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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for its fiscal year 2014 Smart on Juvenile Justice: Training and Technical Assistance to End Racial and Ethnic Disparities in the Juvenile Justice System. This program furthers the Department's mission by developing and providing a range of training, technical assistance, and resources to state, tribal, community, and private organizations that serve minority youth who are or are at-risk for involvement in the juvenile justice system.

## **OJJDP FY2014 Smart on Juvenile Justice: Technical Assistance to End Racial and Ethnic Disparities in the Juvenile Justice System**

### **Eligibility**

OJJDP invites nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education) to submit applications in response to this solicitation. For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 5.)

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the program.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 22.) All applications are due by 11:59 p.m. eastern time on July 14, 2014. (See "Deadlines: Registration and Application," page 5.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

### **Contact Information**

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail [JIC@telesishq.com](mailto:JIC@telesishq.com)

**within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or by [live Web chat](#). JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2014-3921

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# Contents

Overview .....	4
Deadlines: Registration and Application.....	5
Eligibility .....	5
Project-Specific Information.....	5
Performance Measures .....	12
Project Evaluations .....	12
What an Application Is Expected To Include.....	13
1. Information to Complete the Application for Federal Assistance (SF-424).....	14
2. Project Abstract .....	14
3. Program Narrative .....	14
4. Budget Detail Worksheet and Budget Narrative .....	17
5. Indirect Cost Rate Agreement.....	18
6. Applicant Disclosure of High Risk Status.....	18
7. Additional Attachments.....	18
8. Accounting System and Financial Capability Questionnaire .....	20
Selection Criteria.....	20
Review Process .....	20
Additional Requirements.....	21
How To Apply.....	22
Provide Feedback to OJP .....	24
Application Checklist .....	26

# OJJDP FY2014 Smart on Juvenile Justice: Technical Assistance to End Racial and Ethnic Disparities in the Juvenile Justice System (CFDA # 16.540)

## Overview

Pursuant to Section 223(a)(22) of the Juvenile Justice and Delinquency Prevention Act of 1974, as amended, participating states and territories must “address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups, who come into contact with the juvenile justice system.”

Disproportionate minority contact (DMC) exists if the rate with which a specific minority group comes into contact with the juvenile justice system significantly differs from the rate of contact for non-Hispanic whites or other minority groups. Research indicates that various contributing factors cause DMC including, but not limited to, implicit bias and racial stereotyping and laws, policies, and procedures that can have a disparate impact.<sup>1,2,3</sup> As a result, racial and ethnic disparities throughout the juvenile justice system can occur. Although the contributing factors vary, OJJDP’s [National Disproportionate Minority Contact Databook](#) states that African-American youth are arrested more than twice as often and diverted from the juvenile justice system less often compared to white non-Hispanic youth. Similarly, Native American/Alaska Native youth are diverted less often and are transferred to adult court more than 1.5 times the rate of white youth. National estimates from states’ data show that Hispanic and Latino youth are placed in secure detention more than 1.5 times as often compared to white non-Hispanic youth and had similar rates of transfers to adult court as Native American youth.<sup>4</sup>

OJJDP is committed to promoting reform through the adoption of evidence-based practices (see OJJDP’s [Model Program Guide](#)) and a developmentally appropriate approach to juvenile justice (see the National Research Council’s [Reforming Juvenile Justice: A Developmental Approach](#)). In addition, OJJDP is increasingly aware of the growing body of research on effective community-based approaches to juvenile crime and the limited effect that secure placement has on reducing juvenile offending and recidivism. OJJDP has incorporated this research into the development of a Smart on Juvenile Justice Strategy that focuses on implementing juvenile justice reforms to enhance public safety, hold youth appropriately accountable, reduce re-offending, maximize cost savings, and support strategic reinvestment of some of the savings, while supporting systemic statewide system change. As part of this strategy, OJJDP will also focus on reducing pre-adjudicatory detention and out-of-home placements as a way to reduce overall costs while improving outcomes for youth. In addition, OJJDP believes that the administration of justice must be fair and unbiased. To that end, this program will work in

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<sup>1</sup> Moak, S.D., Thomas, S.A., Walker, J.T., and Gann, S.M. 2012. The Influence of Race on Preadjudication Detention: Applying the Symbolic Threat Hypothesis to Disproportionate Minority Contact. *Journal of Juvenile Justice* 2(1): 73-87. Online. Available: [www.journalofjuvjustice.org/JOJJ0201/JOJJ0201.pdf](http://www.journalofjuvjustice.org/JOJJ0201/JOJJ0201.pdf)

<sup>2</sup> Leiber M.J., Johnson, J., Fox, K., and Lacks, R. 2007. Differentiating amount racial and ethnic groups and its implications for understanding juvenile justice decisionmaking. *Journal of Criminal Justice* 35:471-484.

<sup>3</sup> Leiber, M. Richetelli, D. and Feyerherm, W. 2009. Assessment in Disproportionate Minority Contact Technical Assistance Manual, 4<sup>th</sup> Edition. Washington DC. Available at [www.ojjdp.gov/compliance/dmc\\_ta\\_manual.pdf](http://www.ojjdp.gov/compliance/dmc_ta_manual.pdf).

<sup>4</sup> Office of Juvenile Justice and Delinquency Prevention. 2012. DMC Web-Based Data Entry System. Washington, DC: U.S. Department of Justice, Office of Justice Programs. Online. Available: [www.ojjdp.dmcdata.org/login.aspx](http://www.ojjdp.dmcdata.org/login.aspx).

concert with the National Center for Building Community Trust and Justice project to enhance procedural justice, reduce bias, and support racial reconciliation work in communities nationwide. Furthermore, OJJDP is committed to reducing children's exposure to violence and the traumatic effects of violence by promoting recovery and the well-being of children, youth, and families who have been exposed to violence. (see the [Report of the Attorney General's National Task Force on Children Exposed to Violence](#)).

Under this program, the successful applicant will develop and implement the OJJDP Technical Assistance to End Racial and Ethnic Disparities in the Juvenile Justice System. This technical assistance project will provide education, training and technical assistance, and resources for state, local, and tribal governments and private organizations on the most promising systemic and programmatic techniques to address disproportionate minority contact and eliminate racial and ethnic disparities within the juvenile justice system. The resource center will build upon the most recent research on effective systems change strategies and programmatic interventions that address minority youth involved in the juvenile justice system. This program is authorized pursuant to the Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat. 5, 60, 64.

## Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 14, 2014. See "How To Apply" on page 22 for details.

## Eligibility

OJJDP invites nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education) to submit applications in response to this solicitation. For-profit organizations must agree to forgo any profit or management fee.

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the program.

## Project-Specific Information

The OJJDP envisions a nation where our children are healthy, educated, and free from violence. If they come into contact with the juvenile justice system, the contact should be rare, fair and beneficial to them. Unfortunately, in many cases, the juvenile justice system currently does not consistently meet these expectations. As noted in the National Academies' report *Reforming Juvenile Justice: A Developmental Approach*, "some [juvenile justice] reforms, such as reducing racial/ethnic disparities and improving access to counsel, are being addressed at a slow pace and by relatively few jurisdictions."<sup>5</sup> Recognizing the need for a more robust and comprehensive response to this issue, OJJDP seeks to enhance how the field responds to the

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<sup>5</sup> National Research Council. 2013. *Reforming Juvenile Justice: A Developmental Approach*. Washington, DC: The National Academies Press.

overrepresentation of minority youth in the juvenile justice system. This project will engage an agency or consortium of agencies to help state, local, and tribal governments implement evidence-based and research-informed practices that demonstrate meaningful progress in addressing disproportionate minority contact at the various contact points in the juvenile justice system. In addition, this technical assistance project will help state, local, and tribal governments develop long-term, strategic partnerships with other stakeholders to create environments that foster systemic change at every level of the juvenile justice system and in other child-serving systems agencies that touch the lives of minority youth.

## **Purpose**

The project will support the implementation of a major OJJDP initiative to address racial and ethnic disparities in the juvenile justice system, further strengthening OJJDP's support for the core requirement to reduce disproportionate minority contact of youth with the juvenile justice system. To this end, this solicitation will establish the Technical Assistance Center to End Racial and Ethnic Disparities in the Juvenile Justice System, which will provide tailored education, training, technical assistance, and resources to state, local, and tribal governments and private organizations to help them address their needs in reducing disproportionate minority contact. The resource center will also help identify and implement promising and evidence-based strategies that have a sound theoretical basis and/or have demonstrated measurable success in reducing disproportionate minority contact. In addition, the technical assistance project, under the direction and guidance of OJJDP, will provide funding resources to state, local, and/or tribal governments to promulgate and implement evidence-based, culturally and gender-sensitive approaches to reduce disproportionate minority contact at the various contact points throughout the juvenile justice system. The resource center will also document, disseminate, and train on best practices, including community-driven solutions that demonstrate measurable results in reducing disproportionate minority contact.

The successful applicant or consortium of applicants will work under the direction of an OJJDP program manager to fulfill all tasks and deliverables. The program manager will approve all substantive areas of the work. OJJDP expects to provide considerable guidance and direction in a collaborative manner as the Office identifies emerging needs and priorities under this project.

## **Goals, Objectives, and Deliverables**

The overall goal of this project is to establish, operate, and maintain OJJDP's Technical Assistance to End Racial and Ethnic Disparities in the Juvenile Justice System, which will serve as a comprehensive clearinghouse on issues related to eliminating racial and ethnic disparities in juvenile justice and to strategically focus disproportionate minority contact reduction efforts. The technical assistance project will assist OJJDP in responding to the needs of state, local, and/or tribal governments to reduce racial and ethnic disparities of youth in contact with the juvenile justice system. The objective of the technical assistance project provide robust and comprehensive training curricula and technical assistance on issues related to disproportionate minority contact for a variety of stakeholders.<sup>6</sup> This training should enhance the knowledge base in areas such as, but not limited to, cultural competency, implicit bias, institutional racism and its effects, and promising and effective interventions for disproportionate minority contact reduction. A large part of this initiative will also support related OJJDP initiatives, such as Smart on

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<sup>6</sup> Stakeholders include but are not limited to state and local DMC coordinators, state advisory groups, juvenile justice and child welfare specialists, law enforcement officers, prosecutors, judges, legal advocates, other child-serving professionals, and community members.

Juvenile Justice, My Brother's Keeper, and the National Center to Build Community Trust and Justice to provide resources to identified states in reforming their juvenile justice systems.

Project goals will include the following:

- assist state, local, and/or tribal governments in implementing DMC reduction programs (e.g., OJJDP's DMC Reduction Model),<sup>7</sup> providing guidance in the areas of Identification, Assessment, Intervention, Evaluation, and Monitoring.
- improve the training and education of professionals addressing racial and ethnic disparities in juvenile justice systems at the state and local levels to develop their capacity to create sustained long-term partnerships that foster systems change. This includes working with OJJDP and its other training and technical assistance providers to enhance and implement the ongoing DMC Leadership Development Training Series to support the sustained and continued efforts of state and local DMC coordinators. The DMC Leadership Training Series will ensure that state and local DMC coordinators have the interpersonal skills and knowledge base to effectively engage a variety of stakeholders on issues of racial and ethnic disparities in juvenile justice.
- identify promising and evidence-based strategies that have a sound theoretical basis and/or have demonstrated measurable success in reducing disproportionate minority contact. This includes results from case studies and evaluations.

Deliverables will include the following:

- work with OJJDP and other entities that OJJDP designates to establish comprehensive online resources for all existing and to be developed disproportionate minority contact information.
- assist OJJDP with updates and enhancements to the DMC Technical Assistance Manual.<sup>8</sup>
- create a toolkit for communities that will describe how disproportionate minority contact reduction strategies are developed and sustained and provide stakeholders with techniques to engage youth and families in the discussion.
- provide training and technical assistance, as OJJDP directs, with states and localities that have entered a settlement agreement or similar commitment to reform with with DOJ's Civil Rights Division pursuant to the Civil Rights of Institutionalized Persons Act of 1980, 42 U.S.C. § 1997 and/or the Violent Crime Control and Law Enforcement Act of 1994 (14141), 42 U.S.C. §14141 per any settlement agreement and at the discretion of OJJDP and the Civil Rights Division.
- develop, in consultation and with guidance from OJJDP, a subgrant program to competitively provide funds to state, local, and/or tribal governments to implement strategies and interventions that have demonstrated the most promise and/or are evidence-based interventions to reduce disproportionate minority contact. The grantee will work with OJJDP to establish selection criteria, a competitive selection process, and a subgrant monitoring

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<sup>7</sup> [www.ncjrs.gov/pdffiles1/ojjdp/228306.pdf](http://www.ncjrs.gov/pdffiles1/ojjdp/228306.pdf)

<sup>8</sup> [www.ojjdp.gov/compliance/dmc\\_ta\\_manual.pdf](http://www.ojjdp.gov/compliance/dmc_ta_manual.pdf)

process to disperse federal funding to state, local, and/or tribal governments for this component of the initiative.

- develop and disseminate information, using varied means, to advance understanding of racial and ethnic disparities in juvenile justice, including how to effectively implement disproportionate minority contact reduction strategies. This includes assisting OJJDP in the development of a messaging strategy to bring attention to the issue of racial and ethnic disparities and the disproportionate minority contact core requirement.
- leverage strategic partnerships with other national organizations to provide access to state-of-the-art training that is national in scope but locality specific in its approach.
- facilitate peer-to-peer consultation and networking between organizations to promote problem-solving and innovation through the exchange of information and ideas across communities, to include the operation and maintenance of a disproportionate minority contact listserv.
- retain subject matter experts with extensive expertise on issues of race and gender inequality in justice systems to provide onsite consultations.
- collaborate with OJJDP staff to assist states and localities in gathering and analyzing data related to the identification and assessment of their disproportionate minority contact reduction efforts. This activity includes assisting states and localities with the collection and analysis of relative rate index data and other statistical information to measure disproportionality. Specifically, OJJDP seeks assistance with data identification and collection for Hispanic/Latino and tribal youth.
- keep OJJDP informed regarding the latest trends, practices, and programming regarding disproportionate minority contact efforts on a periodic basis.
- establish and maintain an OJJDP Technical Assistance to End Racial and Ethnic Disparities in the Juvenile Justice System Web site.
- develop a comprehensive subgrant award plan that describes how resources will be competed and distributed to communities.
- develop and implement a technical assistance delivery plan, in coordination with OJJDP staff and other training and technical assistance providers, including but not limited to the new cooperative agreement awarded under the OJJDP FY 2014 Coordinated Assistance for States solicitation, to outline strategies for responding to the needs of communities regarding disproportionate minority contact reduction efforts.
- develop training curricula for specific audiences, to include a separate DMC Leadership Development Series curricula.
- assess the training, informational, technical assistance, and resource needs of state, local, tribal, and private organizations on issues related to racial and ethnic disparities in juvenile justice.

- develop jointly with OJJDP a racial and ethnic disparities/DMC messaging strategy and communications plan to highlight OJJDP's national, state and local efforts.
- provide content updates for OJJDP's online vehicles, publications, and reports specifically tailored for various stakeholders involved with youth, to include probation/parole professionals, child welfare professionals, prosecutors, judges, defense attorneys, community advocates, and other child-serving professionals.

OJJDP will assign major tasks and deliverables under this solicitation based on a review of the successful application.

OJJDP will expect the successful applicant to collaborate with other OJJDP training and technical assistance providers to coordinate efforts to provide services to states, tribes, communities, and service providers.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://CrimeSolutions.gov) Web site and OJJDP's [Model Programs Guide](#) Web site are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Amount and Length of Awards**

OJJDP will enter into a cooperative agreement with the successful applicant and will make an initial award of as much as \$1 million with a program and budget period of 12 months (October 1, 2014 – September 30, 2015). This amount is for the entire 12 month period. OJJDP will work with the award recipient to prioritize the work completed in the initial project period. Subject to performance, need, and the availability of funds, OJJDP may provide supplemental and continuation funding for as many as two additional 1-year increments. Of the amount awarded, in project periods two (October 1, 2015 to September 30, 2016) and three (October 1, 2016 to September 30, 2017), the grantee must provide at least 30 percent of the funds to state, local,

and/or tribal governments through subgrants for the implementation of evidence-based or promising disproportionate minority contact reduction strategies.

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

In furtherance of the goals and objectives described above, OJJDP's role will be substantial and will include, at a minimum, the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- reviewing and approving major project-generated documents and materials used to provide project services.
- providing guidance in significant project-planning meetings and participating in project-sponsored site visits, training events, or conferences.
- reviewing and approving any proposed solicitations prior to release or publication.

### **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation, Waiver.** With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at [www.opm.gov/pay-leave](http://www.opm.gov/pay-leave). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request that they adjust and resubmit their budgets.

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

**Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.** OJP strongly encourages applicants who propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). OJP policy and guidance (1) encourage minimization of

conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

**Costs Associated with Language Assistance (if applicable).** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

**Match Requirement.** This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

### **OJJDP Training and Technical Assistance Awardee Standards**

OJJDP has developed the *Core Performance Standards for Training, Technical Assistance, and Evaluation* to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding. For additional information, go to OJJDP's Center's NTTAC Web site [www.nttac.org](http://www.nttac.org).

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP Funded Webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit to OJJDP NTTAC information in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and upload the files onto NTTAC's Online University.
- **Training Information Sharing.** The Office of Justice Programs (OJP) will be collecting information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form and submit information to NTTAC on all training events (i.e. name of requestor, description of request, dates of event, etc.) 30 days in advance of the event date and report additional data as OJJDP requires.

Coordination with other OJJDP training and technical assistance providers may be required as well. Specifically, OJJDP will require the awardee to coordinate with the new awardee under the OJJDP FY 2014 Coordinated Assistance for States solicitation.

## Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants who receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located at [www.ojjdp-dctat.org/](http://www.ojjdp-dctat.org/). Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To provide robust and comprehensive training curricula and technical assistance on issues related to disproportionate minority contact for a variety of stakeholders.	Number of training requests received.	Number of training requests received.
	Number of planning or training events held.	Number of planning or training events held.
	Number of people trained.	Number of people trained.
	Percentage of people exhibiting increased knowledge of the program area.	Number of people (recipients or training/technical assistance) exhibiting increased knowledge of the program area (determined by pre-and post-testing).
	Number of technical assistance requests received.	Number of technical assistance requests received.
	Number of program materials developed.	Number of program materials developed.

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Is Expected To Include” on page 13 for additional information.

## Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

**Research** means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they

are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F. R. § 46.102(d)). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R. Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

OJP has developed a decision tree ([www.ojp.usdoj.gov/funding/pdfs/decision\\_tree.pdf](http://www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf)) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

## What an Application Is Expected To Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

### **1. Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

### **2. Project Abstract**

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Abstracts should be—

- written for a general public audience.
- submitted as a separate attachment with "Project Abstract" as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

As a separate attachment, the abstract will **not** count against the page limit for the program narrative.

The abstract should include a brief description of the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Project Evaluations on page 12.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

### **3. 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 should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all

captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives 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.

The following sections should be included as part of the program narrative.

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

**Goals.** Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: Number of requests for training or technical assistance received and completed.)

**Performance Measures.** OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 12) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the

application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

- c. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 6. OJJDP encourages applicants to select evidence-based practices for their programs.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

**Logic Model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at [www.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 18.

**Timeline.** Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at [www.ojjdp.gov/grantees/timelines.html](http://www.ojjdp.gov/grantees/timelines.html)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 18. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under Eligibility, page 5, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

#### 4. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

- Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). Applicants who submit their budget in a different format should include the budget categories listed in the sample budget worksheet.
- Budget Narrative.** The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

- Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

## 5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants who do not have an approved rate may request one through their 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 cost categories. For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

## 6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- the federal agency that currently designated the applicant as high risk.
- date the applicant was designated high risk.
- the high risk point of contact name, phone number, and email address, from that federal agency.
- reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

## 7. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/memoranda of understanding when assessing “capabilities/competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- a. Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The

disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency.
- the solicitation name/project name.
- the point of contact information at the applicable funding agency.

<b>Federal or State Funding Agency</b>	<b>Solicitation Name/ Project Name</b>	<b>Name/Phone/E-mail for Point of Contact at Funding Agency</b>
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; <a href="mailto:jane.doe@usdoj.gov">jane.doe@usdoj.gov</a>
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; <a href="mailto:john.doe@hhs.gov">john.doe@hhs.gov</a>

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

- b. logic model (see Logic Model, page 16)
- c. timeline or milestone chart (see Timeline, page 16)
- d. résumés of all key personnel
- e. job descriptions outlining roles and responsibilities for all key positions
- f. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 16)
- g. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

h. evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

## 8. Accounting System and Financial Capability Questionnaire

Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

## Selection Criteria

1. Statement of the Problem (10 percent)
2. Goals, Objectives, and Performance Measures (5 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (40 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>9</sup> (5 percent)

See What an Application Is Expected To Include, page 13, for the criteria that the peer reviewers will use to evaluate applications.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors

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<sup>9</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants who experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJJDP strongly encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

**Note on File Names and Types: Grants.gov only permits the use of certain characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to OJP’s Grants Management System (GMS).**

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore ( _ )	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Hyphen ( - )	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b>		

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.540, titled "Juvenile Justice and Delinquency Prevention to States," and the funding opportunity number is OJJDP-2014-3921.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants who do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
- 7. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an

explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection.

**Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

**Note: Duplicate Applications.** If an applicant submits multiple versions of an application, OJJDP will review only the most recent valid version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their applications. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After OJJDP reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time.
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.
- failure to follow each instruction in the OJP solicitation.
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojpeerreview@lmbps.com](mailto:ojpeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

## Application Checklist

### OJJDP FY 2014 Technical Assistance to End Racial and Ethnic Disparities in the Juvenile Justice System

This application checklist has been created to assist you in developing an application.

#### What an Applicant Should Do:

*Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS number (see page 23)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 23)

*To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 23)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 23)

*To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 23)
- \_\_\_\_\_ Download Funding Opportunity and Application Package
- \_\_\_\_\_ Sign up for Grants.gov e-mail notifications (optional) (see page 22)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

#### General Requirements:

- \_\_\_\_\_ Review "[Other Requirements](#)" Web page

#### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit of \$1 million.

#### Eligibility Requirement:

- \_\_\_\_\_ Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization
- \_\_\_\_\_ Institution of higher education, including tribal institution of higher education

#### What an Application Is Expected To Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 14)
- \_\_\_\_\_ Project Abstract (see page 14)
- \_\_\_\_\_ Program Narrative (see page 14)
- \_\_\_\_\_ Budget Detail Worksheet (see page 17)
- \_\_\_\_\_ Budget Narrative (see page 17)
  - \_\_\_\_\_ Employee Compensation Waiver request and justification (see page 10)
  - \_\_\_\_\_ Read OJP policy and guidance on "conference" approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 10)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 23)

- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 18)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 18)
- \_\_\_\_\_ Additional Attachments (see page 18)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications
  - \_\_\_\_\_ logic model (see page 16)
  - \_\_\_\_\_ timeline or milestone chart (see page 16)
  - \_\_\_\_\_ résumés of all key personnel
  - \_\_\_\_\_ job descriptions outlining roles and responsibilities for all key positions
  - \_\_\_\_\_ letters of support/memoranda of understanding (see page 16)
  - \_\_\_\_\_ evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
  - \_\_\_\_\_ evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (see page 20)