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

The U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, is pleased to announce that it is seeking applications for funding under the OJJDP FY 2007 Substance Abuse Prevention and Intervention Programs. This program furthers the Department's mission by fostering innovations and advancements in juvenile justice related practice at the local, state and tribal government levels, as authorized by Part E of the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667.

OJJDP FY 2007 Substance Abuse Prevention and Intervention Programs

Eligibility

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

(See "Eligibility," page 3)

Deadline

All applications are due by 8:00 p.m. E.T., on June 8, 2007.

(See "Deadline: Application," page 3)

Contact Information

For assistance with the requirements of this solicitation, contact Jennifer Yeh, Grant Program Specialist, at 202-616-9135 or jennifer.yeh2@usdoj.gov, or Sharie Cantelon, Grant Program Specialist, at 202-616-3658 or sharie.cantelon@usdoj.gov.

This application must be submitted through Grants.gov. The funding opportunity number is OJJDP-2007-1634. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1–800–518–4726

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OJJDP FY 2007 Substance Abuse Prevention and Intervention Programs CFDA # 16.541

Overview

The purpose of the OJJDP FY 2007 Substance Abuse Prevention and Intervention Programs is to foster innovations and advancements in juvenile justice and child protection-related practice at the local, state, and tribal government levels. The goal of this program is to demonstrate the practical implications for policy and practice of substance abuse programs or strategies that enhance juvenile justice, child protection, and delinquency prevention. Under this program, OJJDP will fund substance abuse programs or strategies that focus on prevention and/or intervention. OJJDP is particularly interested in programs or strategies that address substance abuse problems in an integrated, comprehensive, communitywide approach that focuses on change not only at the individual level, but also at the family and community levels.

Registration

Registering with Grants.gov is a one-time process; however, if you are a first time registrant it could take up to several weeks to have your registration validated, confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) Register with Central Contractor Registry (CCR); 2) Register yourself as an Authorized Organization Representative (AOR); and 3) Be authorized as an AOR by your organization. For more Information, go to www.grants.gov. **Note: Your CCR Registration must be renewed once a year. Failure to renew your CCR registration may prohibit submission of a grant application through Grants.gov.**

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., June 8, 2007.

Eligibility

OJJDP invites applications from public agencies (including state agencies, units of local government, public universities and colleges, and tribal governments) and private organizations (including faith- and community-based nonprofit organizations). Joint applications from two or more eligible applicants are welcome; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

Applications are encouraged from multi-disciplinary collaboratives. If the project is of a collaborative nature, written assurances of the collaboration must be provided. Similarly, when specific programs or agencies are the subject of an applicant's project, the application should include letters of commitment or cooperation from the relevant program or agency. Applicants

are encouraged to identify existing or potential funding partners for the proposed work and indicate whether the proposed idea has been submitted to any other funding sources. Finally, applicants must demonstrate that they have experience or ability to manage the project they propose to conduct.

Faith-Based and Other Community Organizations: Consistent with President George W. Bush's Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

Applicants are encouraged to review the Civil Rights Compliance section under "Additional Requirements" in this announcement.

Program-Specific Information

The OJJDP FY 2007 Substance Abuse Prevention and Intervention Programs will provide support to states and communities in their efforts to develop and implement effective and coordinated substance abuse prevention and/or intervention programs or strategies to improve the juvenile justice and child protection systems. OJJDP funds should be used to implement a program strategy and develop a sustainability plan for continuing project activities when the award period ends.

- **Purpose**

The purpose of the OJJDP FY 2007 Substance Abuse Prevention and Intervention Programs is to foster innovations and advancements in juvenile justice and child protection-related practice at the local, state, and tribal government levels. Specifically, OJJDP will fund substance abuse programs or strategies that focus on prevention and/or intervention. The agency is also interested in proposals that enlist diverse multidisciplinary agency and community involvement in solving problems and delivering services by using one of the following methodologies:

  - Innovative approaches that have yet to be tested through experimental research, but merit consideration because their relevance to public policy, practice, or theory may facilitate their practical application nationwide. Such innovations may incorporate results from quasi-experimental studies, multivariate analyses, and practitioner experience.

- Advancements in the applicant's present program practices intended to address a new or continuing substance abuse or family strengthening issue and foster improvements in efficiency, practical application, flexibility, cost effectiveness, operational standards, partnership-building and service delivery.

- **Goals, Objectives, and Deliverables**

The goal of this program is to advance juvenile justice, child protection, and/or delinquency prevention by expanding the knowledge base of juvenile justice, child protection, and/or prevention practices and demonstrating practical implications for juvenile and child protection policy and practice related to substance abuse prevention and intervention programs.

Applicants are encouraged to use the most appropriate and rigorous methodologies feasible for demonstrating promising advancements and innovative approaches in framing their project's goals and objectives.

Proposals should contain a description of all products that will be derived from the project. In addition to the required semi-annual progress reports in the Grants Management System (GMS), each grantee will be required to produce a final report, suitable for publication. Applicants are also encouraged to identify additional deliverables, such as articles in refereed journals.

- **Award Information**

It is anticipated that $5 million will be available under this announcement, with awards ranging from $250,000 to $1 million for a period of up to 4 years.

All awards are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law. It is anticipated that any awards that may be made under this solicitation should be awarded no later than September 30, 2007.

Match Requirement: Match is not required for this program.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
The program objectives will depend upon the specific project funded. Generally, most projects can be classified into one or more of the following categories:	PART-related measures* are mandatory if applicable to the specific program goals and objectives. Examples follow.	OJJDP is developing an online reporting system so that grantees will be able to submit data to OJJDP electronically.
Direct Service Prevention Program. Examples of objectives may include prevention of delinquency risk behaviors, improvement in family functioning, or prevention of child victimization (including abuse and neglect).	**Direct Service Program (Prevention/Intervention)** *Percent of program youth who offend or reoffend (arrested/rearrested).	**Direct Service Program (Prevention/Intervention)** Number of program youth who offend or reoffend, compared to number of program youth served.
Direct Service Intervention Program. Examples of objectives may include intervening with delinquent youth or status offenders and/or system-involved families.	*Percent of program youth and/or families exhibiting desired change in targeted behaviors (depends on specific behavior targeted and might include substance use, antisocial behavior, school attendance, gang involvement, etc.). Number of program youth and/or families served. Number of service hours completed by program youth and/or families.	Number of program youth and/or families exhibiting desired change in targeted behaviors, compared to number of program youth served. Number of program youth and/or families served. Number of service hours completed by program youth and/or families.
Systems Improvement Project (includes training and technical assistance). Examples of objectives may include to enhance organizational capacity, improve program quality, and improve system effectiveness through provision of training and/or technical assistance.	**Systems Improvement project** *Number of youth and/or families with whom an evidence-based practice was used. Number of program materials developed. Number of planning activities conducted. Percent of program staff trained.	**Systems Improvement project** Number of youth and/or families with whom an evidence-based practice was used. Number of program materials developed. Number of planning activities conducted. Number of program staff trained, compared to total number of program staff.

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a "one-stop storefront" that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.Gov Instructions. Complete instructions can be found at www.grants.gov.
If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at 1–800–518–4726.

CFDA Number. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.541, and the funding opportunity number is OJJDP-2007-1634.

A DUNS number is required. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1–866–705–5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form–424

Applicants must complete the Application for Federal Assistance (SF–424), a standard form 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, use a standard 12-point font (Times New Roman is preferred), have 1-inch margins, and not exceed 25 pages. (Please number pages "1 of 25," "2 of 25," and so forth.) Applications that do not adhere to the required format may be deemed ineligible.

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

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

Applicants must clearly describe the need for their project and how funding would advance juvenile justice and delinquency prevention by expanding the knowledge base of juvenile justice practices and demonstrating practical implications for juvenile justice policy and practice. In this section, applicants must clearly state whether their intent is to use an innovative approach or advance their present practice (see "Purpose," page 5).

- **Impact/Outcomes and Evaluation**

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

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

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the desired results of the program, and they should be clearly connected to the problems identified in the preceding section. The objectives should be measurable.

Performance Measures. Award recipients are required to collect and report data in support of performance measures (see "Performance Measures," page 6). Recipients' assistance in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable results associated with federally funded programs. Performance measures must reflect the specific problems, goals and objectives, and design (see "Project Design" below) associated with this grant.

- **Project/Program Design and Implementation**

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

Design elements should follow directly from the project's goals and objectives, and the data to be collected should clearly support these ends. The applicant should describe the program components and the program implementation strategy in detail and demonstrate how research and evaluation studies validate the approach.

In addressing project design, applicants should consider the following questions:

- What is the problem?
- What does the applicant propose and does it intend to do it?
- What other agencies and resources will the applicant involve?

- How will the applicant know if its approach works?

- What are the costs and cost benefits of implementing the strategy?

- What are the applicant's plans for sustaining the program or strategy past the ending of this funding?

In addition to the narrative description of the project design, applicants must also submit a timeline or milestone chart that indicates major tasks in the proposed design, assigns responsibility for each major task, and plots completion of these tasks by month or quarter for the period of the award. This timeline/milestone chart should be submitted as a separate attachment as stipulated in "Other Attachments," page 10.

- **Capabilities/Competencies**

Applicants should also demonstrate the organizational capacity to complete the work described in the preceding section. The applicant should include a description of any similar projects it has undertaken previously. This section should also demonstrate the applicant's knowledge and experience related to juvenile justice and delinquency prevention.
Applicants must describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants must demonstrate the existence of a management structure that will support the achievement of the project's goals and objectives in an efficient and cost-effective manner. In particular, applicants must ensure that the tasks delineated in the project timeline are adequately staffed. If additional staff will be hired to complete the project, the applicant should identify the selection criteria.

Applicants must support the description of their organizational and management capability by providing resumes of key personnel as stipulated in "Other Attachments," page 11.

As stipulated in "Eligibility," page 3, eligible organizations and collaboratives must show evidence of operation for at least 1 year. To validate this requirement, applicants should include the following information in this section:

- Organizational mission statement of the organization or collaborative.

- Background information about the organization or collaborative (e.g., date founded, names and titles of principals, etc.).

- Funding sources over the past 12 months.

- Description of planning activities carried out for the proposed program.

- Letters of cooperation. Where appropriate, applicants should provide letters of support or commitment or memoranda of understanding (MOUs) from involved agencies and programs. Before an applicant receives an award, OJJDP may require applicant to submit a signed MOU. If an applicant fails to submit the document upon request, OJJDP will eliminate the applicant from consideration for an award.

- **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. All funds listed in the budget will be subject to audit.

- **Budget Detail Worksheet**

The worksheet should provide the detailed computation for each budget line item. The worksheet must list the cost of each item and show how the cost was calculated. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid through grant funds. The budget detail worksheet should present a complete and detailed itemization of all proposed costs. A Budget Detail Worksheet template is available at www.ojp.usdoj.gov/Forms/budget.pdf.

- **Budget Narrative**

The narrative should describe each budget item and relate it to the appropriate project activity. It should closely follow the content of the budget detail worksheet and provide justification for all proposed costs. In the budget narrative, the applicant should explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated. The budget narrative should justify the specific items listed in the budget detail worksheet (particularly, supplies, travel, and equipment) and demonstrate that all costs are reasonable.

Indirect Cost Rate Agreement. Applicants should attach a copy of their current federally approved indirect cost rate negotiated agreement, if indirect cost has been included in the budget. Applicants that do not have a federally negotiated indirect cost rate and wish to establish one, can submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. 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 www.ojp.usdoj.gov/oc/indirectcosts.htm.

Other Attachments

Applicants must submit the following materials as attachments to their application. While these attachments are not assigned specific point values, peer reviewers will consider relevant items when rating applications. For example, reviewers will consider résumés when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information other than that specified below.

Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timelines" at ojjdp.ncjrs.gov/grantees/timelines.html.)

- Résumés of all key personnel.

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

- Letters of cooperation. Where appropriate, applicants should provide letters of support or commitment or memoranda of understanding (MOUs) from involved agencies and programs. Before an applicant receives an award, OJJDP may require applicant to submit a signed MOU. If an applicant fails to submit the document upon request, OJJDP will eliminate the applicant from consideration for an award.

- Sample informed consent forms, if appropriate.

Geographic Information. To help the Office of Justice Programs develop a geographic information system (GIS) strategic planning capacity, applicants must provide the following two items of information on the geographic area served by the funded activity ("service area") in the formats specified below:

Physical address. If the mailing address is a P.O. Box, specify the physical address of the location where services are to be provided. If the mailing address is in a rural area with no street address, include the nearest street intersection. If the program has multiple service areas, include the required information for each.

(example with street address)
ABC Associates
123 First Street
Shrewsbury, PA 17361

(example with no street address)
ABC Associates
First Street and Holiday Drive
Shrewsbury, PA 17361

Map and street description. Please provide a road map (with local detail) with the service area clearly depicted. The map should be marked with information identifying the grant application it is tied to, including applicant name, application number, and contact name and phone number. Also include a written description of streets bounding the service area. If GIS files are available, they can be e-mailed to OJJDP via Dennis Mondoro at Dennis.Mondoro@usdoj.gov.

Selection Criteria

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

- Statement of the Problem/Program Narrative (20 points)
- Impact/Outcomes and Evaluation (20 Points)
- Project/Program Design and Implementation (30)
- Capabilities/Competencies (20)
- Budget (10 Points)

See "Program Narrative," page 7, for detailed descriptions of the above criteria.

Review Process

OJJDP is committed to ensuring a competitive and standardized process for awarding grants. 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. All final grant award decisions will be made by the U.S. Department of Justice, which may also give consideration to geographic distribution and regional balance when making awards.

Additional Requirements

Successful applicants must agree to comply with additional requirements prior to receiving grant funding, including the following:

- Civil Rights Compliance
- Confidentiality and Human Subjects Protections regulations
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of the Comptroller Financial Guide
- Suspension or Termination of Funding
- Nonprofit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property

OJJDP strongly encourages every applicant to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.