



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 under its Field-Initiated Demonstration Program. 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 the Juvenile Justice and Delinquency Prevention Act of 2002, 42 U.S.C. 5665-5667.

Field-Initiated Demonstration Program

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 secular and faith-based nonprofit organizations).

(See "Eligibility," page 3.)

Deadline

All applications are due by 8:00 p.m. E.T. on May 1, 2006.
(See "Deadline: Applications," page 3.)

Contact Information

For assistance with the requirements of this solicitation, contact Gwendolyn Dilworth, Social Science Program Specialist, at 202-514-4822 or Gwendolyn.Dilworth@usdoj.gov, or Preeti Menon, Social Science Program Specialist, at 202-353-3511 or Preeti.Menon@usdoj.gov.

This application must be submitted through **Grants.gov**. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

[Grants.gov number assigned to announcement]

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Field-Initiated Demonstration Program

CDFA # 16.541

Overview

The purpose of this program is to foster innovations and advancements in juvenile justice related practice at the local, state, and tribal government levels as part of OJJDP's overall effort to support programs that enhance juvenile justice and delinquency prevention.

Deadline: Registration

The [Grants.gov](#) registration deadline is 8:00 p.m. E.T., April 24, 2006.

Deadline: Application

The due date for applying for funding under this announcement is 8:00 p.m. E.T., May 1, 2006.

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 secular and faith-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. Eligible organizations and collaboratives must show evidence of operation for at least 1 year.

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 requirements. (See "Additional Requirements," page 12.)

Program-Specific Information

The Field-Initiated Demonstration Program provides start-up funding, not long-term support. Only experienced applicants who have completed an assessment and planning process prior to applying under this solicitation will be considered. OJJDP funds should be used to implement a program strategy and develop a sustainability plan for continuing project activities when the award period ends.

Awards will be made in the form of cooperative agreements. OJJDP uses cooperative agreements when the Office anticipates that there will be substantial collaboration between OJJDP and the award recipients during performance of the proposed activities. OJJDP will review and approve all activities in the requirements under the various stages, as enumerated in the solicitation, including timely review and approval of all key personnel selections, consultants, assessments, plans, instruments, manuals, and documents developed or identified for use during the project, with suggestions for modifications. OJJDP and the recipient jointly will coordinate topics addressed and services rendered. Where appropriate, the recipient will act jointly with OJJDP to determine modifications to the program plan or budget and to design data collection instruments. The OJJDP Program Manager will meet periodically with the recipient, at OJJDP's determination, throughout the duration of the project to discuss activities, plans, problems, and solutions. The award recipient will conduct the day-to-day activities of the project, including, specifically, operations, data collection, and analysis.

Purpose

The mission of OJJDP is to provide national leadership, coordination, and resources to prevent and respond to juvenile delinquency and victimization. The purpose of this program is to foster innovations and advancements in juvenile justice related practice at the local, state, tribal government levels, as part of OJJDP's overall effort to support programs that enhance juvenile justice and delinquency prevention.

While applications addressing a broad range of juvenile justice related issues that support OJJDP's mission are sought, the agency is particularly interested in proposals that enlist diverse multidisciplinary agency and community involvement in solving problems and delivering services delivery and use 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 juvenile justice problem and foster improvements in efficiency, practical application, flexibility, cost effectiveness, operational standards, partnership-building and service delivery.

Goals, Objectives, and Deliverables

The goal of the FY2006 Field-Initiated Demonstration Program is to foster innovations and advancements in juvenile justice practice at the local, state, and tribal government levels that advance OJJDP's mission.

The program's objective is to advance juvenile justice and delinquency prevention by expanding the knowledge base of juvenile justice practices and demonstrating practical implications for juvenile policy and practice.

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 up to \$300,000 will be provided to each successful applicant through cooperative agreement awards for a project period of up to 24 months. Applicants should specify the requested award amount (\$100,000–\$300,000) and the proposed project period. There is no match requirement.

While OJJDP anticipates making approximately seven awards, funding under this competitive grant announcement is contingent on the availability and amount of FY 2006 funding.

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
<p>To advance juvenile justice and delinquency prevention by expanding the knowledge base of juvenile justice practices and demonstrating practical implications for juvenile policy and practice.</p>	<p>Outcome Percent of requested deliverables delivered on time.</p> <p>Percent of requested deliverables meeting required specifications.</p> <p>Types of deliverables may differ depending on specific study and should be specified in the application. (See “Goals, Objectives, and Deliverables,” page 5.)</p>	<p>Number of requested deliverables delivered on time, compared to total number of deliverables requested.</p> <p>Number of requested deliverables that meet required specifications, compared to total number of deliverables requested.</p>

A logic model is a useful tool to use to illustrate how the chosen performance measures are related to the specific problems, goals and objectives, and design associated with the grant. (See “Project Design,” page 8.) To ensure that the Performance Measures selected by the grantee reflect the specific problems, goals, objectives, and design strategy of the project, OJJDP has developed the following online resource for applicants to use in selecting performance measures: <http://ojjdp.ncjrs.gov/grantees/performance.html>.

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 <http://www.ojjdp.ncjrs.org/funding/grants.html>. Applicants who experience difficulties at any point during this process should 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, titled “Field-Initiated Demonstration Program,” and the funding opportunity number is **[funding opportunity number]**.

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. 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 <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Application for Federal Assistance (SF–424)

Applicants must complete the Application for Federal Assistance (SF–424), a standard form used by most federal agencies. Applicants will need to provide the following information to complete the SF–424:

- ❖ *DUNS Number.* Applicants must have a DUNS number before beginning the application process. Applicants can request a free DUNS number by calling 866–705–5711 or online at <https://eupdate.dnb.com/requestoptions/government/ccrreg/>.
- ❖ *CFDA Number.* The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation, Developing, Testing and Demonstrating Promising New Programs, is 16.541.

Assurances and Certifications

To receive federal funds under this program, 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. To accept the Assurances and Certifications in GMS, applicants should select the Assurances and Certifications link and click the “Accept” icon at the bottom of the screen. Applicants should verify that the contact information for their authorizing official is correct.

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 and single-sided, using a standard 12-point font (Times New Roman preferred), with 1-inch margins, not exceeding 30 pages of 8½ by 11-inches. (Please number pages “1 of 30,” “2 of 30,” and so forth.) Material required under the “Budget and Budget Narrative” and “Other Attachments” sections will not count toward the program narrative page count. 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, (2) goals and objectives, (3) project design, and (4) management and organizational capability. 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. 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 4.)

Goals and Objectives. 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. (Examples of measurable objectives might include the following: to provide school-based and community services for 40 youth returning from commitment, to increase the percentage of youth who successfully complete their current academic grade, to expand counseling services to cover an additional 50 at-risk youth.)

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 Design. 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 research or evaluation methodology in detail and demonstrate the validity and usefulness of the data that will be collected.

Applicants should consider the following questions as a guide in addressing project design:

- ❖ What is the problem?
- ❖ What are you proposing to do and how do you intend to do it?
- ❖ What other agencies/resources will work with you?
- ❖ How will you know if your approach works?
- ❖ What are the costs and cost benefits of implementing the strategy?

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.

Management and Organizational Capability. Applicants should also demonstrate the organizational capacity to complete the work described in the “Project Design” 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 10.

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).
- ❖ Funding sources over the past 12 months.
- ❖ Description of planning activities carried out for the proposed program.
- ❖ Letters of support from collaborating organizations and other supporters.

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.

Match Requirement: Match is not required for this program.

- ❖ **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.
- ❖ **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: Please attach a copy of your current federally approved indirect cost rate negotiated agreement, if indirect cost has been included in the budget.

A sample Budget Detail Worksheet form is available on the Grants/Funding section of OJP's Web site (www.ojp.usdoj.gov/forms.htm).

Please note: All funds listed in the budget will be subject to audit.

Other Attachments

Applicants must submit the following materials as attachments to their Grants.gov application.

- ❖ Project 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 evaluation. Please do not use actual calendar months/years in your timeline; instead prepare the timeline using "Year 1," "Month 1," etc. (See "Sample Project Timeline," page 14.)
- ❖ 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 Sarah Breen at Sarah.Breen@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 (20 points).
- Goals and Objectives (20 points).
- Project Design (30 points).
- Management and Organizational Capability (20 points).
- 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. Detailed information about OJJDP’s peer review process can be found on the OJJDP Web site at <http://ojjdp.ncjrs.org/funding/peerreview.html>.

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 (<http://www.ojp.usdoj.gov/FinGuide/>)
- ❖ Suspension or Termination of Funding
- ❖ Funding to Faith-based and Community Organizations (if applicable)
- ❖ Non-profit Organization
- ❖ Government Performance and Results Act (GPRA)
- ❖ Rights in Intellectual Property

Applicants are strongly encouraged to review the information pertaining to the above additional requirements prior to submitting their applications. Information about these requirements is available on the OJP Web site at <http://www.ojp.usdoj.gov/otherrequirements.htm>.

Accounting System and Financial Capability Questionnaire

To ensure that all grantees can properly discharge the public trust which accompanies the authority to expend public funds, all nonprofit and commercial organizations that have not previously received an award from OJP are required to complete a financial capability questionnaire. Adequate accounting systems must meet the criteria as outlined in the OJP Financial Guide. If applicable, applicants should submit this questionnaire as a component of their application. Financial statements are required. The Accounting System and Financial Capability Questionnaire form can be downloaded from OJP's Web site at <http://www.ojp.usdoj.gov/forms.htm>. The completed questionnaire and required financial statements should be faxed to GMS at 202-354-4147. The application number should be clearly legible on each page.

Attachment: 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 and 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" for improved 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					