement BIRT. Faith-based and community nonprofit and for-profit agencies are ineligible as applicants, but are encouraged to partner as community providers of services, as applicable and appropriate. All providers of treatment services shall demonstrate a 2-year history of providing treatment services to the target population.

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," page 16.

Program-Specific Information

To increase the provision and effectiveness of outpatient treatment for adolescents with alcohol and other substance use disorders, OJJDP, in partnership with CSAT, intends to provide funds to juvenile courts and juvenile drug courts for the adoption/expansion of MET/CBT for adolescents in outpatient treatment settings. This treatment intervention has been tested in CSAT's Cannabis Youth Treatment study and has proven to be effective in terms of individual outcomes and cost. The manual for this intervention is available at <http://chestnut.org/LI/BookStore/index.html#Manuals>. It is anticipated that this initiative will see approximately 400 clients over a 2-year period.

The target population for this effort is adolescents involved in the juvenile justice system, including a juvenile drug court, between the ages of 12 and 18. Adolescents entering the juvenile court system will be screened for substance use by the court using a validated screening tool for adolescents. Those individuals who acknowledge substance use through personal admission or urine toxicology screens or who do not meet criteria for dependence will be offered BIRT using MET/CBT intervention. Others who could benefit from longer outpatient treatment or residential treatment will be referred to juvenile drug court.

Juvenile drug courts funded by this program are required by law to target nonviolent offenders. (For purposes of juvenile drug courts, the term "violent offender" means a juvenile who has been convicted of, or adjudicated delinquent for, an offense that (1) has as an element, the use, attempted use, or threatened use of physical force against the person or property of another, or the possession or use of a firearm; or (2) by its nature, involves a substantial risk that physical force against the person or property of another may be used in the course of committing the offense.)

Adolescents who meet the following criteria will not be part of the target population.

- requiring a level of care that is higher than outpatient treatment
- with a social anxiety disorder severe enough to prevent participation in group therapy sessions
- with a severe conduct disorder
- with an acute psychological disorder severe enough to prevent full participation in treatment.

All clients will be assessed at intake and at 3, 6, and 12 months using the Global Appraisal of Individual Needs (GAIN) which was developed for use with the MET/CBT 5 intervention. GAIN data will be electronically transferred to the GAIN coordinating center monthly. Information regarding GAIN and its use is available at <http://chestnut.org/LI/gain/index.html>. Urine tests and collateral assessments are also done at intake and at 3 and 6 months.

All clients will be administered the Center for Substance Abuse Treatment's (CSAT) Discretionary Services and Best Practices grants Government Performance and Results

Act (GPRA) found at <https://www.samhsa-gpra.samhsa.gov/home/index.htm>. Data must be collected at intake, 3 months, 6 months and at discharge. Data must be entered into the GPRA site within 7 days of collection.

Intake rates for GPRA must remain at 100% of the target number of clients to be seen during the course of the grant and follow-up GPRA rates must remain at or above 80% due.

Note: CSAT will provide training, monitoring and certification in the administration of the GAIN, GPRA data collection and the MET/CBT protocol.

To be eligible to receive an award under this solicitation, applicants must:

- demonstrate the commitment of the juvenile court in partnership with the juvenile drug court to implement BIRT through MET/CBT.
- hire a coordinator working at least .5 FTE with a formal job description to facilitate and coordinate the collaboration between the juvenile court and the juvenile drug court to ensure the implementation of BIRT. The coordinator will be responsible for developing strategies to engage the juvenile court and the juvenile drug court in supporting each other in implementing BIRT.
- develop a plan for collaboration between the juvenile court and the juvenile drug court that presents a strategy for how both court systems will implement BIRT and how both court systems will share information, resources, and training.

Award Information

It is anticipated that 3 awards in the amount of \$530,000 will be made to support juvenile courts in partnership with juvenile drug courts to implement this program. CSAT's funds will support the implementation of BIRT in the juvenile court (\$230,000) and OJJDP's funds will support the juvenile drug court (\$300,000). The project period will be up to 18 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. A grant made under this program may not cover more than 75 percent of the total costs of the project being funded. The applicant must identify the source of the 25 percent non-federal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services, or a combination of both. The formula for calculating match is as follows:

Award amount = Adjusted Project Costs X Recipient's share = required match
Federal Share

Example: For a federal award amount of \$350,000, match would be calculated as follows:

\$350,000 = \$466,667 X 25% = \$116,667 match

75%

Matching funds are restricted to the same uses of funds as allowed for Federal funds. The match requirement can be satisfied with either cash or in-kind services. An in-kind match must be documented in the same manner as grant-funded activities. The cost of activities counted as match must be directly related to the project goals and objectives, and should be included as part of any evaluation or assessment. The budget details and budget narrative must identify the source of the 25 percent non-Federal portion of the budget, and provide details about how the matching funds will be used.

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
To increase the provision and effectiveness of outpatient treatment for adolescents with alcohol and other substance use disorders through the use and implementation of , Brief Interventions and Referrals to Treatment (BIRT). Specifically, to implement Motivational Enhancement Therapy and Cognitive Behavioral Therapy (MET/CBT 5) for Adolescents in juvenile court and drug court settings.	System Improvement Percent of staff trained in drug court procedures. Percent of staff certified in combined Motivational Enhancement Therapy and Cognitive Behavioral Therapy procedures (MET/CBT 5). Direct Service Number of youth served in the juvenile court and drug court program. Percent of youth served by the juvenile court and drug court program who receive MET/CBT 5 treatment. Percent of program youth	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 drug court staff. Number of drug court staff trained in drug court procedures. Number of staff trained in combined MET/CBT 5. Number of staff certified in MET/CBT 5. Number of youth served by the juvenile court and drug court program. Number of youth screened positive for substance abuse who engage in MET/CBT 5 treatment. Number of program youth (who

Objective	Performance Measures	Data Grantee Provides
	who exhibit a desired change in the targeted behavior. Percent of program youth who reoffend. Percent of participants successfully completing program requirements.	receive MET/CBT 5) who exhibit a reduction in substance use during the reporting period. Number of program youth who reoffend while participating in the program who have received treatment with the MET/CBT 5 protocol. Number of participants successfully graduating from juvenile court and drug court program who have received MET/CBT 5 (completed all 5 sessions).

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-2008-1900.

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 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” 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, and (4) capabilities/competencies. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

- **Program Abstract**

Applicants must provide a brief summary describing your proposed project, including goals, objectives, major activities to be carried out, and expected outcomes. The program abstract must not exceed one half pages of 8½ by 11-inches.

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

Applicants must briefly describe the nature and scope of the substance abuse problem in the jurisdiction to be addressed by this project. Local data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe any previous or current attempts to address the problem. In addition, the applicant should:

- document the number and describe the demographic characteristics of the youth served per calendar year by the juvenile court and the juvenile drug court. Include cultural, age, language, sexual orientation, disability, literacy, racial/ethnic and gender considerations, as well as clinical characteristics.
- review recent literature and other information that demonstrate a thorough understanding of the alcohol and drug abuse issues in the proposed adolescent target population.

- **Impact/Outcomes and Evaluation**

Applicants must describe the goals of the proposed project and identify its objectives. When formulating the project's goals and objectives, applicants should be cognizant of the performance measures that will be required of successful applicants.

Goals: Applicants should provide a broad statement, written in general terms, that conveys the program's intent to change, reduce, or eliminate the problem described. This section of the program narrative must outline the specific goals of the project.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable. (An example of a measurable objective might be: To deliver BIRT to 400 juveniles who enter the juvenile court system.) Applicants should provide a plan for collecting, analyzing, and reporting the information required to document that the goals and objectives have been reached.

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 7). Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see "Project/Program Design and Implementation," below) associated with this grant. Applicants should describe plans and procedures to comply with Performance Measure requirements, including collection of baseline performance measure data at intake on all persons served through the grant, and 3, 6, and 12-month data post-intake on a minimum of 80% of all clients in the intake sample.

To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed mandatory performance measures. To determine those that apply to your application, visit ojjdp.ncjrs.gov/grantees/performance.html.

- **Project/Program Design and Implementation**

Applicants must describe the specific strategies that will be used to implement the proposed program. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures.

This section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's target population and explain how the strategy will achieve the goals and objectives identified in the previous section.

In this section, the applicant should describe:

- how the juvenile court and the juvenile drug court will collaborate to implement BIRT and apply MET/CBT; the steps that have been undertaken to establish the partnership; the planning process that has occurred, who participated, and the major milestones to date that have been accomplished; how information and resources will be shared; and future plans regarding the collaboration.
- the number and demographic characteristics of the youth whom the applicant proposes to serve through this grant. Include cultural, age, language, sexual orientation, disability, literacy, racial/ethnic and gender considerations, and clinical characteristics.
- how the target population will be identified, referred, engaged and retained in treatment.
- how the applicant will apply the evidence-based and cost-effective MET/CBT model for the treatment of alcohol and drug abuse among children and adolescents it serves.
- how the applicant will provide aftercare services for children and adolescents and their families, after completion of outpatient substance abuse treatment, which will maximize the potential for adolescents to maintain the gains they have made in treatment.
- how the applicant will coordinate the provision of treatment services with other social service agencies in the community, including educational, child welfare, and mental health agencies.
- how the applicant will provide a continuum of integrated treatment services, including case management, for children and adolescents in need of alcohol and drug abuse treatment and their families.
- how the applicant will involve and work with families of children and adolescents receiving treatment.
- how the applicant will provide treatment that is gender-specific and culturally appropriate.

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 14. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

SMART. Applicants must demonstrate that they have queried the SMART system to determine program placement in a community facing significant need. OJJDP will be offering additional training and guidance on the SMART system and this new requirement. In the interim, all applicants should access the SMART system at <http://smart.gismapping.info> and follow the guidance that is provided on the sign-in page. All applicants will be required to register with the SMART system, become familiar with the data and information that is currently available, and generate a report, based upon the guidance for their particular solicitation.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations.

This section of the program narrative must describe how the project will be managed and staffed locally. Management and staffing patterns should be clearly and evidently 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 will be used to effectively implement and manage this effort and its associated federal funding. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section. In addition, the applicant should:

- present a management plan for the project that describes the organization(s) that will be involved in the project; presents their roles in the project and describes their relevant experience.
- develop time lines for implementing MET/CBT.
- describe the background/experience of staff who will provide the MET/CBT intervention.
- provide evidence of the appropriateness of the proposed staff to the language, age, stage of development, gender, sexual orientation, disability, literacy, and ethnic, racial and cultural background of the target population.
- provide a preliminary plan to secure resources or obtain support to insure continuation of the activities at the end of the period of Federal funding.

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.

CSAT's funds must be utilized to support the juvenile justice court only. Up to \$230,000 is available to support operational, personnel, and other costs associated with implementing the program. CSAT's funds must be used to fund a therapist (MET/CBT certified) with clinical experience in the following areas: working with substance abuse issues; providing behavioral and/or cognitive behavior interventions; and providing manual-based therapy, and a full-time person who works exclusively with MET/CBT participants.

OJJDP's funds must be used only to support the juvenile drug court. Up to \$300,000 is available to support operational, personnel, and other costs associated with implementing the program. OJJDP's funds must be used to fund a coordinator position to facilitate the juvenile justice court and the juvenile drug court partnership and to coordinate the delivery of services to drug court participants.

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 detail 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 detail 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 in as attachments to their application. The Other Program 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 11).
- 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

1. Statement of the Problem/Program Narrative (20 Points)
2. Project/Program Design and Implementation (30 Points)
3. Capabilities/Competencies (20 Points)
4. Budget (10 Points)
5. Impact/Outcomes and Evaluation (20 Points)

See "Program Narrative," page 9, 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.

Grant award decisions will be made by the U.S. Department of Justice in collaboration with the Substance Abuse Mental Health Service Administration. 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.