



---

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 the OJJDP FY 2008 Latino Youth Mentoring Program. This program is one of three OJJDP youth mentoring programs for FY 2008, including OJJDP FY 2008 National Mentoring Programs and OJJDP FY 2008 Strengthening Youth Mentoring Through Community Partnerships, which together seek to make grants available across a wide spectrum of communities. This program furthers the Department's mission by assisting communities with a school-based strategy to prevent delinquency, gang membership, and gang violence.

# OJJDP FY 2008 Latino Youth Mentoring Program

## Eligibility

Applicants are limited to private organizations, nonprofits (including community and faith-based organizations), and public agencies (including schools, colleges, universities, and units of local governments).

(See "Eligibility," page 3).

## Deadline

All applications are due by 8:00p.m. E.T. on June 20, 2008.

(See "Deadline: Application," page 3.)

## Contact Information

For assistance with the requirements of this solicitation, contact Steffie Rapp, Program Manager, at 202-514-9123 or [stephanie.rapp@usdoj.gov](mailto:stephanie.rapp@usdoj.gov).

Applicants must submit their applications through Grants.gov. The funding opportunity number is OJJDP-2008-1899. For technical assistance with submitting the application call the Grants.gov Customer Support Hotline at 1-800-518-4726.

# CONTENTS

|                                       |    |
|---------------------------------------|----|
| Overview.....                         | 3  |
| Registration.....                     | 4  |
| Deadline: Application.....            | 4  |
| Eligibility.....                      | 4  |
| Program-Specific Information.....     | 5  |
| Performance Measures.....             | 7  |
| How to Apply.....                     | 8  |
| What an Application Must Include..... | 9  |
| Standard Form–424.....                | 9  |
| Program Narrative.....                | 9  |
| Budget and Budget Narrative.....      | 11 |
| Indirect Cost Rate Agreement.....     | 12 |
| Other Attachments.....                | 12 |
| Selection Criteria.....               | 13 |
| Review Process.....                   | 14 |
| Additional Requirements.....          | 14 |

# **OJJDP FY 2008 Latino Youth Mentoring Program CFDA# 16.726**

## **Overview**

Youth gangs continue to have a significant adverse impact on youth, families, and communities. In some communities, Latino youth face a number of personal, economic, social, and cultural challenges that make them vulnerable to aggressive recruiting efforts by Latino gangs. Once recruited into such gangs, youth enter an environment that demands complete loyalty to the gang. Often, they can only leave the gang at risk of death. Research has shown that gang involvement is a significant problem in the Latino communities of today. The National Youth Gang Survey, for the past several years, has revealed that Hispanics/Latinos were the predominant racial/ethnic group among gang members nationwide, accounting for almost half of all gang members. This is an even more alarming statistic when put into context with the anticipated growth of the Hispanic population within the next several years. The overrepresentation of Latinos is not attributed to a special predisposition to gangs, but rather to their living in neighborhoods most likely to have gang activity.

Similar risk factors that lead to gang involvement also lead to other problem behaviors such as truancy, delinquency, violence and dropping out of school. At the start of the new millennium, approximately 25% of the United States population was under 18 years of age. In 2002, 18% of juveniles in the United States were of Hispanic ethnicity, and constituted more than 25% in 5 states.

Although overall dropout rates have fallen over the past 30 years, the rates for Hispanic youth are substantially greater than for any other ethnic group. In October 2000, the status dropout rate was substantially greater for Hispanics (27.8%) than black non-Hispanics (13.1%), white non-Hispanics (6.9%), or Asians (3.8%). Many youth are transitioning to adulthood with educational deficits that will follow them throughout their life.

Using data collected by the Bureau of Labor Statistics, law breaking behavior is linked to family structure and school and work involvement. This data suggests that if family strength can be improved, school performance bettered, and work involvement offered or explored with at-risk youth, law-breaking behavior should decline.

Research confirms that youth must be connected to at least two of three significant social entities, family, school, and community to succeed. For those youth who have substantial ties to these social engines, contact with the law enforcement community is reduced, educational outcomes improve, and pro-social conduct increases.

This solicitation focuses on developing and supporting a peer mentoring program that proactively reaches youth before they are recruited by gangs to develop and strengthen protective factors against gang involvement and other problem behaviors.

Successful applicants will include local school districts with a demonstrable Latino gang problem committed to or already working with nonprofits, faith-based organizations, and

other community partners to provide mentoring services to at-risk youth. Targeted programs will feature schools with large populations of non-native, Hispanic youth.

This initiative is authorized by the Consolidated Appropriations Act, 2008, Pub. L. No. 110-161.

## Registration

Registering with [Grants.gov](http://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](http://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](http://Grants.gov).

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 20, 2008.

## Eligibility

OJJDP invites applications from private organizations, nonprofits (including faith and community based organizations), and public agencies (including schools, colleges, universities, and units of local government).

**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, DOJ invites and encourages faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs to apply for assistance awards to fund eligible grant activities. DOJ will consider faith-based and other community organizations for awards on the same basis as other eligible applicants and, if they receive assistance awards, DOJ will treat them on an equal basis with all other grantees in the administration of such awards. DOJ will not favor nor discriminate against any eligible applicant or grantee 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. Faith-based organizations, however, may not use DOJ grant awards 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, the grantee must separate such religious activity in time or place from the DOJ-funded program. Further, participation in such activity by

individuals receiving services must be voluntary. Programs that DOJ funds may not discriminate in the provision of services based on a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the Civil Rights Compliance section under “Additional Requirements” in this announcement, which applicants are encouraged to review.

## **Program-Specific Information**

Gang activity is a complex social phenomenon that varies by age, level of gang involvement, and severity of criminal and delinquent offending. Risk factors associated with the likelihood of joining a gang cross individual, family, school, peer, and community domains.

- Primary prevention includes activities designed to reduce risk factors or increase protective factors among the entire population of youth and families in communities with significant levels of gang activity.
- Secondary prevention includes programs and services intended to decrease the likelihood of joining a gang among youth who have already displayed early signs of problem behavior or who are exposed to multiple known risk factors for gang activity. These services typically include some form of individual risk assessment and often focus on youth age 7-14 and their families.

The goals of the program are to: 1) prevent gang participation and violence by at-risk Latino youth by offering them an alternative that fulfills their developmental adolescent needs and leaves no desire for gang affiliation and 2) reduce or prevent delinquency, violence, dropping out of school, and truancy.

OJJDP seeks applicants to establish a school-based peer mentoring program (a mentoring club) for high school youth. Mentors are adolescents already acclimated to high school and the surrounding community, who serve as peer mentors to new students and incoming ninth graders. Identified by school staff, these incoming students are recruited to join this afterschool program.

Successful applicants will include local school districts with a demonstrable Latino gang problem committed to or already working with nonprofits, faith-based organizations, and other community partners to provide mentoring services to at-risk youth. Targeted programs will feature schools with large populations of non-native, Hispanic youth.

**Discrimination Prohibited.** Although this solicitation generally targets the needs of a particular youth population, neither race, nor color, nor national origin may be used to restrict eligibility for services. Potential mentees may not be excluded from participation in, be denied the benefits of, or be subjected to discrimination in connection with, any program or activity funded in whole or in part with funds made available under this solicitation based on race, color, religion, national origin, or sex.

The purpose of this initiative is:

1. to provide a vehicle for students to acclimate to a new school environment
2. to enable mentors and mentees to celebrate and nurture positive identities, while creating a positive peer group that experiences prosocial, recreational, cultural, educational, vocational, and support activities
3. to ensure that each older student mentor helps the mentee find and participate in other activities of interest offered to the general school population.

The program should provide mentees with a sense of identity and belonging, thus combating a principal reason that youth join gangs. Mentors also benefit since they gain a sense of responsibility and sharing. Mentors can also earn community service hours by participating in the program, which should be directed by a teacher, social worker, or school psychologist.

Priority consideration will be given applicants that provide significant outcomes in a cost effective and sustainable fashion. As research indicates that short-lived mentoring relationships are not beneficial, successful applicants must demonstrate community support to sustain the program after Federal funding ends.

OJJDP will also consider the strength of commitment of the mentoring program and school community. Applicants must demonstrate a strong partnership that provides the program with access to the school community at little or no cost.

Youth participating in a school-based mentoring program return to their home environment. As family problems may impact the success of mentoring efforts, programs that include efforts targeted to engage parents to strengthen family relationships are encouraged.

Applicants should either use best practices in training mentors and sustaining mentoring relationships or demonstrate that ongoing and effective efforts will be expanded to meet the needs of targeted youth.

- **Award Information**

Up to 4 awards of up to \$500,000 each will be made to support this 3-year project. 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.** An in-kind match of space should be provided by school where the program will be implemented. If the school is the applicant, it must validate this in-kind match. Otherwise, the applicant must submit a memorandum of understanding with each participating school.

## 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                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   |
|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| <p>The broad program objectives include the following:</p> <p>1. Improve youth outcomes in at-risk youth mentoring programs by establishing and strengthening collaborative community approaches</p> | <p>1. Percent of mentoring programs with active partners representing the following types of groups: non-profit service organization and/or faith-based organization; private industry; secondary education provider; and post-secondary education provider or vocational training provider (additional active partners may also be added)</p> <p>2. Number of program youth served</p> <p>3. Percent of youth successfully completing program requirements</p> <p>4. Percent of program youth who offend or reoffend</p> <p>5. Percent of program youth exhibiting desired change in targeted behaviors (depends on specific behavior targeted and may include substance use, antisocial behavior, truancy, gang involvement, etc.)</p> | <p>OJJDP has an online system (<a href="http://www.ojjdp-dctat.org">www.ojjdp-dctat.org</a>) for grantee transmittal of performance measures data. For detailed information on specific programs, see the OJJDPs Performance Measures Web site (<a href="http://ojjdp.ncjrs.gov/grantees/pm/">http://ojjdp.ncjrs.gov/grantees/pm/</a>).</p> <p>Number of mentoring program partners with an MOU in place and type of each organization.</p> <p>Number of mentoring program partners that provide direct support and type (example of support type include funding, in-kind services such as mentors, space, training, skill-building opportunities for youth, etc.) [Note: this defines "active" mentoring partners]</p> <p>Number of program youth served</p> <p>Number of youth successfully completing program requirements</p> <p>Number of program youth who offend or reoffend</p> <p>Number of program youth exhibiting desired change in targeted behaviors</p> |

|                                                                                                                                                                         |                                                                                                                                                                                           |                                                                                                                                                                                                                          |
|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|
| 2. Establish and/or improve the administration of mentoring programs for at-risk, underserved youth, including the expansion of mentoring strategies and program design | 1. Percent of youth served with whom an evidence-based program or practice was used                                                                                                       | Number of youth served with whom an evidence-based program or practice was used<br><br>Total number of mentors enrolled to participate at the beginning of the project (prior to grant program implementation)           |
|                                                                                                                                                                         | 1. Percent of program mentors trained                                                                                                                                                     | Number of program mentors<br><br>Number of mentors trained                                                                                                                                                               |
| 3. Enhance and improve the organizational capacity and system efficiency and cost effectiveness through training and technical assistance and other strategies          | 2. Percent of trained program mentors with increased knowledge of program area                                                                                                            | Number of trained mentors with increased knowledge of program area (e.g., through pre-post testing of knowledge retention)                                                                                               |
|                                                                                                                                                                         | 3. Percent increase in the number of program mentors                                                                                                                                      | Number of new mentors recruited since grant was awarded                                                                                                                                                                  |
|                                                                                                                                                                         | 4. Percent of mentors cleared for assignment to mentor youth                                                                                                                              | Number of mentors who have completed all requirements and are available for assignment to mentor youth                                                                                                                   |
|                                                                                                                                                                         | 5. Average tenure of mentors                                                                                                                                                              | Average length of time, in days, mentors remain with the program                                                                                                                                                         |
|                                                                                                                                                                         | 6. Percent increase in the number of youth served by mentors (those who have successfully completed screening, clearance and training requirements as a result of the new grant program.) | Number of youth enrolled at the beginning of the program (prior to grant program implementation)<br><br>Number of youth awaiting assignment to mentors at the beginning of the program (prior to program implementation) |
|                                                                                                                                                                         | 7. Percent increase in youth enrolled since the beginning of the program                                                                                                                  | Total number of youth assigned to mentors during the grant program period<br><br>Number of youth currently enrolled                                                                                                      |

## 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: You can find complete instructions at [www.grants.gov](http://www.grants.gov). IF you experience difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number is 16.726, and the funding opportunity number is OJJDP-2008-1899.

**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](http://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 one inch margins, not exceeding 30 pages of 8 ½ 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 clear and 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.

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

Applicants must briefly describe the nature and scope of gang activity, delinquency, truancy and/or violence where this school-based program would be implemented. Local data should be used to provide evidence that the problem exists, demonstrate the size

and scope of the problem and document the efforts of the problem on the target population and the larger community. This section should describe operational definitions that are currently being used in the target area or school system to identify gangs, gang members and gang related incidents. School system procedures or local procedures for tracking gang related incidents must be described.

- **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, prevent or reduce 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.

**Performance Measures.** Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 6). 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 associated with this grant (see "Project/Program Design and Implementation," below).

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](http://ojjdp.ncjrs.gov/grantees/performance.html).

- **Project/Program Design and Implementation**

Applicants must clearly describe the specific actions that will be used to better coordinate and enhance existing antigang, anticrime, and youth program partnerships and strategies. 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 to establish and maintain a school based peer mentoring program. Applicants should identify the program's target area and population and explain how this program will fulfill the goals and objectives identified in the previous section.

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

This section should be detailed and describe how the project will operate throughout the duration of the funding period. This section must also discuss plans for sustainability, i.e. How the program can continue to operate beyond the period of the OJJDP grant award.

**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.

**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](http://ojjdp.ncjrs.gov/grantees/timelines.html) ). The timeline should be submitted as a separate attachment, as stipulated in "Other Attachments," page 11. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of the 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. It must also describe the collaboration with the school it will be established in. 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 to manage this effort with federal funding. Any prior experience implementing projects of similar design should be highlighted in this section.

### **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. Total costs that the applicant specifies in its budget must match the amount it provides in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

Allowable costs under this program must focus on the prevention of delinquency, gang membership and gang violence. Such costs may include, but are not limited to: salary

and related expenses for staff, equipment, supplies, and direct service programmatic activities.

Applicants must budget for 1 staff member to participate in an all-sites meeting during the project period. This should include travel expenses for 1 person representing the program. 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](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 justify 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 that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their cognizant Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. The applicant can determine this by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](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 10).
- 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](mailto:Dennis.Mondoro@usdoj.gov)

## Selection Criteria

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

- Statement of the Problem/Program Narrative (25points)
- Impact/Outcomes and Evaluation (15 points)
- Project/Program Design and Implementation (25 points)
- Capabilities/Competencies (20 points)
- Budget (15 points)

See "Program Narrative," page 8, 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 (AAG), 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).