The **U.S. Department of Justice** (DOJ), **Office of Justice Programs** (OJP), **Office of Juvenile Justice and Delinquency Prevention** (OJJDP) (**www.ojp.usdoj.gov/ojjdp**), is pleased to announce that it is seeking applications for funding for the FY 2006 State Relations and Assistance Division Continuation Programs. This program furthers the Department's mission by funding a variety of programs that promote systems improvement within the juvenile justice arena.

FY 2006 State Relations and Assistance Division Continuation Programs

Eligibility

Applicants are limited to organizations that OJJDP has designated to receive State Relations and Assistance Division (SRAD) Continuation funding.

(See "Eligibility," page 2)

Deadline

All applications are due by 8:00 p.m. E.T. on April 28, 2006.

(See "Deadline: Applications," page 2)

Contact Information

For assistance with the requirements of this solicitation, contact Chyrl Penn, Deputy Associate Administrator, at 202-307-5924.

This application must be submitted through **OJP's Grants Management System (GMS)**. For technical assistance with submitting the application, call the Grants Management System Support Hotline at **1–888–549–9901**.

[Grants.gov/GMS number assigned to announcement]

CONTENTS

FY 2006 SRAD Continuation Programs

CDFA Number: 16.540

Overview

The following application guidelines provide instructions for applying for funding under SRAD's FY 2006 Continuation Programs. SRAD Continuations represent a variety of programs that promote systems improvement within the juvenile justice arena. Generally, the statutory authority for OJJDP's discretionary grants may be found within the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. § 5601, et seq.; and the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 U.S.C. 3796ee et seq. (Additional authority may be found within other statutes.)

Deadline: Registration

The **GMS** registration deadline is April 7, 2006.

Deadline: Application

The due date for applying for funding under this announcement is April 28, 2006.

Eligibility

Only organizations that OJJDP has designated to receive SRAD Continuation funding are eligible to apply for funding under this solicitation.

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 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. DOJ will consider faith-based and community organizations for awards on the same basis as any other eligible applicants and, if they receive assistance awards, DOJ will treat these groups on an equal basis with all other grantees in the administration of such awards. DOJ will not discriminate for or against any eligible applicant or grantee on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. Faith-based groups, however, may not use DOJ grant funds to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, the grantee must separate such religious activity in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs that DOJ funds 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 requirements (see "Additional Requirements" on page 8).

Program-Specific Information

Award Information

Award amounts will vary based on available funds, and SRAD staff will provide these amounts to designated applicants before they submit their application. Project and budget periods will also vary upon type of program and award date.

There is no match requirement for this program.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Public Law 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:

Program Goal	Performance Measures	Data Grantees Will Provide
The program goal(s) will depend upon the specific project funded. Generally, most projects can be classified into one or more of the following categories: **Systems Improvement Project** (includes training and technical assistance). Examples of goals may include to enhance organizational capacity, improve program quality, and improve system effectiveness through provision of training and/or technical assistance. Development of training curricula is not included in this category (see below).	These will differ, depending on the specific program goals and objectives. Examples are below. **Systems Improvement Project** Number of MOUs developed between agencies and organizations. Number of program materials developed. Number of planning activities conducted. Percent of program staff trained. Number of program staff exhibiting increased knowledge of the program area.	OJJDP is developing an online reporting system to allow grantees to submit data electronically. **Systems Improvement Project** • Number of MOUs developed between agencies and organizations. • Number of program materials developed. • Number of planning activities conducted. • Number of program staff trained as compared to the total number of program staff. • Number of program staff exhibiting increased knowledge of the program

	Number of program policies changed, improved or rescinded. Number of youth and/or families with whom a best/research practice was used.	area as determined by pre- and post-project testing. • Number of program policies changed, improved or rescinded. • Number of youth and/or families with whom a best/research practice was used.

How to Apply

Grants Management System Instructions. Applicants must submit applications through the online Grants Management System (GMS). OJJDP suggests that applicants begin the process early, especially if this is their first time using the system. Each application requires a separate GMS registration. To learn how to begin the online application process, go to **http://www.ojp.gov/fundopps.htm** and refer to the *GMS Application Procedures Handbook:* a step-by-step guide for applying online. For additional information, please call the GMS Help Desk at **1–888–549–9901.**

What an Application Must Include

Application for Federal Assistance (SF–424)

Applicants must complete the Application for Federal Assistance (SF–424), a standard form that most federal agencies use.

Applicants must provide the following information to complete the SF–424:

- **DUNS Number.** The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving Federal funds. Federal agencies use the identifier 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. Applicants should call 1–866–705–5711 to obtain one or apply online at **http://www.dunandbradstreet.com**. Applicants must have a DUNS number *before* beginning the application process. Individuals are exempt from this requirement.

- **CFDA Number.** The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.540, titled "Juvenile Justice and Delinquency Prevention Allocation to States, and the funding opportunity number is [funding opportunity number].

- **Type of Application.** Select "Continuation" in the drop-down menu for "Type of Application."

- **Authorized Representative.** Applicants must ensure that they correctly enter the information for the authorizing official and alternate contact in the GMS system. The authorizing official is the individual in the applicant's organization authorized to accept grant funds. If the individual applying online is not the applicant organization's signing authority, that individual must list the authorizing official's name and contact information where appropriate.

Assurances and Certifications

Applicants are required to review and accept the "Assurances" and "Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement" in order to receive federal funds under this program.

Budget

The applicant 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 budget narrative to link costs with project implementation (see below for more about the budget narrative). When preparing your application, refer to OJP's *Financial Guide* for guidance on topics such as allowable costs, indirect costs, accounting systems, and financial records (see appendix A for a complete table of contents). The *Financial Guide* is available on OJP's Web site (www.ojp.usdoj.gov/FinGuide/).

The Budget Detail Worksheet—*which the applicant must submit as a Microsoft Word document (.doc), Excel worksheet (.xls), PDF file (.pdf), or text document (.txt)*—must include both a detailed worksheet itemizing all costs and a narrative explaining and justifying each budget item. *The file name of the attachment should include the words "budget detail worksheet" (e.g., budget_detail_worksheet.doc).* Below are brief descriptions of the budget detail worksheet and budget narrative:

- **Budget Detail Worksheet.** Applicants must allocate all costs under the following categories: personnel, fringe benefits, travel, equipment, supplies, construction, consultants/contracts, other, and indirect costs. All line items must 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 to be paid through grant funds. The budget worksheet should present a complete and detailed itemization of all proposed costs.

- **Budget Narrative.** The budget narrative shall follow the content of the budget worksheet and provide justification for all proposed costs. For example, the narrative 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 worksheet (particularly supplies, travel, and equipment) and demonstrate that all costs are reasonable.

A sample budget detail worksheet is provided in appendix F. Applicants can download sample budget forms from OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Please note: total costs that applicants specify in their complete budget must match the amount they provide in the Estimated Funding section of the Project Information screen in GMS. All funds listed in the budget will be subject to audit.

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—*which the applicant must submit as a Microsoft Word document (.doc), Excel worksheet (.xls), PDF file (.pdf), or text document (.txt)*—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.) T*he file name of the attachment should include the words "program narrative" (e.g., program_narrative.doc).*

The program narrative must include six sections: (1) project abstract; (2) accomplishments to date and future planning; (3) problem(s) to be addressed; (4) goals, objectives, and performance measures; (5) project design/strategy; and (6) management and organizational capability. The applicant should clearly delineate the connections between and among each of these sections. For example, the goals and objectives should derive directly from the problem(s) to be addressed. Similarly, the project design/strategy section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

1.   **Project Abstract**

        This section should not exceed 200 words and should briefly describe the project's purpose, identify the population to be served using grant funds, and summarize the activities that the grantee will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Goals, Objectives, and Performance Measures" below), and the abstract should also describe how the grantee will measure progress toward these goals. Finally, the abstract should contain a brief description of the connections between the project's activities and potential reductions in juvenile delinquency, child maltreatment, or other long-term goals. Appendix C contains a sample project abstract.

2.   **Accomplishments to Date and Future Planning**

        Provide a brief description of accomplishments to date, in particular those in the last funding period. List in chronological order a schedule of accomplishments, progress, or milestones anticipated with the new funding request. Explain the reason for the supplemental funding request, and justify the need for additional funding. If there have been significant changes in the project's scope, objectives, location, approach, or time delays, explain the circumstances, justify the change(s), and describe the impact of the change(s) on the project.

3.   **Problem(s) To Be Addressed**

        This section must identify the problem(s) or issue(s) the applicant will address through this project (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use local data to provide evidence that the problem(s) exists, demonstrate the size and scope of the problem, and document the effects of the problem(s) on the target population and the larger community. Applicants should also describe and cite any known previous and/or current attempts to address the problem(s).

4.   **Goals, Objectives, and Performance Measures**

        This section of the program narrative must outline the specific goals and objectives and performance measures of the project. The applicant should clearly connect goals/objectives and performance measures to the problem(s) identified in the preceding section.

Applicants should incorporate performance measures into an overall plan for evaluating the effectiveness of the project. Applicants should explain what they will measure, how often they will require measurements, and who will conduct these assessments. Wherever possible, applicants should identify and incorporate independent data sources (i.e., sources that do not derive from the program itself and data that program staff do not collect) into the project's evaluation plan. If possible, applicants should identify the specific data collection instruments that they will use. OJJDP expects the applicant to closely link the project's performance measures to the project's goals and objectives. Applicants should use the following performance measures:

5. **Project Design/Strategy**

This section must describe what the applicant is proposing to do and how they intend to do it. The applicant should identify the program's target population(s) and explain how the strategy will achieve the goals and objectives identified in the previous section.

The applicant should include a logic model that graphically illustrates the connections between goals, objectives, and program activities. Sample logic models are included in appendix E on page A9.

This section must be very detailed and should describe specifically how the project will operate throughout the duration of the funding period. Applicants are encouraged to select evidence-based practices for their programs. Potential sources of information about evidence-based practices are listed in the appendix. This section must also discuss plans for sustainability (i.e., how the applicant will continue the program beyond the period of the OJJDP grant award).

The project design/strategy section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project. In addition, the applicant should identify any other federal, state, or private foundation grants that serve the same local area and target population(s).

Finally, applicants should describe any research or evaluation studies that support the entire project design or any of its components. The applicant should note previous research related to the selected problem area to indicate the applicant's understanding of the causes of—and potential solutions to—the problem(s) to be addressed. Applicants can access a reference list that may be helpful in this regard at www.ojjdp.ncjrs.org/researchreferences.

Although OJJDP expects applicants to review the research literature for any relevant studies, they should also explore whether any unpublished local sources of research or evaluation data are available.

6. **Management and Organizational Capability**

This section must describe how the applicant will manage and staff the project locally. Applicants should clearly and obviously 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 the applicant will use to effectively implement and manage this effort and its associated federal funding. The applicant should highlight any prior experience implementing projects of similar design and/or magnitude in this section.

Other Attachments

Applicants must submit the following materials as attachments to their GMS application. *The file name for each attachment should describe its contents (e.g., timeline.doc, memorandums.doc, etc.).* The four attachments—*which the applicant must submit as a Microsoft Word document (.doc), Excel worksheet (.xls), PDF file (.pdf), or text document (.txt)*—are described below:

1. **Timeline (Attachment #3)**

    Applicants must submit an annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization. Do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. See sample timeline in appendix E.

2. **Résumés and Job Descriptions (Attachment #4)**

    Applicants must submit résumés of all key personnel along with job descriptions outlining roles and responsibilities for all key positions.

3. **Letters/Memorandums (Attachment #5).** Applicants must, where appropriate, submit letters of support/commitment and memorandums of understanding.

4. **Geographic Information (Attachment #6).** To help OJP develop a geographic information system (GIS) strategic planning capacity, GMS applicants must provide the following two items of information on the geographic area(s) served by the funded activity ("service area(s)") in the formats specified below:

    -   **Physical address.** If the mailing address is a P.O. Box, specify the physical address(es) of the location(s) where the grantee will provide services. 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)	*(example with no street address)*
ABC Associates	ABC Associates
123 First Street	First Street and Holiday Drive
Shrewsbury, PA 17361	Shrewsbury, PA 17361

    -   **Map and street description.** Please provide a road map (with local detail) with the service area(s) 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. Also include a written description of streets bounding the service area. If GIS files are available, e-mail them to OJJDP's Mapping Section, attention: Sarah Breen at sarah.breen@usdoj.gov

Additional Requirements

Applicants should be aware of the following additional OJP requirements before they submit their application to OJJDP:

-   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 [hyperlink]

- Suspension or Termination of Funding

OJJDP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting their application. Additional information for each can be found on **OJP's Web site** (http://www.ojp.usdoj.gov/otherrequirements.htm).

Appendix A: Table of Contents for OJP's *Financial Guide*

All OJP grantees are required to adhere to OJP's *Financial Guide,* which contains information on allowable costs, methods of payment, audit requirements, accounting systems, and financial records. This document will govern how all successful applicants and their contractors will administer funds. The *Financial Guide* covers the following information (subject to updates):

Part I—General Information
Chapter 1: Users
Chapter 2: Resources
Chapter 3: Conflicts of Interest

Part II—Pre-Award Requirements
Chapter 1: Application Process
Chapter 2: Conditions of Award and Acceptance
Chapter 3: Standards for Financial Management Systems

Part III—Post Award Requirements
Chapter 1: Payments
Chapter 2: Period of Availability of Funds
Chapter 3: Matching or Cost Sharing
Chapter 4: Program Income
Chapter 5: Adjustments to Awards
Chapter 6: Property and Equipment
Chapter 7: Allowable Costs
Chapter 8: Confidential Funds
Chapter 9: Subawards of Discretionary Project—Supported Effort
Chapter 10: Procurement Under Awards of Federal Assistance
Chapter 11: Reporting Requirements
Chapter 12: Retention and Access Requirements for Records
Chapter 13: Sanctions
Chapter 14: Termination for Convenience
Chapter 15: Costs Requiring Prior Approval
Chapter 16: Unallowable Costs
Chapter 17: Indirect Costs
Chapter 18: Closeout
Chapter 19: Audit Requirements

Part IV—Organization and Program Information
Chapter 1: Organization Structure
Chapter 2: Legislative Authority

The Financial Guide is available on the OJP Web site (www.ojp.usdoj.gov/FinGuide/).

Appendix B: Web Sites Providing Information on Evidence-Based Programs

Model Programs Guide
ojjdp.ncjrs.org/programs/mpg.html

Blueprints for Violence Prevention
Center for the Study and Prevention of Violence
University of Colorado
www.colorado.edu/cspv/blueprints

Preventing Crime: What Works, What Doesn't, What's Promising
A Report to the United States Congress
University of Maryland
www.ncjrs.org/works

Substance Abuse and Mental Health Services Administration Model Programs
U.S. Department of Health and Human Services
modelprograms.samhsa.gov

Strengthening America's Families
Effective Family Programs for Prevention of Delinquency
Department of Health Promotion and Education
University of Utah
www.strengtheningfamilies.org

Youth Violence: A Report of the Surgeon General
U. S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Injury Prevention
Substance Abuse and Mental Health Services Administration, Center for Mental Health Services, and National Institutes of Health, National Institute of Mental Health
www.surgeongeneral.gov/library/youthviolence/toc.html

Exemplary and Promising Safe, Disciplined and Drug-Free Schools Programs 2001
Safe, Disciplined and Drug-Free Schools Expert Panel
U.S. Department of Education
www.ed.gov/admins/lead/safety/exemplary01/exemplary01.pdf

Juvenile Justice Evaluation Center
Justice Research Statistics Association
www.jrsa.org/jjec

Appendix C: Sample Project Abstract

The following is a sample project abstract.

In 2002, Johnson County had a truancy rate of 12 percent. Several studies have established that lack of commitment to school is a risk factor for delinquency (Dryfoos, 1990; Catalano et al., 1998). Although many factors are associated with truancy, previous research indicates a particularly strong correlation between truancy and lack of parental involvement (Catalano et al. 1998). The ABC Project seeks to increase the parental involvement in Johnson County's at-risk youth population to address the county's high truancy rate. The project's primary activity will be the operation of parenting classes for the parents of truant youth. The project will offer the classes twice a week for 12 weeks. The project seeks to serve at least 100 parents over a 2-year period. Progress will be measured by the number of participants attending the classes and the number of parents completing the 12-week course. The project will also track the truancy rates of the students of the parents who attended the classes for a year after program completion.

Appendix D: Sample Logic Models

Sample Logic Model—Generic					
Situation Analysis	**Priority Setting**	**Inputs**	**Activities**	**Outputs**	**Outcomes / Impacts**
Problem Identification

What is the problem or issue your project was designed to address? | Goals

Goals are broad statements about what the program intends to accomplish. Goals should reflect the intended long-term outcomes of the program.

Broadly speaking, what do you intend to accomplish with the program? | Resources

Resources are the means available to achieve program objectives. (Objectives are the program's expected achievements and must be well-defined, specific, measurable, and derived from the program goals.)

What do you need to run the program? | Activities

The program efforts conducted to achieve the program objectives. Activities are directly linked to outputs.

What will program staff do? | Process Measures

Data used to demonstrate the implementation of activities. Includes products of activities and indicators of services provided.

What did the program produce? | Actual changes in the target of the program (e.g., clients or systems) directly related to the program goal(s) and objectives. Outcomes may be intended or unintended.

What happened as a result of the program? |

Outcomes / Impacts detail:

Initial	Intermediate	Long-Term
Immediate results of the program. They include:

Learning
Awareness
Knowledge
Attitude
Skills
Opinions
Aspirations
Motivations | Results following the initial outcomes. They include:

Action
Behavior
Practice
Policies
Social Action
Decisionmaking | Ultimate impact of the program. They relate to the achievement of the goals. They include:

Conditions
Social
Economic
Civic
Environment

These are changes that will likely occur outside of the grant period. |

Sample Logic Model—Direct Service Project							
Situation Analysis	**Priority Setting**	**Inputs**	**Activities**	**Outputs**	**Outcomes / Impacts**		
Problem Identification 1. Rates of delinquency of XX. 2. Rates of teen pregnancy of XX.	Mission Goals Among the target youth (i.e., those identified as being at-risk): 1. Reduce rates of arrest. 2. Reduce rates of teen pregnancy.	1. $150,000 earmark grant. 2. Staff time of 2 FTE. 3. Space of one gymnasium and two classrooms. Data from program records.	Serve 100 youth per school year through operation of a sports camp for 2 hours per day during 2006–07 school year. (In addition to sports activities, this includes the collection of referrals, enrollment, and orientation.)	1. Number of hours of camp operation. 2. Number of youth served. Data from program records.	Initial Increase motivation to participate in prosocial activities as indicated by the number of hours received per youth. Data from program records.	Intermediate Reduce delinquent and risky sexual behaviors among participants as indicated by the: 1. Number of arrests per participant. 2. Number of pregnancies per participant. Data from self report and police records.	Long-Term Reduce delinquent and risky sexual behaviors among members of the target group as indicated by the: 1. Arrest rates among at-risk youth. 2. Teen pregnancy rates among at-risk youth. Data from police and public health records.

Sample Logic Model—System Change Project							
Situation Analysis	**Priority Setting**	**Inputs**	**Activities**	**Outputs**	**Outcomes / Impacts**		
Problem Identification 50 percent rate of unsuccessful probation completion.	Mission Goals Increase the number and percentage of youth who successfully complete their probation.	$150,000 earmark grant.	1. Obtain signed MOUs from justice agencies that outline processes for sharing youth assessment data. 2. Obtain signed MOUs from local treatment providers giving the probation department priority with regard to treatment slots.	1. Number of MOUs signed. 2. Percentage of identified agencies that have signed MOUs. Data from project records.	Initial Increase organizational capacity to provide treatment, as indicated by: 1. The number of treatment slots available to probation. 2. The number and percent of files containing complete assessment data. 3. Average number of days required to get complete treatment Data from project records.	Intermediate Increase the percentage of youth assessed as needing substance abuse treatment who receive it, as indicated by: 1. The number and percent of youth assessed as needing treatment who enroll in treatment. 2. The number and percent of youth entering treatment to successfully complete treatment. Data from justice and provider records.	Long-Term Increase the number and percentage of youth who successfully complete their probation requirements, as indicated by the percentage of successful probation completions. Data from justice system records.

SAMPLE

Appendix E: Sample Project Timeline

Month	Project Goal	Related Objective	Activity	Expected Completion Date	Person Responsible
1	Off-track student A begins garden/computer courses; students B and C begin homework/tutoring.	Off-track students receive educational input when out of school, become reinvested in learning, and develop new skills in project areas. On-track students notice improvement in grades, attendance, mathematics, and literacy skills.	Students designate and complete a certain project in these fields and learn about biology, math, art, design, and literacy through hands-on activities and active participation in a creative educational endeavor. On-track students receive individualized homework help and tailored "game-plan" to improve their grades and attendance.	End of month 2.	Project Director, Alice Smith
2	Identify and provide counseling for at-risk students.	Provide individual and group counseling for up to 200 identified at-risk students. Referrals are ongoing throughout the school year.	Begin student referral process. Form 15 student peer groups consisting of 10 students and facilitated by coordinators who meet weekly throughout the year.	Ongoing.	Project Director, Alice Smith
3	Evaluation	Track student progress.	Administer quizzes and portfolio assessments, project progress assessment. Begin teacher check-ins, grade assessment, progress reports.	End of month 6.	Program Coordinator, John Smith
4					
5					
6					
7					
8					
9					
10					
11					
12					

Appendix F: Sample Budget Detail Worksheet

Budget Detail Worksheet

This Sample Budget Detail Worksheet may be used as a guide to assist you in the preparation of the budget and budget narrative. You may submit the budget and budget narrative using this form or in the format of your choice. However, all required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be deleted.

A. Personnel

[List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization.]

Name/Position	Computation	Cost
John Smith, Investigator	($50,000 x 100%)	$50,000
2 Investigators	($50,000 x 100% x 2)	$100,000
Secretary	($30,000 x 50%)	$15,000
Cost of living increase	($165,000 x 2% x .5 yr.)	$1,650
Overtime per investigator	($37.50/hr. x 100 hrs. x 3)	$11,250

The three investigators will be assigned exclusively to homicide investigations. A 2% cost of living adjustment is scheduled for all full-time personnel 6 months prior to the end of the grant. Overtime will be needed during some investigations. A half-time secretary will prepare reports and provide other support to the unit.

TOTAL $177,900

B. Fringe Benefits

[Fringe benefits should be based on actual known costs or an established formula. Fringe benefits are for the personnel listed in budget category (A) and only for the percentage of time devoted to the project. Fringe benefits on overtime hours are limited to FICA, Workman's Compensation, and Unemployment Compensation.]

Name/Position	Computation	Cost
Employer's FICA	($177,900 x 7.65%)	$13,609
Retirement*	($166,650 x 6%)	$9,999
Health Insurance*	($166,650 x 12%)	$19,998
Workman's Compensation	($177,900 x 1%)	$1,779
Unemployment Compensation	($177,900 x 1%)	$1,779

*($177,900 less $11,250)

TOTAL $47,164

Total Personnel & Fringe Benefits $225,064

OJP FORM 7150/1 (5-95)

C. Travel

[Itemize travel expenses of project personnel by purpose (e.g., staff to training, field interviews, advisory group meeting, etc.). Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known. Indicate source of Travel Policies applied, Applicant or Federal Travel Regulations.]

Purpose	Location	Item	Computation	Cost
Training	*Boston*	*Airfare*	*($150 x 2 people x 2 trips)*	*$600*
		Hotel	*($165/night x 2 x 2people x 2 trips)*	*$1,320*
		Meals	*($64/day x 3 days x 2 people x 2 trips)*	*$768*
Investigations	*New York*	*Airfare*	*($600 average x 7)*	*$4,200*
		Hotel	*($180/night x 7 x 3 days)*	*$3,780*
		Meals	*($64/day x 7 x 3 days)*	*$1,344*

Two of the investigators will attend training on forensic evidence gathering in Boston in October and January. The investigators may take up to seven trips to New York City to follow up investigative leads. Travel estimates are based on applicant's formal written travel policy.

TOTAL $12,012

SAMPLE

D. Equipment

[List non-expendable items that are to be purchased. Non-expendable equipment is tangible property having a useful life of more than two years and an acquisition cost of $5,000 or more per unit. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Expendable items should be included either in the "supplies" category or in the "Other" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technical advances. Rented or leased equipment costs should be listed in the "Contractual" category. Explain how the equipment is necessary for the success of the project. Attach a narrative describing the procurement method to be used.]

Item	Computation	Cost
3 Computers w/CD ROM	*($2,000 x 3)*	*$6,000*
Video Camera	*$1,000*	*$1,000*

The investigators will use the computers to analyze case and intelligence information. The camera will be used for investigative and crime scene work.

TOTAL $7,000

E. Supplies

[List items by type (office supplies, postage, training materials, copying paper, and expendable equipment items costing less that $5,000, such as books, hand held tape recorders) and show the basis for computation. (Note: Organization's own capitalization policy may be used for items costing less than $5,000). Generally, supplies include any materials that are expendable or consumed during the course of the project.]

Supply Items	Computation	Cost
Office Supplies	*($50/mo. x 12 mo.)*	*$600*
Postage	*($20/mo. x 12 mo.)*	*$240*
Training Material	*($2/set x 500 sets)*	*$1,000*

Office supplies and postage are needed for general operation of the program. The investigators will develop and use training materials to train patrol officers on how to preserve crime scene evidence.

TOTAL 1,840

SAMPLE

F. Construction

[As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. **Please see OJP's *Financial Guide* for specific requirements regarding construction costs and check with the program office before budgeting funds in this category.**]

Purpose	Description of Work	Cost

G. Consultants/Contracts

[Indicate whether applicant's formal, written Procurement Policy or the Federal Acquisition Regulations are followed.]

Consultant Fees

[For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Consultant fees in excess of $450 per day require additional justification and prior approval from OJP.]

Name of Consultant	Service Provided	Computation	Cost
John Doe	*Forensic Specialist*	*($450/day x 30 days)*	*$13,500*

John Doe, Forensic Specialist, will be hired, as needed, to assist with the analysis of evidence in homicide cases.

Subtotal $13,500

Consultant Expenses

[List all expenses to be paid from the grant to the individual consultants in addition to their fees (i.e., travel, meals, lodging, etc.).]

Item	Location	Computation	Cost
Airfare	*Miami*	*($400 x 6 trips)*	*$2,400*
Hotel	*Miami*	*($100/day x 30 days)*	*$3,000*
Meals	*Miami*	*($59/day x 30 days)*	*$1,770*

John Doe is expected to make up to 6 trips to Miami to consult on homicide cases.

Subtotal $7,170

Contracts

[Provide a description of the product or service to be procured by contract and an estimate of the cost. Applicants are encouraged to promote free and open competition in awarding contracts. A separate justification must be provided for sole source contracts in excess of $100,000.]

Item	Cost
Intelligence System Development	*$102,000*

The State University will design an intelligence system to be used in homicide investigations. A sole source justification is attached. Procurement Policy is based on the Federal Acquisition Regulation.

Subtotal $102,000

TOTAL $122,670

H. Other Costs

[List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by major type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent.]

Description	Computation	Cost
Rent	*(700 sq. ft. x $15/sq. ft.)($875/mo. x 12 mo.)*	*$10,500*
Telephone	*($100/mo. x 12 mo.)*	*$1,200*
Printing/Reproduction	*($150/mo. x 12 mo.)*	*$1,800*

This rent will pay for space for the new homicide unit. No space is currently available in city-owned buildings.

TOTAL $13,500

SAMPLE

I. Indirect Costs

[Indirect costs are allowed only if the applicant has a Federally approved indirect cost rate. A copy of the rate approval, (a fully executed, negotiated agreement), must 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 costs categories.]

Description	Computation	Cost
10% of personnel and fringe benefits	*($225,064 x 10%)*	*$22,506*

The Department of Transportation, the applicant's cognizant Federal agency, approved the indirect cost rate on January 1, 1994. (A copy of the fully executed, negotiated agreement is attached.)

TOTAL $22,506

Budget Summary

[When you have completed the budget worksheet, transfer the totals for each category to the spaces below. Compute the total direct costs and the total project costs. Indicate the amount of Federal requested and the amount of non-Federal funds that will support the project.]

Budget Category	Amount
A. Personnel	*$177,900*
B. Fringe Benefits	*$47,164*
C. Travel	*$12,012*
D. Equipment	*$7,000*
E. Supplies	*$1,840*
F. Construction	*$0*
G. Consultants/Contracts	*$122,670*
H. Other	*$13,500*
Total Direct Costs	*$382,086*
I. Indirect Costs	*$22,506*
TOTAL PROJECT COSTS	***$404,592***
Federal Request	*$404,592*
Non-Federal Amount	*$0*

Appendix G: Application Checklist

OJJDP Continuation Programs

Applicants must submit all applications electronically through OJP's Grants Management System (GMS). OJJDP will not consider mailed or faxed applications.

☐ **GMS Registration** must be completed no later than April 7, 2006 (see "Deadlines" below). *To register, select "FY 2006 OJJDP Continuation Programs—State Relations and Assistance Division" from the Funding Opportunities page in GMS, select "Apply Now," read the warning message that appears, and select "Continue."*

☐ **Application for Federal Assistance (SF–424)** is generated by completing the Overview, Applicant Information, and Project Information screens in GMS.

☐ **Assurances and Certifications** must be reviewed and accepted online by the applicant's authorizing official.

☐ **Budget Detail Worksheet (Attachment #1)** must include a worksheet that identifies and a narrative that justifies all proposed costs.

☐ **Program Narrative (Attachment #2)** must include a project abstract; note accomplishments to date and future planning; discuss the problem(s) to be addressed; outline the project's goal, objectives, and performance measures; describe the project design/strategy; and detail the applicant's management and organizational capability.

☐ **Other Attachments (Attachments #3–6)** must include the following: an annualized project timeline, résumés of key personnel and job descriptions outlining roles and responsibilities for all key positions, letters of support/commitment and memorandums of understanding (where appropriate), and geographic information.

Applicants must submit all files attached to their GMS application as a Microsoft Word document (.doc), Excel worksheet (.xls), PDF file (.pdf), or text document (.txt). T*he file name for each attachment should describe its contents (e.g., timeline.doc, memorandums.doc, etc.).* Refer to the application guidelines for detailed descriptions of these items.

Deadlines

☐ Applicants must register on GMS by April 7, 2006.

☐ Applicants must submit completed applications by 8 pm, EST, April 28, 2006.

GMS: https://grants.ojp.usdoj.gov GMS Help Desk: 888–549–9901