FY 2003
OJJDP
Congressional Earmark Programs

Application Guidance

Table of Contents

How To Apply

The Office of Justice Programs (OJP) now requires that funding applications be submitted through the OJP Grants Management System (GMS). Access through the Internet to this online application system will expedite and streamline the receipt, review, and processing of requests for funding. Applications will only be accepted through the GMS online application system.

To learn how to begin the online application process, please see the Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System on page 3. A toll-free telephone number (1–888–549–9901) has been established to provide applicants with technical assistance as they work through the online application process.

Application Checklist
FY 2003 OJJDP Congressional Earmark Programs

All applications must be submitted electronically through the Office of Justice Programs' Grants Management System (GMS). Please use this checklist to make sure your application is complete. Your GMS application must include:

Online Forms

_____ **Application for Federal Assistance (Standard Form 424).** This form is generated by completing the on-screen Overview, Applicant Information, and Project Information screens in GMS.

_____ **Assurances and Certifications.** The assurances and certifications must be reviewed and accepted electronically by the authorizing official or the designated authorizing official.

Attachments (3)

_____ **Budget Detail Worksheet (Attachment #1).** The Budget Detail Worksheet must present a detailed budget that itemizes all proposed costs and must include a budget narrative that provides justification for all proposed costs.

_____ **Program Narrative (Attachment #2).** The Program Narrative must include the following five sections:

    ___ Project Abstract.
    ___ Problems To Be Addressed.
    ___ Goals and Objectives.
    ___ Project Design/Strategy.
    ___ Management and Organizational Capability.

_____ **Other Program Attachments (Attachment #3).** The Other Program Attachments must include the following elements. **Note:** All of the below materials must be attached in one (1) file.

    ___ Annualized project timeline.
    ___ Résumés of key personnel/position descriptions.
    ___ Letters of support/commitment or memorandums of understanding (where appropriate).

Please refer to corresponding sections in this announcement to determine the specific contents of each of these attachments.

Quick-Start Guide to Using the Office of Justice Programs' Online Grants Management System

Step 1. Using an established Internet account, go to **www.ojp.usdoj.gov/fundopps.htm.** An online Applicant Procedures handbook is available on this page, and applicants may link directly to OJP's Grants Management System (GMS), which will provide online help screens. **Note:** Applicants without an Internet account should call the GMS Hotline at 1–888–549–9901 for assistance.

Step 2. Click on "Logon to the Grants Management System (GMS)."

Step 3. Follow the on-screen instructions. First-time GMS users should click on "New User? Register Here." Applicants who already have a GMS password should click on "GMS Sign-In." Proceed to the FY 2003 OJJDP Congressional Earmark Programs solicitation, and begin working on it. Applicants will receive e-mail confirmation from OJJDP that they are eligible to submit an application within 7 days.

> *Plan ahead:* Applicants can register at any time and are encouraged to do so as soon as possible.

> *Please note:* Applicants must ensure that the information for the authorizing official and alternate contact is entered correctly. The authorizing official is the individual authorized to accept grant funds in your organization. If the individual applying online is not the signing authority, that individual must list the authorizing official's name and contact information where appropriate.

> *Questions or problems:* Applicants who have questions should refer to the online handbook or access applicable help screens. If the questions cannot be addressed by accessing the online GMS reference tools, call the GMS Hotline at 1–888–549–9901. Previous users should contact the GMS Hotline if they are having difficulty with their user ID and password.

Step 4. Complete the online Application for Federal Assistance (SF–424) by providing the required information in the Overview, Applicant Information, and Project Information screens.

Step 5. Complete the application by electronically "accepting" the Assurances and Certifications and submitting the three required file attachments: Budget Detail Worksheet, Program Narrative, and Other Program Attachments. (See the Application Checklist on page 2 and the Application Requirements on page 4 for detailed instructions about the information to include in each of these attachments.) *Please note that applicants must upload one file per attachment. Only the most current file uploaded to the appropriate attachment will be saved as part of the application.* All sections of each attachment must be completed for your application to be considered for funding.

Submit your completed application online. The GMS system will notify the applicant that the application has been received and sent to OJJDP and provide an application identification number for future reference.

Applicants who have any questions about GMS or need technical assistance with applying online should contact the GMS Hotline at 1–888–549–9901.

FY 2003 OJJDP Congressional Earmark Programs

Application Requirements

Applicants to the FY 2003 OJJDP Congressional Earmark Programs must submit the following information online through the Office of Justice Programs' (OJP's) Grants Management System (GMS):

? Application for Federal Assistance (SF–424).

? Assurances and Certifications.

? Program Attachments (3):

- Attachment #1: Budget Detail Worksheet (including budget worksheet and budget narrative).

- Attachment #2: Program Narrative (including project abstract, problems to be addressed, goals and objectives, project design/strategy, management and organizational capability).

- Attachment #3: Other Program Attachments (including a project timeline, résumés of key personnel/position descriptions, letters of support and/or memorandums of understanding).

Detailed instructions and descriptions of each of the required elements are provided below. An Application Checklist has been provided for your convenience (see page 2). **Note:** Applications that do not include all the required elements will not be considered for funding.

Application for Federal Assistance (SF–424)

The Application for Federal Assistance is a standard form used by most Federal agencies. It contains 18 items that are to be completed online in the Overview, Applicant Information, and Project Information sections of OJP's Grant Management System.

Assurances and Certifications

Applicants are required to review and accept the Assurances and Certifications. Please verify that the name, address, phone number, fax number, and e-mail address of the authorizing official on these online forms are correct.

? **Assurances.** The applicant must comply with assurances in order to receive Federal funds under this program. It is the responsibility of the recipient of the Federal funds to fully understand and comply with these requirements. Failure to comply may result in the withholding of funds, termination of the award, or other sanctions.

? **Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and the Drug-Free Workplace Requirement.** Applicants are required to review and check off the box on the certification form included in the online application process. This form commits the applicant to compliance with the certification requirements under 28 CFR Part 69, "New Restrictions on Lobbying," and 28 CFR Part 67, "A Government-Wide Debarment and Suspension (Nonprocurement) and Government-Wide Requirements for Drug-Free Workplace (Grants)."

The authorizing official must review the Assurances and Certifications forms in their entirety. To accept the Assurances and Certifications in GMS, click on the Assurances and Certifications link and click the "Accept" button at the bottom of the screen.

Budget Detail Worksheet (Attachment #1)

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).

Applicants must submit *both* a budget worksheet and a budget narrative in one file. The worksheet provides the detailed computation for each budget item (often in spreadsheet format). The narrative justifies or explains each budget item and relates it to project activities.

? **Budget Worksheet**. The budget worksheet must list the cost of each budget 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 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 should closely 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 form that can be used as a guide to assist applicants in the preparation of the budget worksheet and budget narrative is available on OJP's Web site (go to www.ojp.usdoj.gov/forms.htm).

Note: Total costs specified in the Budget Detail Worksheet must match the total amount requested.

Program Narrative (Attachment #2)

The Program Narrative (limited to 20 double-spaced pages) must include five separate sections: Project Abstract, Problems To Be Addressed, Goals and Objectives, Project Design/Strategy, and Management and Organizational Capability. Each of these sections is described below.

Project Abstract

The Project Abstract should not exceed 200 words. It should briefly describe the project's purpose, summarize the activities that will be implemented to achieve the project's goals and objectives, and identify the population to be served with grant funds.

Problems To Be Addressed

The Problems To Be Addressed section of the Program Narrative must identify the problem(s) or issue(s) the applicant will address with this project (e.g., gang involvement, juvenile violence, drug abuse/selling, youth employment, school performance, etc.). Local data should be used to provide evidence that the problem(s) exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population(s). Applicants should also explain previous and/or current attempts to address the problem(s) and the result(s) of these attempts.

Goals and Objectives

The Goals and Objectives section of the Program Narrative must outline the specific goals and objectives of the project. The objectives should be measurable (e.g., to expand school-based and community services for 50 youth returning from commitment/placement, to reduce the juvenile rearrest rate by 20 percent in the first 12 months). These goals and objectives should respond to the issues in your problem statement.

If the project has received funding previously or is ongoing, applicants must address in this section what progress has been made in meeting the goals and objectives for the project over the last twelve months or since the project was funded. Applicants should also briefly describe key successes and challenges that the project has faced.

Project Design/Strategy

The Project Design/Strategy section of the Program Narrative must illustrate what the applicant is proposing to do and how they intend to do it. The strategy should discuss the program's concept, identify the program's target population(s) and target area(s), and explain how this strategy will achieve the goals and objectives (i.e., program logic model). This section must be very detailed and specifically describe how the project will operate during the funding cycle. This section must also discuss plans for sustainability or how the program will continue to operate beyond the Federal funding period. This section must also include a plan for evaluating the effectiveness of the project. Applicants should explain what will be measured, who will measure it, and how the evaluation findings will be used.

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

To ensure compliance with the Government Performance and Results Act, Public Law 103–62, applicants are required to collect and report data which measure the results of the activities implemented with this grant. Specific performance measures are determined on a case-by-case basis after reviewing the applicant's goals and objectives and program design/strategy, and will be negotiated with grantees post-award. Grantees' cooperation in obtaining this information will facilitate future program planning and will allow OJP to provide Congress with measurable program results of Federally funded programs.

Management and Organizational Capability

The Management and Organizational Capability section of the Program Narrative must discuss how the project will be managed or staffed locally. This section must describe the experience and capability of your organization and any intended contractors to effectively implement and manage this effort and its funding from the Federal government.

Format

The Program Narrative (including all five required sections) must be double-spaced using a standard 12-point font and 1-inch margins. The Program Narrative must not exceed 20 pages. (If possible, please number pages "1 of 20," "2 of 20," etc.)

Other Program Attachments (Attachment #3)

The Other Program Attachments file must include the following materials:

? Annualized project timeline containing each project goal, related objective, activity, expected completion date, and responsible person or organization.

? Résumés of all key personnel. Provide job descriptions outlining roles and responsibilities for all key positions that are currently vacant.

? Letters of support and commitment and memorandums of understanding (where appropriate).

Due Date

Specific deadlines are provided by the program office in the cover letter or transmittal materials. Faxed or mailed applications or supplemental materials will not be accepted. Applications for this program are due no later than 90 days before program operations are expected to begin.

Resource

The Office of Justice Programs' *Financial Guide,* containing information on allowable costs, methods of payment, and audit requirements, accounting systems, and financial records, is available on the OJP Web site (www.ojp.usdoj.gov/oc). This document will govern the administration of funds by all successful applicants and their contractors.