



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 (FY) 2015 Youth Violence Prevention Coordinated Technical Assistance Program. This program furthers the Department's mission by providing cross functional technical assistance to communities, tribes, and agencies funded to serve children and youth as part of the Defending Childhood, National Forum on Youth Violence Prevention, and Community-Based Violence Prevention Programs.

OJJDP FY 2015 Youth Violence Prevention Coordinated Technical Assistance Program

Eligibility

Eligible applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

OJJDP strongly encourages applications that involve two or more entities; however, one eligible entity must be the applicant and serve as the fiscal and administrative lead, and other project partners must be proposed as subrecipients. Furthermore, applicant entities must provide information on how they will implement, coordinate, and track project management duties between project partners.

OJJDP reserves the right to make one or more awards from this solicitation and may elect to make supplemental awards to the grantee or grantees selected or may make awards for applications submitted under this solicitation in future fiscal years, dependent on grantee performance, the merit of the applications, and availability of appropriations.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

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. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on April 20, 2015.

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

For additional information, see [How To Apply](#) in section D. Application and Submission Information.

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. 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 application by the deadline must e-mail the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420, by e-mail at responsecenter@ncjrs.gov, or by Web Chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>.

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OJJDP FY 2015 Youth Violence Prevention Coordinated Technical Assistance Program (CFDA #16.819, 16.123, and 16.818)

A. Program Description

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) recognizes that preventing and ameliorating youth violence requires a shared framework to address the factors that impact violence and victimization at the individual, peer, family, community, and societal levels and promote child and youth well-being. Jurisdictions that work to address these issues benefit from strategic, coordinated training and technical assistance (TTA) and participation in learning communities to help them reach their short- and long-term goals.

To facilitate progress, better support youth violence prevention, and promote well-being in localities nationwide, OJJDP invites proposals to broker, coordinate, and provide relevant TTA to the **39 jurisdictions that OJJDP is funding through its three signature youth violence prevention initiatives**—the Defending Childhood, National Forum on Youth Violence Prevention, and Community-Based Violence Prevention initiatives. OJJDP invites organizations that preferably represent a partnership or consortium of entities as described in the Eligibility section on the title page to submit applications.

This program is authorized pursuant to paragraphs (3)(C) and (D) under the Juvenile Justice Programs heading, and paragraph (11) under the State and Local Law Enforcement Assistance heading, in the Department of Justice Appropriations Act, 2015, P.L. 113-235: 128 Stat. 2130, 2193, 2195.

Program-Specific Information

Strong evidence exists that, by working in partnership, stakeholders in communities can intervene effectively in the lives of young people to reduce or prevent their experiences with and involvement in violence and promote their well-being. Among other factors, approaches to violence prevention, intervention, and treatment must account for child and adolescent development and the impact of adverse consequences of trauma to their social and emotional development.

One approach, one policy, one program, one actor alone is not sufficient to impact youth violence and victimization and promote well-being. Through its signature programs, OJJDP has created cross-sector, multi-level, community-based collaborations that engage a broad spectrum of local leaders, law enforcement executives, educators, youth-serving practitioners, agency heads from various public systems, and families and youth. These collaborative efforts use innovative strategies based on joint decisionmaking, shared governance, and collective impact to achieve their violence prevention, crime reduction, norms change, and well-being promotion goals.

OJJDP has developed the [Shared Framework for Reducing Youth Violence and Promoting Well Being](#) that describes 10 principles for action. Applicants are to propose how they will use the framework principles in structuring their responses to this solicitation. One of the core principles concerns involving stakeholders and particularly engaging youth and families in shared decision making toward collective impact. This furthers the achievement of OJJDP's vision of a nation where all children are healthy, educated and free from violence—a nation where if they come in contact with the juvenile justice system, contact is rare, fair and beneficial to them.

Purpose

This project will make available and deploy strategic, coordinated training and technical assistance to OJJDP's signature youth violence grantees to help them plan, implement, and sustain their youth violence prevention and well-being work. OJJDP will call on the successful applicant to broker, coordinate, and, in relevant instances, provide a range of high quality, cost-effective technical support on topics and reform (community and system change) processes. The successful applicant will support the communities taking part in the Defending Childhood, National Forum on Youth Violence Prevention, and Community-Based Violence Prevention initiatives to reduce violence, improve well-being outcomes, and institutionalize and sustain productive efforts. The successful applicant will help the communities develop professional knowledge and capacity, reform policy and practice, increase effective use of data to inform decisionmaking, raise public awareness, align and/or reallocate existing resources, enhance community outreach, increase engagement of and collaboration among the full range of stakeholders, and promote collective impact. (Refer to pages 6 and 7 for program locations.)

The ultimate aim of this work is to promote the well-being of children and youth, their families, and the communities in which they reside and enhance public safety through the prevention and reduction of violence. The successful applicant will work closely with OJJDP and other federal partners to provide technical assistance consistent with the terms of this cooperative agreement. Special attention and expertise is required to support the two tribal nations funded under the Defending Childhood Initiative.

I. Program Goals for Defending Childhood:

1. developing and implementing activities in families and communities that prevent children's initial and repeated exposure to violence.
2. advancing scientific inquiry on the causes and characteristics of childhood exposure to violence and supporting education and outreach efforts to improve understanding.
3. improving systems and services that identify and assist youth and families who have been impacted by violence to reduce trauma, build resilience, and promote healing.

Find more information on Defending Childhood [here](#).

II. Program Goals for the National Forum on Youth Violence Prevention:

1. elevate youth and gang violence as an issue of national significance, highlighting both its individual and societal impacts.

2. enhance the capacity of participating localities to more effectively prevent youth and gang violence.
3. expand engagement, collaboration, and coordination to promote systems and policy change in addressing youth violence at the national, state, tribal, and local levels.

Find more information on the National Forum [here](#).

III. Program Goals for Community-Based Violence Prevention Program:

1. change community norms regarding violence.
2. provide alternatives to violence when gangs and individuals in the community are making risky behavior decisions.
3. increase awareness of the perceived risks and costs of involvement in violence among high-risk young people.

Find more information on Community-Based Violence Prevention Program [here](#).

Program Site Location Matrix

City or Tribe & State	Defending Childhood Sites	National Forum on Youth Violence Prevention Sites	Community-Based Violence Prevention Sites
Baltimore (MD)		X	X
Baton Rouge (LA)			X
Boston (MA)	X	X	X
Brooklyn (NY)			X
Camden (NJ)		X	X
Chicago (IL)		X	
Chippewa Cree Tribe (MT)	X		
Cleveland (OH)		X	
Cuyahoga County (OH)	X		
Denver (CO)			X
Detroit (MI)		X	X
Grand Forks (ND)	X		
Kansas City (MO)			X
Long Beach (CA)		X	
Los Angeles (CA)			X
Louisville (KY)		X	
Memphis (TN)		X	
Minneapolis (MN)		X	

Multnomah County (OR)	X		
Newark (NJ)			X
New Orleans (LA)		X	
Newport News (VA)			X
Oakland (CA)			X
Philadelphia (PA)		X	X
Portland (ME)	X		
Prince George's County (MD)			X
Rosebud Sioux Tribe (SD)	X		
Salinas (CA)		X	
San Jose (CA)		X	
Seattle (WA)		X	
Shelby County (TN)	X		
Syracuse (NY)			X
Washington (DC)			X
Total Programs	8	15	16

For information on awards made under each program solicitation, see [here](#).

Goals, Objectives, and Deliverables

OJJDP seeks applications to provide a full range of comprehensive training and technical assistance to the three above-named signature youth violence programs. OJJDP will expect the successful applicant to:

- create a plan to strengthen and sustain the infrastructure for an integrated training and technical assistance presence/platform for OJJDP signature programs to include a project management lead and dedicated team, as well as a plan for transition and/or updating of the database of consultants and Web and material tools and resources.
- provide information on how project management duties will be implemented, coordinated, and tracked between coapplicants/program partners.
- provide and/or regularly update a work plan for training and technical assistance provision to signature programs that addresses specific goals, objectives, and deliverables of this project based on a continuing assessment of the sites' needs.
- ensure that training and technical assistance is comprehensive in scope and accounts for the variation in site needs and community context and includes, but is not limited to:
 - community and systems change processes, such as youth and family participation (co-leadership), implementation science, community outreach, public education/awareness, policy development and reform, fiscal analysis and reform, effective use

of data, collaborative governance, overcoming power differentials among stakeholders within sites, and sustainability.

- content topics, such as primary prevention; child and adolescent development; children's exposure to violence in the home, school, or community and the consequences of that trauma; family and intimate partner violence; sexual violence; gang and gun violence prevention; deterrence and control; smart policing; understanding the societal and community determinants of violence and the connections among forms of violence; the relationship of historical trauma (racial and other) and institutional and structural violence to interpersonal violence and poor well-being outcomes; cross-systems youth; and issues related to sexual orientation and gender identity and expression.
- use of theoretical and messaging frameworks to planning and reform, including the social ecological model, public health model, graduated sanctions, risk and protective factors, and interrupting the cycle of violence through restorative justice circles and healing-based approaches.
- individualized and culturally specific support to meet the needs of specific populations (Hispanic, LGBTQ, girls) including support to tribal nations.
- develop and/or revise in consultation with federal staff and document a framework and system for delivery of training and technical assistance that aligns with the [Shared Framework for Reducing Youth Violence and Promoting Well Being](#) through guidelines and other implementation tools.
- develop and identify tools, resources, and innovative assistance strategies to work across OJJDP's signature programs in support of both cross-program and program-specific training and technical assistance requests.
- construct and/or continue an environment that supports development of a shared learning community among site project directors, collaborative members and allies, TTA providers, evaluators, and federal staff through peer-to-peer learning, training of trainer events, and virtual communities of practice through which participants discuss strategies, collaborate on common issues, and broadly share knowledge and lessons learned from implementing their programs.
- organize, facilitate, and document regular project calls, meetings and Webinars in conjunction with OJJDP program staff. Typically, these include monthly phone or Web meetings with the Forum Coordination Team, Forum all-site calls, monthly meetings of the program managers for the three signature initiatives; monthly Community-Based Violence Prevention project director calls, biweekly Defending Childhood site directors' calls, regular calls among the relevant TTA providers, and various standing and *ad hoc* working groups.
- plan and execute project meetings in consultation with federal partners that may include all-sites meetings of national significance, subject-specific trainings, project director meetings, and/or other meetings, as OJJDP indicates and within existing budget parameters. (The successful applicant will work with OJJDP to handle meeting logistics

and plan the agenda. Some site participants will cover their own travel costs. [Refer to the budget section for more guidance.]

- provide and/or regularly update individualized assessments of site-specific training and technical assistance needs.
- provide and/or continue group and site-specific consultation to sites through regular conference calls, facilitation of virtual communities of practice, Webinars, and strategic consultation by subject matter experts onsite and through e-communication.
- demonstrate capacity to and preliminary plans or letters of intent to coordinate with key training and technical assistance providers, including OJJDP's National Training and Technical Assistance Center and the National Gang Center, CDC's Youth Violence Prevention Centers and Training and Technical Assistance Center, and the Community-Based Violence Prevention program developers of Cure Violence and Group Violence Reduction Program (National Network of Safe Communities), and other training and technical assistance providers, as OJJDP staff may direct, for example, John Jay College of Criminal Justice (National Initiative for Building Community Trust), Civics First (enhancing law enforcement-youth interaction) and the Equal Justice Initiative of Alabama (addressing racial inequity and historical trauma).
- with OJJDP's assistance, coordinate with training and technical assistance providers from the Centers for Disease Control and Prevention to strengthen sites' engagement of public health departments and application of the public health approach in their collective work to address youth violence prevention.
- identify, develop, and maintain a pool of cross-disciplinary experts who can provide solutions-focused technical assistance, onsite and remotely, tailored to the specific needs of each site. (Such consultants may be engaged to provide ongoing support for the implementation of local strategic plans and as otherwise needed to help the sites meet their goals and objectives. The successful applicant must field a pool of experts that collectively contains the required broad and comprehensive set of subject matter expertise. In addition, the successful applicant and its partners, training and technical assistance providers, contractors, and consultants must have the cultural competence and expertise to work with diverse individuals and communities, including American Indian tribes and Alaska Native villages, and the facility to work seamlessly as a cohesive team as they assist the sites to address challenges, barriers, and unintended consequences.)
- develop material for public Web pages on signature programs and update, as needed (This information will include information currently located on the findyouthinfo.gov and/or ojjdp.gov Web portals.)
 - use and enhance the information and tools located [here](#) and propose a plan to incorporate the site and/or information into the project Web portal.

Within the first 30 days of access to award funds, OJJDP will expect the successful applicant to:

- develop or update a comprehensive database of all project leads and points of contact to facilitate OJJDP's communication and information-sharing efforts.
- initiate updates of individualized assessments of the training and technical assistance needs of each signature program grantee to include challenges and strengths.
- participate in OJJDP-convened meetings or conference calls with the National Training and Technical Assistance Center, the National Gang Center, CDC's Youth Violence Prevention Centers/Training and Technical Assistance Center, and the Community-Based Violence Prevention program developers of Cure Violence and Group Violence Reduction Program (National Network of Safe Communities), and other key TTA providers, as directed, to discuss the goals of this project and, as needed, facilitate development of memoranda of understanding.

Within the first 60 days of access to award funds, OJJDP will expect the successful applicant to:

- document through memoranda of understanding or other jointly written and signed letters or agreements the applicant's plans to coordinate with the above named key TTA providers.
- complete the individualized needs assessment or update and provide OJJDP with a report on the assessment and recommendations for structuring the provision of integrated and specific training and technical assistance to the signature programs to include proposed subject matter expert consultants.
- submit a revised work plan in line with the assessment to OJJDP for review and comment.
- establish a system for proper tracking and documentation of training and technical assistance request fulfillment.

Within the first 90 days of access to award funds, the successful applicant will:

- initiate and/or continue implementation of training and technical assistance in accord with the revised work plan.

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 [NTTAC Web site](#).

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.

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. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site and OJJDP's [Model Program 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.

OJJDP anticipates that the subject matter expertise needed to support the three signature programs will be diverse. The following list addresses topics gleaned from each program; however, OJJDP anticipates that once an individualized assessment is completed, the award recipient can develop a streamlined plan to provide training and technical assistance.

The successful applicant will highlight the subject matter expertise they possess and will also demonstrate an awareness of the expertise and evidence-based programs and practices that could be tapped in the following areas:

- improving community response to children exposed to violence
- trauma-informed care
- principles of child and youth development
- the impact of trauma and toxic stress on cognition, social and emotional development, and physical health
- screening and assessing trauma and violence using evidence-based and culturally appropriate means
- disproportionate minority contact
- tribal: culturally informed practice, policy, and service delivery
- police/youth interactions
- community organizing/outreach
- policy development
- positive youth development
- issues related to sexual orientation and gender identity and expression
- youth violence prevention
- restorative justice
- team building/peer mentoring
- public health approach to violence prevention
- youth and gang violence, prevention, intervention, enforcement, and reentry
- gang/gun violence, specifically OJJDP's Gang Violence Reduction Model, Cure Violence, and Group Violence Reduction Strategy.

Additional Resources. OJJDP encourages applicants to review recommendations from the [Attorney General's National Task Force on Children Exposed to Violence](#); recommendations from the [Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence](#); the recommendations of the National Research Council's [Reforming Juvenile Justice: A Developmental Approach](#) and [Implementing Juvenile Justice Reform](#). Applicants should consider incorporating, when applicable, the recommendations identified in the publications above into their program designs.

B. Federal Award Information

OJJDP estimates that it will make one cooperative agreement of as much as \$2,185,000 million for a 24-month project period, beginning on October 1, 2015.

OJJDP may, provide supplemental funding for as long as 2 additional years in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award¹. OJJDP expects to make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OJJDP expects to have

¹ See *generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls. If selected for funding, the award recipient must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the non-federal entity's compliance with statute, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or 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.

Pre-Agreement Cost Approvals. OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant

should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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.² The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. **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. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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 that 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. 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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

² This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

For additional eligibility information, see the title page.

Cost Sharing or Match Requirement. For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply](#).

D. Application and Submission Information

What an Application Should 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, or that 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.

Applicants should review the “Note on File Names and File Types” under [How To Apply](#) to be sure that they submit their applications in the permitted formats.

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).

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project 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 project abstract will **not** count against the page limit for the program narrative.

The abstract should briefly describe 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 Note on Project Evaluations on page 21.

3. Program Narrative

Refer to Program-Specific Information, pages 4-10, to develop the 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 issue that the program will address (e.g., challenges inherent to: (a) *providing* effective strategic, coordinated technical assistance to support OJJDP grantees

working to reduce violence and victimization at the individual, peer, family, community, and societal levels and promote well-being and (b) *determining and documenting* the impact of technical support on site success). The applicant should use data to discuss the issue, demonstrate the nature and scope of the issue, and describe the relationship of training and technical assistance to proposed efforts. Applicants should describe the target population and results of any previous or current attempts to address the problem.

Applicants should describe relevant outcomes and research or evaluation studies that relate to subject matter expertise outlined in the solicitation and contribute to the applicant’s understanding of how this information can be used to inform the provision of technical assistance.

- b. Goals, Objectives, and Performance Measures.** Applicants should incorporate into their proposed program their understanding (but not repeat verbatim) of the solicitation’s goals, objectives, and deliverables. When formulating the proposed goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe their solution to the solicitation’s intent to provide a shared training and technical assistance framework to grantees who are working in partnership with OJJDP to address the factors that impact violence and victimization at the individual, peer, family, community, and societal levels and promote well-being.

Program Objectives. Applicants should explain how the program will accomplish the goals and objectives specified in this solicitation. Program 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.

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 that 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/. Performance measures for this solicitation are as follows:

Objective	Performance Measure	Description	Data Grantee Provides
To provide a full range of comprehensive training and technical assistance	Number of training requests received.	This measure represents the number of training requests received during the reporting period. Requests can come	Number of training requests received during the reporting period.

Objective	Performance Measure	Description	Data Grantee Provides
to promote the well-being of children and youth, the families and communities in which they reside, and enhance public safety through the prevention and reduction of violence.		from individuals or organizations served.	
	Number of technical assistance requests received.	This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period.
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during the reporting period.
	Number of planning or training events held.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or inter-agency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning or training events held during the reporting period.

Objective	Performance Measure	Description	Data Grantee Provides
	Number of people trained.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Preferred data source is program records.	Number of people trained during the reporting period.
	Number of program policies changed, improved, or rescinded	This measure represents the number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Preferred data source is program records.	Number of program policies changed, improved, or rescinded.
	Percentage of people exhibiting increased knowledge of the program area.	This measure represents the number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre and post tests is preferred.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).

Objective	Performance Measure	Description	Data Grantee Provides
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	The number and percentage of organizations reporting improvements in operations as a result of training and technical assistance 1 to 6 months post-service.	Number of organizations that receive training and technical assistance. Number of organizations reporting improvements in operations based on the training and technical assistance received.
	Percentage of those served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the training and technical assistance.	Number and percent of programs served by training and technical assistance that reported implementing an evidence-based program and/or practice during or after the training and technical assistance. Evidence based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance use.	Number of organizations reporting improvements in operations based on training and technical assistance. Number of those served who reported implementing an evidence-based program. Number of those served who reported implementing an evidence-based practice during or after the training and technical assistance.
	Number of program materials disseminated.	This measure represents the number of program materials disseminated during the reporting period.	Number of program materials disseminated.

OJJDP does not require applicants to submit performance measures data with their application. Performance measures 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.

Note on Project Evaluations. Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the [“Research and the Protection of Human Subjects”](#) section of the [OJP Funding Resource Center](#) Web page. Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that Web page.

- 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 7.

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. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 24.

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” [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 24. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

Assessment structure. Applicants should submit a draft outline of the structure for the individualized training and technical assistance assessment, as stipulated in Additional Attachments, page 24.

Expertise/Program/Practices Matrix. Applicants should submit a matrix of the expertise and evidence-based programs and practices that could be tapped for providing technical assistance, as stipulated in Additional Attachments, page 24.

d. Capabilities and Competencies. This section should describe the experience and capability of the applicant organization, coapplicants and partners, as well as that of any contractors or subgrantees the applicant will rely on to implement and manage this effort, highlighting any previous experience implementing projects of similar design or magnitude. If applicable, applicants should highlight their experience/capability/capacity to manage contracts, consultant agreements or subawards, including details on their system for fiscal accountability. Management, staffing patterns and accountability should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of key project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the project will be organized and the larger supporting organizational structure within which the project resides. OJJDP expects the applicant to propose a project director who will dedicate no less than 85 percent of his/her time to this project.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 1, 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 percentage 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 the purposes of this submission, applicants should factor in one national meeting of all Defending Childhood, National Forum for Youth Violence Prevention, and Community-Based Violence Prevention Program teams (three people per site maximum) to be held in Washington, DC, and two regional cluster meetings that will focus on specific, cross-cutting issues, include a subset of program sites (two people per site maximum), and be held in other parts of the country. The successful applicant will also work with OJJDP to develop a cost sharing plan that will allocate a portion of the costs of attending meetings to the program sites.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [Financial Guide](#).

- a. **Budget Detail Worksheet.** Find a sample Budget Detail Worksheet [here](#). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.
- b. **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.

Note: A factor in evaluating this selection criterion will be the proportion of funding expended directly on program services.

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.

- c. **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 [Financial Guide](#).
- d. **Pre-Agreement Cost Approvals.** For information on pre-agreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current 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 that 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 the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal [here](#).

The amount of funding proposed for direct services and costs will be one factor in the review of applications.

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 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; and
- 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.

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

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 21)
- c. timeline or milestone chart (see Timeline, page 21)
- d. résumés of all key personnel
- e. job descriptions outlining roles and responsibilities for all key positions
- e. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 22)
- 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.
- i. draft outline of the structure for the individualized training and technical assistance assessment, see page 21.
- j. matrix of the expertise and evidence-based programs and practices that could be tapped for providing technical assistance, see page 21.
- k. detailed performance measures data collection plan describing how they will collect the data to assess effectiveness of all training and technical assistance activities under this award, see page 17.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

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 [here](#). Applicants that 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 email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

Note on File Names and File Types. Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

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 (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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 validating 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](#). 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.

Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Access information about SAM registration procedures [here](#).

- 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. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).
- 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 numbers for this solicitation are 16.819, titled “National Forum on Youth Violence Prevention;” 16.123, titled “Community-Based Violence Prevention Program;” and 16.818, titled “Children Exposed to Violence.” The funding opportunity number is OJJDP-2015-4057.
6. **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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully 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 the same application, OJJDP will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant must e-mail the Response Center at responsecenter@ncjrs.gov **within 24 hours after the application deadline** and request approval to submit their application. 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 the program office 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](#).

E. Application Review Information

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 10 percent of the entire score in the application review process.

1. Statement of the Problem (10 percent)
2. Goals, Objectives, and Performance Measures (10 percent)
3. Project Design and Implementation (35 percent)
4. Capabilities and Competencies (30 percent)
5. Budget (15 percent): 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 ³ Note that the amount of funding proposed for direct services and costs will be one factor in the review of applications.

See What an Application Should Include, page 15, 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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”

³ 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.

- Applicants will be checked against the General Services Administration’s Excluded Parties List.

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. 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, although their views are considered carefully. 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 under prior OJJDP and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks that applicants pose before they receive an award. This review may include, but is not limited to, the following:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.
4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs and whether those 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 including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of

contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁴ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements that may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

⁴ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006).

As stated above, OJJDP anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OJJDP.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, *semi-annual* progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

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.

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 ojppeerreview@lmbps.com. The OJP Solicitation Feedback email 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 2015 Youth Violence Prevention Coordinated Technical Assistance Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 27)

_____ Acquire or renew registration with SAM (see page 27)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 27)

_____ Acquire AOR confirmation from the E-Biz POC (see page 27)

To Find Funding Opportunity:

_____ Search for the funding opportunity on Grants.gov (see page 28)

_____ Download funding opportunity and application package

_____ Sign up for Grants.gov email notifications (optional) (see page 26)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors (page 28)

If no Grants.gov receipt, and validation or error notifications are received:

_____ contact OJJDP regarding experiencing technical difficulties (see page 28)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$1,435,000.

Eligibility Requirement:

_____ Nonprofit or for-profit organization, including tribal nonprofit and for-profit organizations.

_____ Institution of higher education, including tribal institution of higher education.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 15)

_____ Project Abstract (see page 16)

_____ Program Narrative (see page 16)

_____ Budget Detail Worksheet (see page 22)

_____ Budget Narrative (see page 22)

_____ Employee Compensation Waiver request and justification (see page 14)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available [here](#). (see page 14)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 26)

- _____ Indirect Cost Rate Agreement (if applicable) (see page 23)
- _____ Applicant Disclosure of High Risk Status (see page 24)
- _____ Additional Attachments (see page 24)
 - _____ Applicant Disclosure of Pending Applications
 - _____ logic model
 - _____ timeline or milestone chart
 - _____ résumés of all key personnel
 - _____ job descriptions outlining roles and responsibilities for all key positions
 - _____ letters of support/memoranda of understanding from partner organizations
 - _____ 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.
 - _____ draft outline of the structure for the individualized training and technical assistance assessment
 - _____ matrix of the expertise and evidence-based programs and practices that could be tapped for providing technical assistance
 - _____ Detailed performance measures data collection plan describing how they will collect the data to assess effectiveness of all training and technical assistance activities under this award
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 26)