OMB No. 1121-0329

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention

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) 2010 Support for Conferences on Juvenile Justice program. This program furthers DOJ's mission by supporting conferences that address delinquency prevention, child protection, and juvenile justice system improvement issues.

OJJDP FY 2010 Support for Conferences on Juvenile Justice

Eligibility

Applications are limited to public agencies (including state agencies, units of local government, public school systems, universities and colleges, federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the *Federal Register*)), private organizations (including faith-based, tribal and community organizations), and institutions of higher education (including tribal institutions of higher learning) whose mission focuses on youth violence, substance abuse prevention and/or intervention, and victimization.
(See "Eligibility," page 3.)

Deadline

Registration with OJP's Grant Management System (GMS) is required prior to application submission. (See "How To Apply," page 6.) All applications are due by 5:00 p.m., Eastern Time, on Monday, May 17, 2010.
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the GMS Support Hotline at 1-888-549–9901, option 3, or via e-mail to GMSHelpDesk@usdoj.gov. The GMS Support Hotline hours of operation are Monday–Friday, 6:00 a.m. to 12:00 a.m., Eastern Time (closed weekends and Federal holidays).

For assistance with any other requirement of this solicitation, call Kellie Dressler (Acting Associate Administrator, OJJDP), 202–514–4817, or e-mail her at kellie.dressler@usdoj.gov; or Maria Swineford (Supervisory Grant Management Specialist, OJJDP), 202–616–0109, or e-mail her at maria.swineford@usdoj.gov.

Release Date: March 31, 2010

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OJJDP FY 2010 Support for Conferences on Juvenile Justice (CFDA # 16.541)

Overview

OJJDP was established to provide grants, cooperative agreements and other assistance to organizations designated by OJJDP, as authorized by the Juvenile Justice and Delinquency Prevention Act of 2002 (42 U.S.C. Sections 5601 et seq.) and statutes appropriating funds for juvenile justice programs. To the extent that grants will be awarded under other statutory authorities, additional requirements may attach that are not outlined in this solicitation. The purpose of this announcement is to provide support to organizations with missions that are similar to those of OJJDP for conferences that address delinquency prevention, child protection, and juvenile justice system improvement issues.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register and apply in GMS is 5:00 p.m., Eastern Time, on May 17, 2010. See "How To Apply," page 6, for details.

Eligibility

Applications are limited to public agencies (including state agencies, units of local government, public school systems, universities and colleges, federally-recognized Indian tribal governments (as determined by the Secretary of the Interior and published in the Federal Register)), private organizations (including faith-based, tribal and community organizations), and institutions of higher education (including tribal institutions of higher learning) whose mission focuses on youth violence, substance abuse prevention and/or intervention, and victimization. OJJDP seeks applicants with extensive expertise in the areas of substance abuse; juvenile and family drug courts; and maltreatment, abuse, and crimes against children.

Program-Specific Information

- **Purpose**

The purpose of this program is to support national and regional conferences that address delinquency prevention, child protection, and juvenile justice system improvement issues. OJJDP has a long history of participating and providing support to the juvenile justice field through organizations that have provided a venue for sharing juvenile justice and child protection information through national and regional conference workshops, panels, and plenary sessions that focus on critical delinquency prevention and child protection issues. This support provides community prevention leaders, treatment professionals, juvenile justice officials, researchers, and practitioners with information on best practices and research-based models to support state, local government, and community efforts to prevent juvenile delinquency.

- **Goals, Objectives, and Deliverables**

OJJDP offers funding to organizations that provide program activities in support of OJJDP's mission to provide national leadership, coordination, and resources to prevent and respond to juvenile delinquency and victimization. OJJDP will assign major tasks and deliverables under this guidance based upon a review of the application. At a minimum, the grantees will provide and submit semi-annual progress reports and quarterly financial reports in the Office of Justice Program's Grants Management System (GMS).

Amount and Length of Awards

OJJDP will make awards up to $40,000 per award for a project period of 1 year. Awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. OJJDP expects to make any awards under this solicitation by September 30, 2010.

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

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 2010 salary table for SES employees is available at http://www.opm.gov/oca/10tables/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 (AAG) for the Office of Justice Programs. 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 that the applicant adjust and resubmit their budget.

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

Match Requirement. Match is not required for this program.

Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for

collecting data for performance measures. Refer to "What An application is Expected to Include," page 8, for additional information. Grantees are required 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
Fund organizations that sponsor conferences that address delinquency prevention, child protection, and juvenile justice system improvement issues.	Conferences refer to any conference, workshop, panel, and, or plenary session.	OJJDP has an online system for grantee performance measures data reporting. To access, see (ojjdp.ncjrs.gov/grantees/pm) During the reporting period:
	Number of training/support requests received for conferences, workshops, focus groups etc.	Number of training/support requests received.
	Number of expert presenters/ facilitators hired.	Number of expert presenters/ facilitators hired.
	Number of program/conference materials developed.	Number of program/ conference materials developed.
	Number of planning/ conference/training events held.	Number of planning/ conference/training events held.
	Number of people trained or attending conferences.	Number of people trained or attending conferences.
	Percent of people exhibiting increased knowledge of program area, as determined by pre- and post-testing.	Number of people exhibiting increased knowledge of program area, as determined by pre- and post-testing.
	Number of program policies changed, improved, or rescinded as a result of conferences/training.	Number of program policies changed, improved, or rescinded as a result of conferences/ training.

	Percent of organizations reporting improvements in operations based on training and technical assistance (TTA) provided through conferences/training.	Number of organizations that receive training and technical assistance provided through conferences/ training. Number of those served by the conference/training. Number of organizations reporting improvements in operations based on TTA.
	Percent of those served by TTA who reported implementing an evidence-based program/practice during or after the conference/training.	Number of those served by TTA who reported implementing an evidence-based program and/or practice during or after the conference or training.

For more information about OJJDP performance measures, see
www.ojjdp.ncjrs.gov/grantees/pm/ or contact Janet Chiancone at janet.chiancone@usdoj.gov.

How To Apply

Applications should be submitted through GMS, a Web-based, data-driven system for the application, award, and management of OJP grants. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants who experience technical difficulties at any point during this process should e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday–Friday, 6:00 a.m. to 12:00 a.m., Eastern Time (closed weekends and Federal holidays). OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS Number.** An application must have a DUNS number to be submitted in GMS**.** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) number in their application 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 1–866–705–5711 or apply online at www.dunandbradstreet.com to obtain a DUNS number. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires all applicants (other than individuals) for federal financial assistance to maintain a current registration in the CCR database to receive funding. 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. Applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.

3. **Acquire a GMS Username and Password**. If you are a new user, select the first time user link under the sign-in box of the GMS home page to create a GMS profile. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left side of the page. Select OJJDP and the OJJDP FY 2010 Support for Conferences on Juvenile Justice.

5**. Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Select the Apply Online button in the Action Column to create an application in the system.

6. **Submit an Application Consistent with this Solicitation by Following the Directions in GMS.** Once you have submitted your application, GMS will display a confirmation screen stating your submission was successful. **Important:** OJP urges applicants to submit their applications at least 72 hours prior to the due date.

Note: 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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit your application. At that time, OJJDP staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected 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 GMS 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 (IT) environment.

Notifications regarding known technical problems with GMS are posted on 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 is expected to 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 nevertheless be made to make an award, 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 applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and a tribal resolution (if applicable), will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget" and "Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, resumes be included in a single file.

Standard Form- 424

See www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

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 15 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages must be numbered "1 of 15," etc. The project abstract, tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 15-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 program narrative must address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project/program design and implementation, and (4) capabilities/competencies. The connections between and among each of 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.

- **Statement of the Problem**

Applicants must describe the nature and scope of the issue the conference will address (delinquency prevention, child protection, and/or juvenile justice system improvement). Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community.

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 conference purpose and how the funds from OJJDP will be used to support the conference.

- **Performance Measures Requirements**

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 will be required of successful applicants.

Goals. Applicants must describe the goal of the conference for which support is requested.

Program Objectives. Applicants must explain how the conference will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results.

Performance Measures. Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 4.) 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 post-award. (See www.ojjdp.ncjrs.gov/grantees/pm/faq.html for more information.)

- **Project/Program Design and Implementation**

Applicants must detail the conference tasks and activities to be supported with these funds such as conference planning meetings; conference agenda development; identification of speakers and speaker expenses; identification of the target audience; development and implementation of a conference marketing plan; audiovisual support; and conference evaluation. Successful applicants will be required to submit a final report to OJJDP that provides a summary of the conference accomplishments, challenges, and recommended next steps for conferences and/or trainings related to the conference topic. Applicants are required to use funds under this program to support conference tasks and activities in accordance with the Office of Justice Programs Financial Guide. ***Funds under this program cannot be used to support food or beverage functions for the conference.***

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the conference.

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 timeline must 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 project staff and explain the program's organizational structure and operations, especially the mission and goals shared with OJJDP. Management and staffing patterns must be clearly connected to the conference described in the previous section. This section must describe the experience and capability of the applicant's organization and any contractors that will be used to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing conferences of similar design or magnitude.

Applicants should document any wide-ranging partnerships with other relevant organizations that can assist in the development of national and regional training conferences for practitioners in the child protection and juvenile justice arenas. Applicants must demonstrate the financial and organizational capacity to manage a grant or cooperative agreement for such regional and national-scope conference.

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. The budget should cover the entire award period.

- **Budget Detail Worksheet**

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

A sample budget detail worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the applicant submits a different format, it must include the budget categories as listed in the sample budget worksheet.

- **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 detail 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.

Accounting System and Financial Capability Questionnaire

First time applicants and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: http://www.ojp.gov/funding/forms/financial_capability.pdf

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," page 4.)

Other Attachments

Applicants must submit the following information, as stipulated in the cited pages, as attachments to their application:

- timeline or milestone chart (see "Timeline," page 10)

- résumés of all key personnel

- job descriptions outlining roles and responsibilities for all key positions.

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem/Program (15 points)
2. Performance Measures Requirements (15 points)
3. Project/Program Design and Implementation (30 points)
4. Capabilities/Competencies (25 points)
5. Budget (15 points)

See "Program Narrative," page 8, 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 be reviewing 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, 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 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.

Additional Requirements

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

- Civil Rights Compliance

- Faith-Based and Other Community Organizations

- Confidentiality and Human Subjects Protection (if applicable)

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA) (if applicable)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Nonsupplanting 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

Appendix: Application Checklist

OJJDP FY 2010 Support for Conferences on Juvenile Justice

The application check list has been created to aid you in developing your application.

Eligibility
_____ Private Nonprofit Organization
_____ Faith-based Organization
_____ Community Organization
_____ College/University
_____ Public Agency

_____ **The amount requested does not exceed $40,000.**

The application contains
_____ Statement of the Problem
_____ Project Abstract
_____ Project Design and Implementation
_____ Capabilities/Competencies
_____ Budget Narrative
_____ Budget Detail Worksheet
_____ Performance Measures Requirements

Program Narrative/Abstract Format
_____ Double-spaced
_____ 12-point Standard Font
_____ 1" Standard Margins
_____ Narrative is 15 pages or less.

Other Components
_____ Standard- 424 Form
_____ DUNS number
_____ Project Timeline
_____ Position Descriptions
_____ Indirect Cost Rate Agreement (if applicable)
_____ Accounting System and Financial Capability Questionnaire (if applicable)