The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for funding under the Youth With Sexual Behavior Problems Program. This program furthers DOJ's mission by supporting states and communities as they develop, enhance, and implement effective treatment programs for youth with sexual behavior problems and their child victims and provide intervention and supervision services for the offending youth.

OJJDP FY 2013 Youth with Sexual Behavior Problems Program

Eligibility

Under Category 1, eligible applicants are limited to states, units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and public institutions of higher education (including tribal institutions of higher education). Under Category 2, eligible applicants are limited to public institutions of higher education and non-profit and for-profit organizations. *For-profit organizations must agree to forgo any profit or management fee.* (See Eligibility, page 3.)

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 28.) All applications are due by 11:59 p.m. eastern time on July 25, 2013. (See Deadlines: Registration and Application, page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 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.

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, 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-2013-3638
Release date: June 10, 2013

Contents

OJJDP FY 2013 Youth with Sexual Behavior Problems Program
(CFDA # 16.543)

Overview

This program will fund agencies that utilize a comprehensive, multidisciplinary approach to provide intervention and supervision services for youth with sexual behavior problems and treatment services for their child victims and families. Award recipients will target for services only pre- or post-adjudicated youth who are charged with an offense involving inappropriate sexual behavior with a child and who have no prior history of court involvement for sexual misconduct. Award recipients will also provide services to victims and families. Youth participating in this program must undergo a mental health evaluation to determine if they are amenable to community-based treatment and intervention.

This program solicitation has two parts. Category 1 (sites) will provide funding to as many as two sites for the purposes described above. Category 2 (support, technical assistance, and evaluation) will fund one awardee to provide support and technical assistance to the sites selected under Category 1 and conduct a process/implementation evaluation to document how the sites develop comprehensive, multidisciplinary approaches and intervention models to effectively respond to youth with problem sexual behaviors and their child victims.

This program is a collaboration between OJJDP and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) and is authorized by Pub. L. No. 113-6, 127 Stat. 198, 256.

Deadlines: Registration and Application

Applicants must register with Grants.gov to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least **72 hours prior to the due date** of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 25, 2013. See How To Apply, page 28, for details.

Eligibility

Under Category 1, eligible applicants are limited to states, units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit (including tribal nonprofit and for-profit organizations), and public institutions of higher education (including tribal institutions of higher education). Under Category 2, eligible applicants are limited to public institutions of higher education and nonprofit and for-profit organizations.

Eligible applicants who propose to provide direct services to youth must not include youth who are age 18 or older in the population they will serve.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Program-Specific Information

Research suggests that youth commit more than one-quarter (25.8 percent) of all sex offenses and more than one-third (35.6 percent) of sex offenses against juvenile victims[1]. In addition, studies have found that most youth who sexually offend come to the attention of law enforcement when they are between the ages of 12 and 14 and that early adolescence is the peak age for sexual offenses against younger children.[2] In cases where youth offend against juvenile victims, 88 percent of these victims are reported to be either family members or acquaintances.[3]

When older youth victimize children, the impact of inappropriate sexual behavior on child victims can be devastating and long lasting and can affect the entire family/residence. Some research indicates that child victims of inappropriate sexual behavior by family members (primarily an older sibling or cousin and often called incest) have more romantic and family relationship problems and more sexual problems as they grow older[4]. Other studies have found that these victims are more likely to abuse substances, in general; to have had a psychiatric hospitalization or to experience clinical levels of depression and be at risk for suicide; to believe that their parents were ashamed of them and did not love them; and to have required police involvement and to have been picked up by police for running away from home.[5]

Research suggests that youth who exhibit inappropriate sexual behavior early and receive early intervention services are less likely to have future incidents and/or to escalate their behavior.[6,7] Furthermore, it is well documented that appropriate interventions with child sexual abuse victims can reduce the likelihood of long-term negative impacts. The most comprehensive treatment services for child victims of youth with sexual behavior problems should also target the parents and/or guardians. As research has noted: "a child's ability to recover from sexual abuse may be greatly influenced by the support she receives from a non-offending parent and evidence is growing that maternal support is critical for a child's recovery for both the short and long term."[8] Accordingly, it is imperative that the victims and families of youth with sexual behavior problems receive comprehensive family treatment to best recover from the trauma associated with sexual victimization with minimal long-term consequences.

---

[1] Finkelhor, D., Ormrod, R., and Chaffin, M. 2009. *Juveniles Who Commit Sex Offenses Against Minors*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

[2] *Ibid.*

[3] *Ibid.*

[4] Meiselman, K. 1978. *Incest.* San Francisco, CA: Jossey-Bass.

[5] Russell, D. 1986. *The secret trauma: Incest in the lives of girls and women.* New York, NY: Basic Books.

[6] Carpentier, M., Silovsky, J.F., and Chaffin, M. 2006. "Randomized trial of treatment for children with sexual behavior problems: Ten-year follow-up." *Journal of Consulting and Clinical Psychology* 74:482-488.

[7] Bonner, B.L., Walker, C.E., and Berlinger, L. 1999. *Children with Sexual Behavior Problems: Assessment and Treatment* (Final report, Grant No. 90-CA-1469). Washington, DC: Deparment of Health and Human Services, Administration of Children, Youth, and Families. Retrieved from http://www.calib.com/nccanch/pubs/otherpubs/childassessment/index.cfm.

[8] Corcoran, J. 1998. "In defense of mothers of sexual abuse victims." *Families in Society* 79(4), 358-369.

Purpose

This program will assist communities in responding to children who have been sexually victimized by youth between the ages of 10-14 and are exhibiting sexual behavior problems. The program will focus on interfamilial and/or co-residential child victims and offenders. For the purposes of this solicitation, children with sexual behavior problems are 12 and younger and demonstrate developmentally inappropriate or aggressive sexual behavior. Adolescents with sexual behavior problems are youth age 13 and older with problematic sexual behavior that is potentially harmful to the youth. Examples of these types of behaviors include, but are not limited to: sexual contact between children who do not know each other well; sexual contact between children of different ages, sizes, and developmental levels (usually a 5-year age difference or greater); sexual contact that is aggressive or coerced; and sexual contact that causes harm to the child or others; or contact that causes another child to be highly upset and/or fearful. This program seeks to support evidence-based treatment and community supervision for youth with sexual behavior problems and treatment services to victims and families of these youth.

Since 2010, OJJDP and the SMART Office have partnered in support of the Youth with Sexual Behavior Problems Program. This program supports comprehensive, community-based interventions with the above-mentioned youth. In fiscal year 2013, OJJDP and the SMART Office will fund new project sites; provide training and technical assistance to these newly funded sites on comprehensive, multidisciplinary approaches to treating youth with sexual behavior problems and their child victims; and document through a process/implementation evaluation the evolution of intervention models developed to respond to these cases. The program will focus on interfamilial and/or co-residential sexual misconduct for youth ages 10 to 14 and provide adjunctive support services to child victims and families who have been victimized. Applicants should propose comprehensive intervention strategies that are evidence-based for serving both the child victim and the youth with sexual behavior problems and their families/guardians.

Goals, Objectives, and Deliverables

CATEGORY 1: Project Sites

The goal of Category 1 of this solicitation is to pilot newly funded programs to provide a comprehensive community-based intervention model to serve youth who have sexual behavior problems and are in pre- or post-adjudication for inappropriate sexual behavior with a family member, co-resident, or other child with close social ties to the perpetrator. The proposed interventions should also include support services for the child victim and non-offending family or household members. Applicants must have a functioning multi-disciplinary team that uses a comprehensive, holistic approach to treat both the child victim and the youth with sexual behavior problems and demonstrate a history of working with interfamilial child abuse cases. At a minimum, multi-disciplinary teams should consist of the following members: social services staff, juvenile court staff, mental health personnel, victim advocate personnel, law enforcement, and community-support providers. This team should serve as the case staffing entity to determine service provision for the victim, family, and the youth with sexual behavior problems.

CATEGORY 2: Support, Technical Assistance, and Evaluation

The goals of Category 2 of this solicitation are to develop, design, and deliver technical assistance that provides support and guidance to the project sites as they implement their

5

community-based management strategies for youth with sexual behavior problems and their victims and families. The award recipient will also document the strategies undertaken at the project sites through a process/implementation evaluation. Technical assistance needs may vary greatly depending on the site's current practices. Some sites may have a well-developed multi-disciplinary team that addresses such cases. Others may have existing treatment services that specialize in juvenile sex offender treatment or victim/family services, and some sites may lack this capacity entirely.

As a result, applicants must demonstrate competency in the following:

- age and developmentally appropriate problem sexual behavior treatment and interventions, supervision, and victim/family support services.

- training and technical assistance on evidence-based juvenile sex offender management practices.

- multi-disciplinary, collaborative team development, including building community support and involvement.

- conducting system assessments.

- providing technical assistance to a wide range of communities, agencies, and disciplines.

- training curriculum development and delivery.

- experience in identifying and collecting data that documents the process and progress of program implementation.

By documenting service delivery, OJJDP expects that the evaluation design will measure both the fidelity of the program model implementation (whether strategies and interventions are undertaken as planned) and the frequency and duration of the intervention/service. This evaluation also should address whether the programs that the project sites develop merit replication in other communities, thereby providing a guide to program implementation.

Under Category 1, deliverables should serve as a guide to other communities that wish to replicate the project and include:

- a comprehensive community-based strategy to treat youth with sexual behavior problems ages 10 to14 who are in pre- or post-adjudication for inappropriate sexual misconduct against a child family member, co-resident, or other child with close social ties.

- a strategy to provide community-based support services to child victims and families of youth with sexual behavior problems.

- reports that speak to the effectiveness of the community-based interventions and the challenges encountered during implementation.

- an evaluation plan that outlines how the applicant will collect data and use it for program planning.

Under Category 2, deliverables include:

- training materials and curricula for the community-based treatment of youth with sexual behavior problems and resources for, and contributions to, the evidence-based treatment of victims of youth with sexual behavior problems, including support of the national Web site that provides information on youth with sexual behavior problems for professionals and parents currently supported by the Youth With Sexual Behavior Problems Program.

- guidance and consultation to the funded project sites. Technical assistance should be provided on site, over the phone, and through other strategies, as appropriate.

- one 2-day cluster meeting in the first year of the project for OJJDP and SMART Office program managers and as many as three representatives from each of the funded project sites to provide technical assistance and training and to share findings and challenges.

- individual training and technical assistance plans for each funded site.

- a final report in two versions: (1) a technical report that will describe in detail the methodology, findings, and conclusions of the evaluation prepared for publication in an academic journal and (2) a briefer summary on best practices, written for practitioners in clear, nontechnical language, to be published and disseminated at OJJDP's discretion.

Category 2 applicants should demonstrate their ability to develop materials appropriate to diverse audiences, including language and cultural minority groups.

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice. 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.

- 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 and OJJDP's Model Program Guide Web sites are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Attorney General's National Task Force on Children Exposed to Violence

OJJDP is committed to facilitating identification, screening, assessment, and treatment to promote the recovery and well-being of children, youth, and families who have been exposed to violence. In December 2012, the Attorney General's National Task Force on Children Exposed to Violence published a report with more than 50 recommendations to improve the nation's response to children exposed to violence. The report can be found at www.justice.gov/defendingchildhood/cev-rpt-full.pdf. OJJDP encourages applicants to review the report and, when appropriate, include the use of trauma-informed care and training in the project design of programs serving youth and families.

Amount and Length of Awards

CATEGORY 1: Project Sites. Competition ID: OJJDP-2013-3666. OJJDP expects to make as many as two awards to new project sites of as much as $300,000 for a 24-month project period. Third year funding may be made based upon performance and availability of funds.

CATEGORY 2: Support, Technical Assistance and Evaluation. Competition ID: OJJDP-2013-3667. OJJDP expects to make one award of as much as $500,000 for a 24-month project period. Third year funding may be made based upon performance and availability of funds.

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

OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OJJDP's role will include 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 in the provision of project services.

- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

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 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/. 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 them to 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.

Minimization of Conference Costs. OJP encourages applicants to review the guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients who propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages. OJP may make exceptions to the general prohibition on using OJP funding for food and beverages but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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.

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.

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 www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Description	Data Grantee Provides
The solicitation's overall objective is to: Category 1: Develop and implement community-based intervention programs for youthful sexual offenders aged 10-14 and their victims and non-offending family or household members.	**Direct Service Programs (Intervention)** Percentage of programs/ initiatives employing evidence-based programs or practices. Percentage of youth with whom an evidence-based program or practice was used.	Report the number and percentage of programs/ initiatives employing evidence-based programs or practices. These include programs and practices 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 abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	**Direct Service Programs (Intervention)** Number of program/ initiatives employing evidence based programs or practices. Total number of programs/initiatives. The number of youth served using an evidence-based program or practice. Total number of youth served during the reporting period.
	Percentage of program youth completing program requirements.	The number and percentage of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still participating in	Number of program youth who exited the program having completed program requirements. Total number of youth who exited the program during the reporting

10

Objective	Performance Measures	Description	Data Grantee Provides
		ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that clients must meet before program completion. The total number of youth includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.	period (either successfully or unsuccessfully). Total number of program youth served. Number of program youth tracked during the reporting period.
	Percentage of program youth who OFFEND (short and long term).	The number and percentage of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses. Ideally this number should be all youth that the program serves during the reporting period or 6-12 months post program completion.	Number of program youth who had an arrest or delinquent offense during the reporting period. Number of program youth who were committed to a juvenile facility during the reporting period. Number of program youth who were sentenced to adult prison during the reporting period. Number of youth who received another sentence during the reporting period. Total number of program youth served. Number of program youth tracked during the reporting period.
	Number of program youth who were VICTIMIZED (short and long term).	The measure determines the number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.	Number of program youth who were victimized. Number of program youth tracked during the reporting period for victimization. Total number of program youth served.

11

Objective	Performance Measures	Description	Data Grantee Provides
		The number of youth tracked should reflect the number of program youth that are followed or monitored for victimization. Ideally this number should be all youth that the program served during the reporting period or 6-12 months post program completion.	
	Number of program youth who are REVICTIMIZED (short and long term).	The revictimization measure counts the number of youth who experienced subsequent victimization. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. The number of youth tracked should reflect the number of program youth that are followed or monitored for re-victimization. Ideally this number should be all youth that the program serves during the reporting period or 6-12 months post program completion.	Number of program youth who were revictimized. Number of program youth tracked during the reporting period for revictimization. Number of youth served.
	Percentage of program youth who RE-OFFEND (short and long term).	The number and percentage of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect	Number of program youth who had a new arrest or new delinquent offense during reporting period. Number of program youth who were recommitted to a juvenile facility during the reporting period. Total number of program youth served. Number of program youth tracked during the reporting period.

Objective	Performance Measures	Description	Data Grantee Provides
		the number of program youth that are followed or monitored for new arrests or offenses. Ideally this number should be all youth that the program serves during the reporting period or 6-12 months post program completion.	
	Percentage of program youth exhibiting a desired change in the targeted behavior.	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion. An unduplicated count of the number of program youth offenders that the program served during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.	Number of program youth exhibiting a desired change in the targeted behavior (determined by pre-post testing). Number of program youth offenders served.
	Number of service hours completed by program youth offenders.	The number of hours of service that the program youth completed during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) that program staff or other professionals deliver dedicated to completing the program requirements. Program records are the preferred data source.	Number of service hours completed by program youth offenders.
	Percentage increase in family members served during reporting period.	An unduplicated count of the number of additional family members (youth	Number of family members carried over from the previous

Objective	Performance Measures	Description	Data Grantee Provides
		and adults) that the program serves during the reporting period. Program records are the preferred data source.	reporting period. New admissions 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.
	Number of planning activities conducted.	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 interagency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning activities conducted.
	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	Number of people trained (by type: program staff/community members/professionals).

14

Objective	Performance Measures	Description	Data Grantee Provides
		been completed during the reporting period. Preferred data source is program records.	

Category 2

Objective	Performance Measure(s)	Description	Data Grantees Provide
Category 2: To provide guidance, support, and assistance to the awarded sites in working towards the successful implementation of the Youthful Sexual Offender Program.	Number of training requests received.	This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received.
	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.
	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.
	Number of planning or training events held. Number of technical assistance sessions* provided.	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. Number of technical assistance sessions* provided.

Objective	Performance Measure(s)	Description	Data Grantees Provide
	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.
	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).
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	The number and percent of organizations reporting improvements in operations as a result of TTA 1 to 6 months post-service.	Number of organizations that receive training and technical assistance. Number of those served by TTA.
	Percentage of those served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the TTA.	Number and percentage of programs served by TTA that reported implementing an evidence-based program and/or practice during or after the TTA. 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 by TTA who reported implementing an evidence-based program and/or practice during or after the TTA.

* technical assistance session is defined as: substantive subject matter advice, guidance, and direction provided to assist jurisdictions in developing and implementing effective services and programs.

For more information about OJJDP performance measures, see www.ojjdp.ncjrs.gov/grantees/pm/ or contact Carla Praylow at Carletta.Praylow@ojp.usdoj.gov.

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 18 for additional information.

Human Subjects and Confidentiality Requirements

The following requirements must be met for all applications that propose to conduct research and include human subjects. Research 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).

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. 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).

Applicants selected for an award will be required to submit all appropriate IRB and privacy documents prior to spending OJP funds for research-related activities.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

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 OJJDP decide 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 some application elements are so critical that applications that do not respond to the scope of the solicitation, do not meet the eligibility requirements, 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 GMS take information from the applicant's profile to populate the fields on this form. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable), when selecting "type of applicant."

2. **Abstract**

    Applications should include a high-quality 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 project 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 Human Subjects and Confidentiality Requirements on page 17.

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.** Category 1 and 2 applicants should briefly describe the nature and scope of the problem that the program will address. 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 in both categories 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.

Applicants in both categories should also detail the obstacles communities face in identifying and providing effective treatment strategies to the target populations and address the unique challenges associated with intra familial and co-residential child sexual abuse.

Category 2 applicants must present a clear understanding of issues pertaining to developing and implementing multi-faceted intervention programs that serve the target populations identified in the solicitation and detail how targeted training and technical assistance can address these issues.

19

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 offender youth served, number of training and technical assistance requests received.)

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 10) 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 5. OJJDP encourages applicants to select evidence-based practices for their programs.

Applicants under Category 1 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.

Applicants under Category 2 should outline how they will provide training and technical assistance that supports development of innovative treatment and service strategies that could be replicated in communities nationwide. Applicants should describe strategies that they will use to develop and deliver training and technical assistance related to the targeted population. These strategies should include: use of multidisciplinary team and systems assessment tools or protocols; development of training materials; identification of promising and evidence-based treatment practices for youth with sexual behavior programs, their child victims, and their families; supervision of youth with sexual behavior problems and service planning and provision for all target populations; drafting protocols, policies, and procedures; publications; and provision of onsite technical assistance.

Category 2 applicants should describe the research design they propose to use to conduct the process/implementation evaluation and how they will work with the project sites to develop and implement the evaluation. This should include a detailed description

of the measures that they will use and the data that they will collect to track the implementation and outputs of the programs over the course of the project period. Three themes should guide the evaluation design:

- understanding exactly how the program operates (and how various environmental or situational factors may influence it). This should include comprehensive case studies of selected sites.

- identifying best practices and process improvements at the site level.

- developing recommendations regarding how best to implement the program in other sites, including taking the initiative to scale.

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. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 23.

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).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 23. 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 the organizational chart showing how their organization operates, including who manages the finances; how the applicant manages subawards, if there are any; and the management of the project proposed for funding.

Category 2 applicants should discuss their experiences engaging service delivery and management and intervention agencies and discipline to enhance multidisciplinary team functioning and developing intervention programs that incorporate a variety of program area needs, such as supervision, treatment, family stabilization, and identifying and developing outreach strategies to serve target populations that are not clearly identified in terms of needing services or may be reluctant to participate in service planning and programming. Applicants should demonstrate competency in the seven areas listed on page 5 under Goals, Objectives, and Deliverables.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 3, 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.

Category 1 applicants should budget for as many as three representatives to attend one cluster meeting during each year of the project 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.

a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. 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 the applicant could use technology and collaboration with outside organizations 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.

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 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. **Tribal Authorizing Resolution (if applicable)**

   Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

   Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully executed legal documentation.

7. **Additional Attachments**

   Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. 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 federal assistance that include requests for funding to support the same project being proposed under this solicitation and that 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 be subawarding 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] does not have pending applications submitted within the last 12 months for federally funded assistance 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. **Research and Evaluation Independence and Integrity.** To receive funds, proposals that involve research and/or evaluation, regardless of their rating under the selection criteria, must demonstrate independence, including appropriate safeguards to ensure objectivity and integrity.

For purposes of this solicitation, independence and integrity pertains to ensuring that any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization will not bias the design, conduct, or reporting of research/evaluation that OJJDP funds through grants, cooperative agreements, or contracts. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would evaluate a spouse's work product (actual conflict) or where an investigator would evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project. In this instance, the organization would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would have

24

confidence that the results of any research/evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, applicants should explain the process and procedures that they have put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of their staff, consultants, and/or subrecipients. They should also identify any potential organizational conflicts of interest with regard to the proposed research/evaluation. Applicants that believe that no potential personal or organizational conflicts of interest exist should provide a brief explanation of how and why they reached that conclusion.

Where potential personal or organizational conflicts of interest exist, applicants should identify in the attachment the safeguards they have or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity and the adequacy of the applicant's existing or proposed remedies to control any such factors.

c. **logic model** (see Logic Model, page 21)

d. **timeline or milestone chart** (see Timeline, page 21)

e. **résumés** of all key personnel

f. **job descriptions** outlining roles and responsibilities for all key positions

g. **letters of support/memoranda of understanding** from partner organizations (see Letters of Support/Memoranda of Understanding, page 22)

h. **evidence of nonprofit status**, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

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

8. **Other Standard Forms**

Additional forms that OJP may require in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

a. Standard Assurances.[*] Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

    b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements.](#)[*] Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

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

*   These OJP Standard Assurances and Certifications are forms that applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

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 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent)
2. Goals, Objectives and Performance Measures (5 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (25 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.[9] (10 percent)

See What an Application Is Expected To Include, page 18, 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 either 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.

---

[9] 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.

OJJDP FY 2013 Youth with Sexual Behavior Problems Program
OJJDP-2013-3638

The Office of the Chief Financial Officer (OCFO), 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, the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

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.

- 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

- 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

- Policy and Guidance for Conference Approval, Planning, and Reporting

- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application 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."

Applicants must register with 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. 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 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.

Note: OJJDP 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 e-mail updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a 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. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM replaces the Central Contractor Registration (CCR) database as 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 register in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- create a SAM account.

- log into SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at 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. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

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. 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 16.543, titled "Missing Children's Assistance," and the funding opportunity number is OJJDP-2013-3638.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1: Project Sites; Competition ID OJJDP-2013-3666
Category 2: Support, Technical Assistance, and Evaluation; Competition ID OJJDP-2013-3667

7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL).

Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

8. **Follow the directions in Grants.gov to submit an application consistent with this solicitation.** 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. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of 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.

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues that prevent them from submitting their application by the deadline must e-mail the Justice Information Center (see Page 1 for contact information) **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 the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) 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.

Provide Feedback to OJP on This Solicitation

To help OJP improve 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. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. OJP does **not** send replies 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 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, e-mail your resume to ojppeerreview@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 2013 Youth with Sexual Behavior Problems Program

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

Eligibility Requirement:
_____Category 1: State, unit of local government (including federally recognized tribal government), nonprofit and for-profit organization (including tribal nonprofit and for-profit organization), or public institution of higher education (including tribal institution of higher education).
_____Category 2: Public institution of higher education and non-profit or for-profit organization.
_____The federal amount requested is within the allowable limit of $300,000 under Category 1.
_____The federal amount requested is within the allowable limit of $500,000 under Category 2.

What an Application is Expected to Include:
_____Application for Federal Assistance (SF-424) (see page 18)
_____Abstract (see page 18)

_____Program Narrative (see page 19)
    _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
    _____Statement of the Problem
    _____Goals, Objectives and Performance Measures
    _____Project Design and Implementation
    _____Capabilities/Competencies

_____Budget Detail Worksheet and Budget Narrative (see page 22)
_____Indirect Cost Rate Agreement (if applicable) (see page 23)
_____Tribal Authorizing Resolution (if applicable) (see page 23)

_____Additional Attachments (see page 23)
    _____disclosure of pending applications
    _____research and evaluation independence and integrity
    _____logic model
    _____timeline or milestone chart
    _____résumés of all key personnel
    _____job descriptions for all key positions
    _____letters of support/memoranda of understanding from partner organizations
    _____evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
    _____evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable

_____Other Standard Forms and Components, as applicable, including:
    _____Accounting System and Financial Capability Questionnaire (see page 26)
    _____DUNS number (see page 28)
    _____System for Award Management (SAM) (see page 29)
    _____AOR registration and certification (see page 29)
    _____Disclosure of Lobbying Activities (SF-LLL) (see page 29)