



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 Fiscal Year (FY) 2011 Community-Based Violence Prevention Demonstration Program. This program furthers DOJ's mission by reducing violence involving youth in targeted communities.

OJJDP FY 2011 Community-Based Violence Prevention Demonstration Program

Eligibility

Applicants are limited to states (including territories) and units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior). (See "Eligibility," page 3.)

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How to Apply," page 8.) All applications are due by 11:59 p.m., Eastern Time, on May 23, 2011. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the Justice Information Center at 1-877-927-5657 or via email to JIC@telesishq.com. Center hours of operation are 8:30 a.m. to 5:00 p.m., Eastern Time, Monday through Friday. On the solicitation close date, the Center will be open from 8:30 a.m. to 8:00 p.m., Eastern Time.

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OJJDP FY 2011 Community-Based Violence Prevention Demonstration Program (CFDA #16.123)

Overview

A growing number of communities have adopted multi-strategy, multi-disciplinary approaches to reduce the violence that has adversely affected youth, families, and neighborhoods across America. This program provides funding for localities to support federal, state, and local partnerships to replicate proven multi-disciplinary, community-based strategies to reduce violence. This program will be authorized by an Act appropriating funds for the Department of Justice.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application deadline. The deadline to apply for funding under this announcement is 11:59 p.m., Eastern Time, on May 23, 2011. See "How to Apply," page 8, for details.

Eligibility

Applicants are limited to states (including territories) and units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior).

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.

Applicants must demonstrate a significant crime and violence problem affecting youth (specifically, high levels of shootings and killings over an extended period of time) to be eligible for this program.

OJJDP will give preference to applicants that have high levels of support within local government. Specifically, successful applicants will be those that have signed letters of support from, at a minimum, a mayor or chief executive officer, chief of police, and the local school superintendent and have proven how the implementation of their comprehensive, community-based violence prevention strategy fits into the local government's youth violence prevention plan(s).

OJJDP may visit designated sites prior to making a final determination of award.

Program-Specific Information

The program's goal is to replicate programs, such as the Boston Gun Project, the Richmond Comprehensive Homicide Initiative, and the Chicago CeaseFire model, to reduce violence in targeted communities. Applicants must target their proposed intervention on the high-risk

activities and behaviors of a small number of carefully selected members of the community who are likely to be involved in violent activities, specifically gun violence, in the immediate future. The intervention with this target population should include improved coordination of existing resources and activities that support multiple, complementary anti-violence strategies. All community-based violence reduction strategies that applicants propose must be evidence based and have demonstrated effectiveness through research and evaluation. Additional information regarding evidence-based strategies can be found in OJJDP's *Model Programs Guide* www.ojjdp.gov/mpg.

Goals, Objectives, and Deliverables

The three main goals of this program are to change community norms regarding violence, to provide alternatives to violence when gangs and individuals in the community are making risky behavior decisions, and to increase awareness of the perceived risks and costs of involvement in violence among high-risk young people. To accomplish these goals, communities must develop and implement evidence-based programs or strategies to reduce and prevent violence, particularly shootings and killings. OJJDP's community-based violence prevention program will support the capacity building of communities to exercise formal and informal social controls and to respond to issues that affect them, including community-based violence.

Proposed community-based violence approaches must engage outreach workers, clergy, and other community leaders to intervene in conflicts or potential conflicts and promote alternatives to violence. These approaches must also involve law enforcement in their youth violence prevention efforts and develop a strong public education campaign to instill the message in the community that shootings and violence are not acceptable. The involvement of law enforcement is particularly important for personnel screening and selection if programs intend to hire past offenders as outreach workers.

Evidence-based Programs or Practices

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

Amount and Length of Awards

OJJDP will make multiple awards for as much as \$2.2 million each for a 3-year award period. OJJDP anticipates that the Office will make awards under this solicitation by no later than September 30, 2011.

OJJDP will enter into a cooperative agreement with the applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations;

- reviewing and approving major project-generated documents and materials used in the provision of project services;
- providing guidance in significant planning meetings and participating in project-sponsored training events or conferences;
- reviewing and approving any proposed solicitations prior to release or publication.

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

Budget Information

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

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement. Match is not required for this program.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantees Provide
<p>This initiative supports and enhances the coordination of existing community-based violence prevention and intervention programs and strategies that replicate proven violence reduction strategies.</p> <p>Specific objectives will be determined by the project, in consultation with OJJDP and the initiative evaluator.</p>	Mandatory performance measures for grant recipients are outlined below.	Data to be reported will cover activity that occurred during the reporting period.
	Percentage of program youth who complete program requirements.	Number of youth served by program. Number of youth who complete program requirements.
	Percentage of youth with whom an evidence-based program/practice was used.	Number of youth. Number of youth with whom an evidence-based program/practice was used.
	Percentage of youth who offend/reoffend.	Total number of youth in the program. Number of youth who offend/reoffend, typically defined as a new arrest or court referral.
	Percentage of youth who exhibit a desired change in the targeted behavior.	Number of youth who exhibit a desired change in the targeted behavior. The targeted behavior will depend upon the program's goals, activities, and target population.
	Number of training requests received.	Number of training requests received.
	Number of technical assistance requests received.	Number of technical assistance requests received.
	Number of program materials developed.	Number of program materials developed.
	Number of planning or training events held.	Number of planning or training events held.
	Number of people trained.	Number of people trained.
	Percentage of people exhibiting increased knowledge of the program area.	Number of people trained (recipients of training/technical assistance) exhibiting increased knowledge of the program area (determined by pre- and post-testing).
	Number of program policies changed and/or rescinded.	Number of program policies changed and/or rescinded.
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	Number of organizations that receive training and technical assistance. Number of organizations reporting improvements in operations based on training and technical assistance.

Objective	Performance Measures	Data Grantees Provide
	Percentage of organizations served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the training and technical assistance.	Number of organizations that receive training and technical assistance. Number of organizations served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the training.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Is Expected To Include” (page 9) for additional information.

Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended to generate internal improvements to a program or service or to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree in the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component should review the “Confidentiality” section on that Web page.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/index.html.

Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding.

Reports regarding subawards will be made through the FFATA Subaward Reporting System, found at www.fsrs.gov.

Applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications will be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties during this process, call the Grants.gov Customer Support Hotline at 800-518-4726, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur, and it can take several weeks for first-time registrants to receive confirmation and a user password. OJP recommends that applicants register as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. In general, the Office of Management and Budget requires that all applicants (Individuals are exempt from this requirement.) for federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call 866-705-5711 or apply online at www.dnb.com to obtain a DUNS number.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. However, applicants must update or renew their CCR registration annually to maintain an active status. Access information about CCR registration procedures at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicants must use their organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. An organization may have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.123, titled "Community-Based Violence Prevention Program," and the funding opportunity number is OJJDP-2011-2967.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated or rejected with an explanation. Important: OJP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues that prevent them from submitting their applications by the deadline must contact OJJDP staff within 24 hours after the deadline and request approval to submit their applications. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail a description of the technical difficulties, a timeline of submission efforts, the complete grant application, their DUNS number, and Grants.gov Help Desk tracking numbers they have received. After OJJDP reviews the information and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to inform them whether their request has been accepted or denied. If OJJDP cannot validate the technical issues reported, the Office will reject the application as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology environment.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Is Expected To Include

This section describes what an application should include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision be made to

make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation or that do not include a program narrative or budget detail worksheet, including a budget narrative, will neither proceed to peer review nor receive further consideration.

OJP recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that applicants include resumes in a single file.

Standard Form 424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

Program Narrative

Applicants should submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11- inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 30," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30 page limit.

Material required under the "Budget and Budget Narrative" and "Other Attachments" sections will not count toward the program narrative page count. Applicants should anticipate that if the program narrative exceeds these length-related restrictions, such that it provides a significant competitive advantage, the application will not be reviewed in peer review and will not receive further consideration.

The following sections should be included as part of the program narrative.

- **Statement of the Problem**

Applicants must describe how this project will address the nature and scope of the violence and violent activity in the target areas that affect youth. 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. OJJDP suggests that applicants use computer mapping to demonstrate the scope of the problem. The applicant should present crime and violence data, specifically the rates of killings and shootings, for a period of 3 or more years. The crime data should be mapped to show where the greatest rates of violent incidents are occurring. Applicants should describe current attempts to address the problem, with particular emphasis on existing anti-violence strategies. This section should

describe existing partnerships and complementary anti-violence activities. The applicant should describe current local procedures for tracking gun- and gang-related incidents of violence.

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

- **Program Design and Implementation**

Applicants must detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives they identified in the previous section. OJJDP encourages applicants 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.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Applicants should choose as many as four neighborhoods in which they will apply the intervention. In some instances, sites may propose to tailor their intervention to address particular community strengths or deficits. All strategies that applicants propose must be evidence-based.

Applicants must describe how they will evaluate the implementation and impact of the selected evidence-based strategy or program. A specific section of the narrative should detail the local evaluation design, and the applicant should budget for a local research partner to conduct this work and, if applicable, work with a national evaluator of the Community-Based Violence Prevention Demonstration Program.

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 area and target population and explain how they will implement the various components of the proposed community-based violence prevention approach. The applicant should detail how the design and implementation of the program will accomplish the following: change community norms regarding violence, provide alternatives to violence for gangs and individuals in the community, and increase the perceived risks and costs of involvement in violence among high-risk young people.

Applicants must clearly describe the specific actions that they will use to reduce violence in the target areas. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures. Further, applicants should develop a plan to implement their evidence-based violence prevention approaches that incorporates the assistance of a national training and technical assistance provider. Program sites will work locally to ensure that they collect and report data on a quarterly basis to the national evaluator. At a minimum, OJJDP expects that awardees will collect the following data elements for purposes of the evaluation:

- population rates and characteristics;
- violent crime data (juvenile victimization, offending);
- nonviolent crime data (juvenile victimization, offending);
- gun-related violations.

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. The applicant must submit the logic model as a separate attachment, as stipulated in “Other Attachments,” page 15.

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). The applicant must submit the timeline as a separate attachment, as stipulated in “Other Attachments,” page 15. On receipt of an award, the applicant may revise the timeline based on training and technical assistance that OJJDP will provide.

- **Capabilities/Competencies**

Applicants must describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Applicants should describe their strong ties to the communities they serve and their ability to work productively with other local organizations, national partners, and others to implement their community-based violence prevention approach. Applicants should also describe how they will create change in the target communities.

Some community-based violence strategies engage community members or outreach workers to intervene in conflicts or potential conflicts and promote alternatives to violence. Applicants must be able to employ individuals who have been convicted of and have served time for violent crimes against persons, if those individuals are the best candidates for the jobs. Applicants must not employ individuals who have been convicted of and have served time for violent crimes against women and children. Applicants should be able to demonstrate how they will screen and monitor outreach workers.

Applicants should consider creating a panel that includes, at a minimum, representatives of the partner agency, local law enforcement, and other national partners to interview all job applicants. Community partners must have the capacity to gather and report both program and fiscal data and other information.

This section of the program narrative must describe how the applicant will manage and staff the project. It must describe the functioning of existing multi-disciplinary partnerships and the willingness of those partnerships to adopt the chosen violence prevention approach. Additionally, the applicant should provide letters from local leadership and local law enforcement supporting the adoption of the intervention in the target areas. The applicant should clearly and evidently connect management and staffing patterns 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.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under "Eligibility," page 3, applicants must provide signed and dated letters of support or memoranda of understanding (MOUs) for all key partners that include the following:

- an expression of support for the program and a statement of willingness to participate and collaborate with it;
 - a specific reference to the adoption of the evidence-based model;
 - a description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational;
 - an estimate of the percentage of time that the partner will devote to the planning and operation of the project.
- **Performance Measures Requirements**

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

Goals. Applicants should 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 should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 5.) OJJDP does not require applicants to submit performance measures data with their applications. Applicants must describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information).

Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item, listing the cost of each and showing how the applicant calculated it. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs.

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

Indirect Cost Rate Agreement (if applicable)

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

Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an

organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

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/MOUs from partner organizations (see “Letters of Support/Memoranda of Understanding,” page 13)
- To help OJP develop a geographic information system (GIS) strategic planning capacity and to assist in the targeting of this neighborhood-based initiative, applicants must provide the following item of information on the geographic area that the funded activity (“service area”) will serve in the formats specified below. If the program has multiple service areas, include the required information for each area.

Applicants should provide a road map (with local detail) with the service area clearly depicted. Mark the map with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Include a written description of streets bounding the service area. If GIS files are available, e-mail them to Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Other Standard Forms

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

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 40 percent of the entire score in the application review process.

1. Statement of the Problem (40 percent of 100)
2. Performance Measures Requirements (5 percent of 100)
3. Program Design and Implementation (20 percent of 100)
4. Capabilities/Competencies (25 percent of 100)
5. Budget (10 percent of 100)

See "Program Narrative," 10, for detailed descriptions of the above criteria.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who also may consider other factors including, but not limited to,

underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Appendix: Application Checklist

OJJDP FY 2011 Community-Based Violence Prevention Demonstration Program

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

Eligibility Requirements:

- _____ The applicant is a public agency: state agency, unit of local government, or a federally-recognized Indian tribal government.
- _____ The federal amount requested is within the allowable limit of \$2.2 million.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 10)
- _____ Program Narrative (see page 10)
- _____ Budget Detail Worksheet and Budget Narrative (see page 14)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 14)
- _____ Tribal Authorizing Resolution, (if applicable) (see page 14)
- _____ Other Attachments (see page 15)
 - _____ logic model
 - _____ timeline or milestone chart
 - _____ résumés of all key personnel
 - _____ job descriptions for all key positions
 - _____ letters of support/MOUs from partner organizations
 - _____ road map
- _____ Other Standard Forms (see page 15), including:
 - _____ Disclosure of Lobbying Activities (if applicable)
 - _____ Accounting System and Financial Capability Questionnaire (if applicable)
 - _____ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
 - _____ Standard Assurances