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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under its FY 2009 Family Drug Courts Program. This program furthers the Department's mission by building the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to develop and establish drug courts for substance-abusing adults who are involved with the family court as a result of child abuse and neglect issues.

## OJJDP FY 09 Family Drug Courts Program

### Eligibility

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

(See "Eligibility," page 3.)

### Deadline

Applicants must register with [GMS](#) prior to submitting an application.  
(See "Registration," page 3.)

All applications are due by 8:00 p.m., Eastern Time, on June 15, 2009.  
(See "Deadline: Application," page 3.)

### Contact Information

For assistance with the requirements of this solicitation, contact Jennifer Tyson, Program Manager, at 202-305-1598 or [jennifer.tyson@usdoj.gov](mailto:jennifer.tyson@usdoj.gov).

This application must be submitted through OJP's [Grants Management System](#) (GMS). For technical assistance with submitting the application, call the GMS Support Hotline at 1-888-549-9901, option 3. The hours of operation for the GMS Support Hotline are Monday–Friday, 7:00 a.m. to 9:00 p.m., Eastern Time.

The Funding Opportunity Number assigned to this announcement is OJJDP-2009-2225

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# OJJDP FY 09 Family Drug Courts Program (CFDA #16.585)

## Overview

The purpose of the Family Drug Courts Program is to build the capacity of states, state and local courts, units of local government, and federally recognized Indian tribal governments to develop and establish drug courts for substance-abusing adults involved with the family dependency court as a result of child abuse and neglect issues. The program must provide services to the children of the parents in the program as well as to the parents. The program provides seed money, not long-term support. OJJDP expects successful applicants to develop and implement a sustainability plan during the grant period to continue operation of the family drug court when the grant ends. The program is authorized under 42 U.S.C. 3797u, et seq.

## Deadline: Registration

Applicants must register with GMS prior to applying. The GMS registration deadline is 8:00 p.m., Eastern Time, June 15, 2009.

## Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m., Eastern Time, June 15, 2009.

## Eligibility

**General Statement of Eligibility.** Applicants are limited to states, state and local courts, units of local government, and federally-recognized tribal governments acting directly or through agreement with other public or private entities. Applicants must demonstrate that they have the management and financial capabilities to effectively plan and implement projects of the size and scope described in the grant announcement. Faith- and community-based, nonprofit, and for-profit agencies are ineligible as applicants, but OJJDP encourages them to partner with eligible applicants as a community provider of services, if applicable and appropriate. OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Subunits of government (for example, county probation department, district attorney's office, or pretrial services agency) that wish to apply under this application must be designated as the authorized representative by an eligible applicant. For example, the county executive may designate the county probation or county district attorney's office as its representative for the purpose of applying for this grant. In such cases, the applicant must submit an authorization letter from the eligible agency or organization.

**American Indian and Alaska Native Tribes and Tribal Organizations.** Tribal applicants are limited to federally recognized tribes, for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, institutions of higher learning, and partnerships with demonstrated organizational and community-based experience in working

with American Indian and Alaska Native communities, including tribal commercial and nonprofit organizations, tribal colleges and universities, and tribal partnerships.

All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. If the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

Applicants are encouraged to review the [Civil Rights Compliance](#) section, under “Additional Requirements” in this announcement.

## **Program-Specific Information**

The Family Drug Courts Program seeks to build the capacity of states, state courts, local courts, units of local government, and Indian tribal governments to develop and establish drug courts for substance-abusing adults involved with the family dependency court as a result of child abuse and neglect issues. The program must provide services to the children of the parents in the program as well as to the parents.

The term “drug court” means a specially designed court calendar or docket; a separate or special jurisdiction court is neither necessary nor encouraged. Law requires family drug courts funded by this program to target nonviolent offenders. For this solicitation, the term “violent offender” means a person who: (1) is charged with or convicted of an offense during the course of which (a) the person carried, possessed, or used a firearm or other dangerous weapon; (b) the person used force against another person; or (c) the person caused the death of or serious bodily injury to another person without regard to whether any of the circumstances described above are an element of the offense or conduct of which or for which the person is charged or convicted; or (2) has one or more prior felony convictions for violence involving the use or attempted use of force with the intent to cause death or serious bodily harm to another person.

Applicants must address each of the following eight components (see “Project/Program Design and Implementation,” page 9):

1. collaborative planning
2. target population, screening, and eligibility
3. clinical assessment and service delivery (including services for children, parents, and families, as well as case management)
4. design and length of program
5. judicial supervision
6. drug testing
7. incentives and sanctions

8. management information system and evaluation.

- **Purpose**

The purpose of the Family Drug Courts Program is to support implementation of sustainable drug courts with the capacity for targeted responses for substance-abusing adults who are involved with the family dependency court system as a result of child abuse and neglect issues. The program must provide services to the children of the parents in the program as well as to the parents.

- **Goals, Objectives, and Deliverables**

The program's goal is to decrease the incidence of child abuse and neglect, intervene in the family risk factors, and reduce the likelihood of negative outcomes for the children by addressing the substance abuse of parents and providing services to their children. The objectives are to increase the capacity of courts to intervene with substance-abusing adults involved with the court as a result of child abuse and neglect issues.

- **Award Information**

OJJDP will make awards of up to \$500,000 per award for up to 3 years. The award amount will cover the entire requested project period. All awards are subject to the availability of appropriated funds and any modifications or additional requirements imposed by law.

**Limitation on Use of Award Funds for Employee Compensation; Waiver.** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent 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 salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with her/his qualifications and expertise, and for the work that is to be done.

**Match Requirement (cash or in-kind).** 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 nonfederal portion of the budget and how match funds will be used. Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Award Amount}}{\text{Federal Share}} = \text{Adjusted Project Costs} \times \text{Recipient's Share} = \text{Required Match}$$

**Example:** 75/25 match requirement

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

$$\frac{\$350,000}{0.75} = \$466,667 \times .25 = \$116,667 \text{ match}$$

## Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act, Pub.L. 103-62, applicants that receive funding under this solicitation must provide data that measures the results of their work. For this solicitation, OJJDP has identified mandatory performance measures, outlined in the table below, for which the Office will require applicants selected for funding to submit data during the grant period. OJJDP has an online system ([www.ojjdp-dctat.org](http://www.ojjdp-dctat.org)) for grantee transmittal of performance measure data. In their proposal narrative, applicants must describe their understanding of the mandatory performance measures and discuss their data collection methods. For detailed information on measures and resources, see OJJDP's Performance Measures Web page ([ojjdp.ncjrs.gov/grantees/pm](http://ojjdp.ncjrs.gov/grantees/pm)). Mandatory performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
To develop and establish drug courts for parents with substance abuse problems in the child protective services (CPS) system	<p>Number of family drug court participants.</p> <p>Percent of participants who successfully complete the program.</p> <p>Percent of participants who exhibit a desired change in the targeted behavior (e.g., a reduction in substance abuse, improved parenting skills).</p> <p>Percent of participants with a new drug-related offense (arrest or referral to court).</p> <p>Percent of participants who have a new CPS referral.</p> <p>Percent of participants who have a new substantiated child protection case.</p>	<p>During the reporting period:</p> <p>Number of family drug court participants.</p> <p>Number of participants who exited the program.</p> <p>Number of participants who successfully complete the program.</p> <p>Number of participants who exhibit a desired change in the targeted behavior.</p> <p>Number of participants with a new drug-related offense.</p> <p>Number of participants who have a new CPS referral.</p> <p>Number of participants who have a new substantiated child protection case.</p>

For more information about OJJDP performance measures, contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Note: OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format.** Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), Word Perfect (\*.wpd), Microsoft Excel (\*.xlm), PDF files (\*.pdf), or Text Documents (\*.txt). . GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".docx." Please ensure the documents you are submitting are saved using "Word 97-2003 Document (\*.doc)" format. Additionally, 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."

**CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.585, titled "Drug Court Discretionary Grant Program," and the Funding Opportunity Number is OJJDP-2009-2225.

**DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a Data Universal Numbering System (DUNS) 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 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, simple, one-time activity. Call 1-866-705-5711 or apply online at [www.dnb.com/us/](http://www.dnb.com/us/). Individuals are exempt from this requirement.

**Central Contractor Registration.** OJP requires that all applicants for federal financial assistance, other than individuals, maintain current registrations in the Central Contractor Registration (CCR) Database. 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, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form-424

Applicants must complete the Application for Federal Assistance (SF-424), a standard form that most federal agencies use, 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 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 must be numbered “1 of 30,” etc. Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. OJJDP may reject applications that are incomplete, do not respond to the scope of the solicitation, or fail to comply with format requirements.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) impact/outcomes and evaluation/performance measure data collection plan, (3) project/program design and implementation, and (4) capabilities/ competencies. The connections among these sections must be clearly delineated. For example, the goals and objectives must derive directly from the problems to be addressed. Similarly, the project design section must clearly explain how the program’s structure and activities will accomplish the goals and objectives identified in the previous section.

**Project Abstract.** A project abstract must be included as the first page of the Program Narrative, and is included in the page limitation specified above. It must not exceed 200 words and briefly describe the project’s purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project’s goals and objectives. These goals and objectives must focus on short-term and intermediate outcomes (see “Impact/Outcomes and Evaluation/Performance Measures,” below). The abstract must describe how progress towards these goals will be measured.

- **Statement of the Problem**

Applicants must briefly describe the nature and scope of the problem that the program will address. Applicants should use local data 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.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant’s understanding of its causes and potential solutions.

- **Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan**

Applicants must 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 OJJDP will require successful applicants to provide.

**Goals.** Applicants must describe the program’s intent to change, reduce, or eliminate the problem noted in the previous section and outline the project’s goals.

**Program Objectives.** Applicants must explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They must be clearly linked to the problem identified in the preceding section and measurable.

**Performance Measures.** OJJDP requires award recipients to collect and report data in support of performance measures (see "Performance Measures," page 6).

- **Project/Program Design and Implementation**

Applicants must detail how the project will operate throughout the project period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

Applicants should detail any leveraged resources from local sources, cash or in kind, to support the project and discuss plans for sustainability beyond the project period. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

In addition, applicants must address each of the eight components outlined below:

1. Collaborative Planning

- Describe steps taken to engage the necessary stakeholders in their jurisdictions.
- Explain the planning process, its participants and major milestones accomplished.
- Describe plans regarding collaboration, cross-training, and the development of community partnerships and what is envisioned as the continuing involvement of these participants.
- Provide memoranda of understanding, as stipulated under "Other Attachments," page 14, including signed letters of support from each of the key drug court team members: judge, child protection services representative, agency attorney/prosecutor, parent attorney/defense attorney, child representative, treatment provider, and drug court coordinator. All letters of support must include the following information:
  - an expression of support for the project and a statement of willingness to participate and collaborate with the drug court
  - a description of the individual's current role and responsibilities in the planning process and expected responsibilities when the drug court is operational
  - an estimate of the percent of time the individual will devote to the planning and operation of the drug court.

Courts applying for grant funds must include a letter from the state court administrator or chief justice of the highest court of the state indicating the highest court has been consulted in connection with this application. The letter should describe how the proposed application would expand or enhance statewide efforts related to problem-solving courts.

2. Target Population, Screening, and Eligibility

- Define target population and eligibility criteria aligned with program's goals and objectives.

- Specify drugs of choice and substance abuse patterns of target population.
- Explain how and by whom eligible clients are identified, screened, and referred to family dependency drug court. Identify the screening instrument.
- If all individuals under court supervision for child abuse and neglect are not routinely screened for substance abuse, explain what triggers such screening.
- Indicate the stage in the dependency court process that parents are screened.
- Indicate the average length of time between the substantiation of the case by child welfare, the filing of a dependency petition, the client's first appearance in family drug court, and enrollment in treatment.
- Describe how the targeted capacity of the family drug court was determined and what process will be used to ensure that the capacity will be reached and maintained.

### 3. Clinical Assessment and Service Delivery

- Explain process and criteria that will be used to conduct a comprehensive clinical assessment of the client, children, and family and identify the individuals or agencies responsible for these tasks.
- Identify the instruments that will be used and the time period for conducting an initial assessment.
- Describe the way that the assessment will be used to develop treatment plans and match treatment needs with services.
- Describe how the families' primary substance abuse and mental health care needs will be assessed.
- Describe the role of the medical, mental health, and social service community with the family drug court and how the available community resources will be utilized to provide for the needs of the families in the program.
- Describe how services will be delivered, with specific reference to the following issues:
  - Services for parents. Specify the treatment providers that will be used to deliver services and the specific interventions that will be employed (i.e., treatment modality, structure, levels of care). Describe how treatment plans are developed and explain how interventions will be tailored to the individual needs of the client, be gender appropriate, and culturally competent. Describe any training that is provided to the treatment professionals related to the integration of treatment services with the family court. Explain how the family drug court will monitor the quality and effectiveness of the treatment services.
  - Services for children. Describe how the family dependency drug court program will assist parents in developing parenting and life skills that will enhance the clients' understanding

of healthy child development and assist them in the ongoing care of their children. Describe the continuum of care available to children and detail how case plans are developed to address any substance abuse, mental health, health, child care, educational, and/or social service needs of the children.

- Services for families. Describe the relationship the court has established to meet the families' needs for additional services, such as housing, transportation, educational and vocational services, mentoring, community service, job preparation, and child care. Specify who will arrange for these services and how available community resources will be utilized to meet the families' needs in these areas.
- Case management. Specify who will provide case management and what services will be provided, how frequently cases will be monitored, and the expected average caseload per case manager.

#### 4. Program Design and Length

- Describe how the family dependency drug court will be structured (i.e., pre-adjudication, post-adjudication, post-disposition, or a combination thereof) and the anticipated average length of participation.
- Describe the various phases of the program and the requirements for the client to proceed from one phase to another.
- Indicate the requirements for successful completion of the program.
- Explain under what circumstances a client would be terminated from the program.
- Describe how the program will be integrated within the dependency court process and how it will help the court comply with the permanency placement timeframes mandated by the Adoption and Safe Families Act of 1997.

#### 5. Judicial Supervision

- Specify how frequently the client appears before the judge.
- Describe how the initial schedule or frequency of hearings is linked to a client's needs or risk assessment.
- Explain what criteria are used to determine whether to increase or decrease the frequency of hearings.
- Indicate whether the family dependency drug court team meets before scheduled status hearings to review and discuss the progress of clients. If not, explain how this information is communicated to the judge and the team.
- Explain the process by which information is exchanged between team members in preparation for the status hearings. Indicate who, in addition to the client and judge, participates in the status hearings.

## 6. Drug Testing

- Indicate how frequently clients are tested for drug use and explain the randomization process that will be used.
- Specify what methods of analysis will be used for the initial testing and for confirmation testing (e.g., test cups, EMIT, GCMS). Who will administer the drug tests, and what procedures will be used to guard against tampering?
- Specify the turnaround time for results, and explain the rationale for determining the drugs for which to test. Indicate whether a family member can be tested for drugs.

## 7. Incentives and Sanctions

- Describe incentives and sanctions used by program and guidelines for applying them.
- Indicate behaviors (e.g., positive urine tests, missed counseling sessions) that are eligible for incentives or sanctions during each program phase.
- Indicate methods used to develop incentives and sanctions and whether consideration was given to research that demonstrates which are effective for the target population.

## 8. Management Information System and Evaluation

- Describe methods planned for collecting, storing, and maintaining data to support the family drug court's operations and the process and outcome evaluations.
- Discuss plans for data-sharing agreements with treatment service providers, child protection services, the court, and other agencies, and explain how applicable local, state, and federal confidentiality guidelines and requirements will be met.
- Specify how frequently progress reports will be submitted to the court and the minimum data elements that are required in these reports.

**Logic Model.** Applicants must 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](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model must be submitted as a separate attachment, as stipulated in "Other Attachments," page 14.

**Timeline.** Applicants must 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](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline must 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.

- **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. Applicants must clearly and evidently connect management and staffing patterns to the project design described in the previous section. Applicants must explain how they will develop and maintain an interdisciplinary, nonadversarial work team. They must describe the mechanisms that they will establish to ensure effective communication and coordination among the team. The applicant must identify each member of the family drug court team and describe his/her role and responsibilities. Key family drug court members include the judge, child protection services representative, agency attorney/prosecutor, parent attorney/defense attorney, child representative, treatment provider, and drug court coordinator.

This section must 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, highlighting any previous experience implementing projects of similar design or magnitude.

- **Sustainability Plan**

Applicants must certify their ability to fund the program adequately without federal assistance and identify plans for obtaining support to continue the program following the conclusion of federal support. Applicants must provide a plan detailing how court operations will be maintained after federal assistance ends and how current collaborations and evaluations will be used to leverage ongoing resources.

## **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 a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item, as described below. 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.

- **Budget Worksheet**

The worksheet must provide the detailed computation for each budget line item, listing its cost and showing how it was calculated. For example, personnel costs must show the annual salary rate and percent of time devoted to the project for each employee paid with grant funds. The budget worksheet must present a complete and detailed itemization of all proposed costs. A 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 budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget worksheet (particularly, supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must 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.

### **Indirect Cost Rate Agreement**

Applicants that would like to establish a federally negotiated indirect cost rate must 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, 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 information, as stipulated in the cited pages, as attachments to their application.

- logic model (see "Logic Model," page 12).
- timeline or milestone chart (see "Timeline," page 12).
- résumés of all key personnel.
- job descriptions outlining roles and responsibilities for all key positions.
- letters of support/commitment and Memoranda of Understanding, if applicable (see "Collaborative Planning," page 9).

### **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:

- Statement of the Problem (10 points)
- Impact/Outcomes and Evaluation/Performance Measure Data Collection Plan (10 points)
- Project/Program Design and Implementation (60 points)
- Capabilities/Competencies (10 points)
- Sustainability Plan (5 points)
- Budget (5 points).

See "Program Narrative," page 8, for detailed descriptions of the above criteria.

## Review Process

OJJDP is committed to ensuring a standardized process for awarding grants. OJJDP reviews each 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 review the applications submitted under this solicitation as well. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current DOJ employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other 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, OJP's 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 OJP's 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

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their applications. Additional information for each is available at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- [Civil Rights Compliance](#)
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006