



---

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 Juvenile Justice Model Data Project solicitation. This program furthers the Department's mission by advancing efforts to improve the consistency and quality of justice information and the use of meaningful measures in policy and practice decisions.

## **OJJDP FY 2015 Juvenile Justice Model Data Project**

### **Eligibility**

Eligible applicants are states, territories, units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit or 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. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the project. If successful, the applicant will monitor and appropriately manage any subrecipients or, as applicable, administer any procurement subcontracts that would receive federal program funds from the applicant under the award.

OJJDP will consider only one application per lead applicant; however, subrecipients may be part of multiple proposals.

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.

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

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. 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 June 16, 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](mailto:support@grants.gov). Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that 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](mailto:responsecenter@ncjrs.gov), or by web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. Answers to frequently asked questions that may assist applicants are posted at <http://www.ojjdp.gov/grants/solicitations/FY2015/FAQ/JJMDPFAQ.pdf>.

Grants.gov number assigned to this announcement: OJJDP-2015-4224

Release date: April 30, 2015

# Contents

A. Program Description .....	4
Overview .....	4
Project-Specific Information.....	4
Goals, Objectives, Deliverables, and Expected Products .....	5
B. Federal Award Information.....	8
Type of award.....	9
Financial management and system of internal controls .....	9
Budget Information .....	10
Cost sharing or match requirement.....	10
Preagreement cost approvals .....	10
Limitation on use of award funds for employee compensation; waiver.....	10
Prior approval, planning, and reporting of conference/meeting/training costs .....	11
Costs associated with language assistance (if applicable).....	11
C. Eligibility Information.....	11
Cost sharing or match requirement.....	11
Limit on number of application submissions.....	12
D. Application and Submission Information .....	12
What an Application Should Include .....	12
How to Apply .....	23
E. Application Review Information.....	26
Selection Criteria .....	26
Review Process.....	27
F. Federal Award Administration Information .....	28
Federal Award Notices .....	28
Administrative, National Policy, and Other Legal Requirements .....	29
General Information About Post-Federal Award Reporting Requirements .....	31
G. Federal Awarding Agency Contact(s) .....	31
H. Other Information.....	31
Provide Feedback to OJP.....	31
Application Checklist .....	32

# OJJDP FY 2015 Juvenile Justice Model Data Project (CFDA #16.540)

## A. Program Description

### Overview

This project will identify critical information requirements across the juvenile justice system (e.g., victimization, community wellness, law enforcement, diversion, detention, indigent defense, prosecution, adjudication, transfer to criminal court, corrections, reentry, and recidivism). It will develop model data elements with recommended definitions and coding categories that administrative data systems and other juvenile justice-related data collection efforts (e.g., community surveys) can adopt. The award recipient will also develop model measures and analyses with broad and practical applications for state, local, and tribal efforts to monitor trends and assess the efficiency and effectiveness of their systems. That is, for each data area, the project will provide examples of how state and local juvenile justice agencies should use these data to serve their information needs (e.g., standard system indicators, problem identification, program monitoring and assessment, and assessing the effects of system changes). The proposed approach should identify the key data elements and uses of data that will inform jurisdictions' progress in achieving juvenile justice system reform. Research will support the data elements, measures, and analyses developed, and examples of successful implementation in jurisdictions across the country will inform this effort. A significant component of the proposed work will involve engaging stakeholders and developing a comprehensive strategy to disseminate and promote the model measures using innovative technology and communications mechanisms. These activities will assist OJJDP in fulfilling its responsibility to improve the consistency and quality of justice information and to inform data-driven policy and practice decisions at the federal, state, and local levels.

**Authorizing legislation.** The Department of Justice Appropriations Act, 2015, P.L. 113-235, 128 Stat. 2130, 2195.

### Project-Specific Information

There has been enormous growth in research identifying correlates and valid predictors related to the needs, effectiveness, and efficiency of programs, policies, and justice system components. At the same time, many data systems have improved dramatically in the diversity, volume, and storage quality of data such that information can often be extracted quickly and leveraged for analytic purposes. Jurisdictions are increasingly finding that these advances in research and technology allow for more timely and data-driven decisions. For example, some agencies routinely use data from administrative records as part of structured decisionmaking tools, such as risk and needs assessment, dispositional matrices, and tools that assess program quality and effectiveness. Others have incorporated this information into systems of performance-based standards and dashboards to enhance agency-level operations and planning. Some jurisdictions integrate data from numerous agencies to gain additional insights into planning and performance. There is little doubt that the availability of

timely and accurate data and valid measures has been central to many juvenile justice reform efforts.

However, these practices are not universal. State, local, and tribal justice systems face considerable challenges when attempting to engage a data-driven framework. First, many do not have a clear or persuasive strategy as to what data they should *collect*. As such, they may not collect the data they need, collect data that is unnecessary, or find that they collect and record data inconsistently. Further, some systems make it difficult to use data because they inhibit its use and sharing. As a result, key juvenile justice information is often not available or accessible to inform agency practices, not comparable across jurisdictions, and difficult to share for statistical reporting purposes.

A second and related problem is tied to the *use* of data. Agencies often fail to fully exploit their data to solve tangible business problems. There are few widely used or agreed upon measures to monitor, understand, and predict agency needs, effectiveness, efficiency, and the impact of competing programmatic or policy decisions. Many agencies that collect and use data may deploy metrics that are not validated, have been invalidated, or are otherwise less effective than they could be. Even in jurisdictions with agencies that have strong data collection strategies and analytic capacity, cross-jurisdictional comparisons, collaboration, or sharing is hampered due to differences in what metrics they use, how they create metrics, and when they use them.

OJJDP recognizes the unique challenges states, localities, and tribes face in managing and modernizing administrative data systems and using data to inform policy and practice decisions. OJJDP also believes that enhancing the quality and consistency of justice information is key to advancing juvenile justice reform efforts and ensuring that youth contact with the system is rare, fair, and beneficial. The 2014 National Academies' National Research Council report *Implementing Juvenile Justice Reform: The Federal Role* reinforces this idea and specifically recommends that OJJDP expend further efforts to improve data in juvenile justice.<sup>1</sup>

“OJJDP should take a leadership role in local, state, and tribal jurisdictions with respect to the development and implementation of administrative data systems by providing model formats for system structure, standards, and common definitions of data elements. OJJDP should also provide consultation on data systems as well as opportunities for sharing information across jurisdictions.”

In response to its priorities and the National Academies' recommendations, OJJDP will seek proposals to develop model data elements and measures for dissemination to the field.

### **Goals, Objectives, Deliverables, and Expected Products**

The goals of this project are: (1) to develop model data elements with recommended definitions and coding categories that administrative data systems and other juvenile justice-related data collection efforts can adopt, (2) to develop model measures and analyses with broad and practical application for state, local, and tribal efforts to monitor trends and

---

<sup>1</sup> National Research Council. 2014. *Implementing Juvenile Justice Reform: The Federal Role*. Committee on a Prioritized Plan To Implement a Developmental Approach in Juvenile Justice Reform, Committee on Law and Justice, Division of Behavioral and Social Sciences and Education. Washington, DC: The National Academies Press.

assess the efficiency and effectiveness of their systems, and (3) to develop a comprehensive strategy to disseminate and promote usage of the model data elements and measures, not limited to communication and technology-based mechanisms.

The award recipient will complete the following objectives or activities:

1. Review and document major information needs, activities, and decision-points across juvenile justice systems:
  - Information areas may include factors that are known correlates or predictors of juvenile crime and victimization at the community level and the public's perceptions of the juvenile justice system.
  - The system decision points to be identified may include those made in a variety of juvenile justice sectors, such as:
    - law enforcement, including school referrals.
    - courts and probation.
    - residential placement.
    - reentry/aftercare (see note on page 8).
  - The general types of juvenile justice system information to be identified may include, but are not limited to:
    - individual level characteristics of youth (i.e., gender, race, and ethnicity)
    - case or system processing information.
    - agency, programmatic, or service-level information.
    - outcome information.
2. Establish systematic criteria for identifying the most critical data elements and measures that each juvenile justice sector should collect, record, or produce to support efficient and effective operations (e.g., those necessary to monitor and measure juvenile crime, juvenile victimization, and juvenile justice systems).
  - The criteria should include, but are not limited to whether research supports the measure. Absent research, a compelling case may be made using evidence from practical application and successful implementation in states and localities, broad consensus of stakeholders, and information commonly reported through state and national data collection efforts.
  - The criteria should also include those data elements or measures to identify progress toward [juvenile justice systems where youth contact is rare, fair, and beneficial to them](#). For purposes of this project:

- “rare” refers to identifying whether the program, service, or activity of that sector of the justice system targets and involves only the intended youth (i.e., implementing the least restrictive intervention that protects public safety and avoiding net widening or expanding involvement beyond what is necessary).
  - “fair” refers to identifying whether access to a given program, activity, or justice system component exhibits racial, ethnic, or other disparity. It also refers to identifying whether actions, sanctions, or intrusion into the lives of youth are reasonable and consistently applied among youth involved in the program, activity, or sector of the justice system.
  - “beneficial” refers to identifying aspects of programs, activities, or justice system components that lead to improvement in youth behavior, wellbeing, and prosocial development. It also refers to monitoring and altering conditions and services to minimize harm.
3. Develop model data elements with recommended definitions, coding categories, and other specifications that can be adopted in the implementation or enhancement of administrative data systems and in other juvenile justice-related data collection efforts to improve the consistency and quality of juvenile justice information across jurisdictions.
  4. Develop broadly applicable measures that address each juvenile justice sector’s needs, specifically their efficiency and effectiveness, with consideration for how these measures respond to the vision of juvenile justice systems where youth contact is rare, fair, and beneficial.
    - The documentation for developed measures should include recommendations for the minimum disaggregation categories of the juvenile justice population (age, gender, race, ethnicity, offense, geography, etc.).
  5. Produce interim and final reports documenting Activities 3 and 4 for each juvenile justice sector and for the community at large.
  6. Develop a comprehensive strategy to disseminate and promote the usage of the model data elements and measures, not limited to communication and technology-based mechanisms.
  7. Ensure that internal and external stakeholders representing key sectors of the juvenile justice system are engaged throughout the process, that is:
    - Coordinate with external stakeholders (e.g., victim, child welfare, advocacy, law enforcement, schools, indigent defense, prosecution, court, and correctional organizations that represent state and local members) in a consensus-building process and incorporate their feedback on the practical application of the model data elements and measures.
    - Assist, where appropriate, in coordination with other OJP efforts to develop common data elements and definitions, not limited to the Bureau of Justice Assistance’s GLOBAL Justice Information Sharing Initiative.

- Assist, where appropriate, in coordination with other OJJDP efforts to develop common measures, not limited to its work in addressing racial and ethnic disparities, youth violence prevention, reentry, and recidivism.

**Note:** OJJDP will require the successful applicant to coordinate closely with the awardee selected under the [OJJDP FY2015 Initiative to Develop Juvenile Reentry Measurement Standards](#).

**Leveraging Global Justice Information Sharing Initiative (Global) tools.** OJJDP encourages any justice information sharing solutions proposed and implemented under this program to leverage the components of the Global Standards Package, which includes the Global Reference Architecture, the National Information Exchange Model, Global Federated Identity and Privilege Management, and the Global Privacy Technology Framework. For more information about the Global Standards Package, visit [here](#).

**Project deliverables.** Proposals should describe all products that the grantee will produce from the project. Successful applicants will submit relevant reports and deliverables to OJJDP. These will be a part of their progress reporting or special reports and include the following:

- Successful development of model data elements, measures, and a plan for dissemination that will improve the consistency and quality of justice information and the use of meaningful measures in policy and practice decisions across jurisdictions.
- Practitioner friendly overview documents highlighting the project's goals and objectives, as OJJDP requires. (Refer to OJJDP News @ a Glance and JuvJust publications for examples of the type of documents requested, [www.ojjdp.gov/enews/enews.html](http://www.ojjdp.gov/enews/enews.html).)
- Practitioner friendly interim reports highlighting the project's progress and interim findings as OJJDP requires.
- A detailed progress report to OJJDP every 6 months describing the status of the strategy development, methodological and implementation issues, progress toward the project goals, and any other issues that are relevant to the program's completion.
- A final, detailed report documenting the model data elements, measure, and other requirements specified about for each identified juvenile justice sector. This publication should include an executive summary and be suitable for a non-technical audience, to be disseminated at OJJDP's discretion.
- One or more OJJDP bulletins that describe the process of developing the model data elements and measures and recommended strategies for the field in pursuing their implementation.

## B. Federal Award Information

OJJDP expects to make one award of as much as \$500,000 for a 12-month period to support the project (i.e., to identify and develop model juvenile justice data elements and measures and to develop a dissemination plan). Applicants must submit a 1-year budget for as much as \$500,000 for the initial year of this project using the budget detail worksheet.

OJJDP may award supplemental funding to successful applicants for an additional year for as much as \$500,000 to implement the dissemination plan. Funding for Year 2 will be contingent upon successful development and completion of project milestones and objectives, timely submission of all required deliverables, the availability of appropriated funds, and the awardee's experience and capability to implement the proposed dissemination plan.

OJJDP strongly recommends that the applicant structure the application, specifically including the narrative, expected products, timelines/milestones, and budget detail worksheet, and budget narrative, to clearly set out each phase. (This is particularly the case if the applicant proposes a project that will exceed in cost or length of project period the amount or length anticipated for an individual award (or awards) under this solicitation.) Given limitations to OJJDP on the availability of funds for research, development, and evaluation awards, this information will assist OJJDP in considering whether partial funding of proposals that would not receive full funding would be productive. (If OJJDP elects to fund only certain phases of a proposed project in fiscal year 2015, the expected scholarly products from the partial-funding award may, in some cases, vary from those described above.)

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 award<sup>2</sup>.** 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 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 Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

As discussed [later in the solicitation](#), important rules (including limitations) apply to any conference/meeting/training costs under cooperative agreements.

**Note:** Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See "Evidence, Research, and Evaluation Guidance and Requirements" under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

**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 nonfederal 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).

---

<sup>2</sup> 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)).

- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the nonfederal 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 nonfederal 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**

What will not be funded:

- proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- proposals that are not responsive to this specific solicitation.
- pursuant to the [Juvenile Justice and Delinquency Prevention Act](#), grantees may not use OJJDP funds for any biomedical or behavior control experimentation on individuals or any research involving such experimentation.

**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.

**Preagreement cost approvals.** OJP does not typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, preagreement 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 preagreement 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<sup>3</sup>. The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). 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 OJJDP Administrator 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

**Eligibility.** 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](#).

---

<sup>3</sup> This limitation on use of award funds does not apply to the nonprofit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

**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 affect negatively 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 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, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, “key personnel” means the principal investigator or project director, and any and all co-principal investigators. Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in 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 is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their state’s Single Point of Contact (SPOC) at the following website: [www.whitehouse.gov/omb/grants\\_spoc/](http://www.whitehouse.gov/omb/grants_spoc/). Applicants whose state appears on the SPOC list must contact their state’s SPOC to find out about, and comply with, the state’s process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state’s E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the “Program is subject to E.O. 12372 but has not been selected by the State for review.”)

## 2. Project Abstract

The project abstract is a very important part of the application, and serves as an introduction to the proposed project. OJJDP uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250-400 words. 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.

The abstract should include a description of:

- the purpose of the project, the problem to be addressed, and the anticipated relevance to juvenile justice policy, practice, and theory.
- the proposed techniques to identify, develop, and plan to disseminate model data elements and measures that will improve the consistency and quality of justice information and to inform data-driven policy and practice decisions, addressing each of the key activities identified in the Goals, Objectives, and Deliverables on page 5.
- the expected key deliverables, identified in the Goals, Objectives, and Deliverables on pages 5-7.

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

## 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 and research questions; (2) program design and implementation; (3) potential impact; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the project design section should clearly explain how the program's structure and activities will respond to the problem statement identified in the previous section.

Program narrative guidelines:

- a. **Title page** (not counted against the 30-page program narrative limit). Should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and e-mail address) for both the applicant organization and the principal investigator.
- b. **Table of contents and figures** (not counted against the 30-page program narrative limit).
- c. **Main body.** Should describe the proposed project in depth.
  - 1) **Statement of the problem and program objectives.** Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., needs and gaps in consistent juvenile justice data collection and measurement). The applicant should use data to provide evidence of the need, demonstrate the size and scope of the need, and document the effects of the need on the target population and the larger community.

Applicants should describe any research or evaluation studies that relate to the need and contribute to the applicant's understanding of its causes and potential solutions. Applicants should address whether and how similar efforts have been addressed at national, state, or local levels. 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 should address the key objectives/activities identified in the Goals, Objectives, and Deliverables on pages 5-7 to describe how the program will accomplish its goals (i.e., to identify and develop model juvenile justice data elements and measures, and to develop a dissemination plan).

Applicants should describe the potential for the model data elements and measures to improve the consistency and quality of juvenile justice information and to inform data-driven policy and practice decisions at the federal, state, and local levels.

- 2) **Program design and implementation.** Applicants should provide a detailed description of how they plan to address each of the key activities stated in the previous section and identified in the Goals, Objectives, and Deliverables on pages 5-7. Applicants should describe efforts to incorporate a research-driven and practice-informed approach into each of the activities.

This includes:

- methods to review and document major information needs, activities, and decision-points across juvenile justice systems.
- methods to prioritize the most critical data elements and measures that each juvenile justice sector should collect, record, or produce to support efficient and effective operations.
- how the applicant will collect and integrate research; practical examples from states, territories, tribes, and localities; and requirements from OJJDP and other system stakeholders.
- methods to develop and document model data elements with recommended definitions, coding categories, and other specifications that can be adopted.
- methods to develop and document broadly applicable measures that address each justice sector's needs, most centrally efficiency and effectiveness.
- the plan to disseminate and promote the usage of the model data elements and measures.
- how the applicant will ensure that internal and external stakeholders representing key sectors of the juvenile justice system are engaged throughout the process.
- the anticipated limitations and barriers of the proposed approach.

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

**Performance measures.** OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 16) 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.

**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](#)." Applicants should submit the timeline as a separate attachment, as stipulated in the Appendices, page 17.

- 3) **Potential impact.** Applicants should describe the potential impact of the research and how it may inform or improve juvenile justice-related policy, practice, and theory in the United States. This includes a description of:
- how the proposed program will inform juvenile justice systems reform and improvement efforts, provide clear and compelling answers about the most effective strategies to improve the consistency and quality of justice information, and address how states and localities can use model data elements and measures to better inform data-driven policy and practice decisions.
  - how applicants will complete the deliverables stated in the Goals, Objectives, and Deliverables section on pages 5-7.
  - a plan for dissemination to broader audiences.
- 4) **Capabilities/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 scope, design, and magnitude. Applicants should address:
- experience and capacity to design and complete rigorous projects of similar scope and size.
  - experience and capacity to develop and implement data improvement strategies, in particular.

Applicants should include details on their system for fiscal accountability. If applicable to this application, applicants should also highlight their experience /capability/capacity to manage subawards.

Management and staffing patterns should be clearly connected to the project design described in the previous section.

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

- 5) **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. (Submission of performance measures data is

not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Descriptions	Data Grantee Provides
To identify critical information requirements across the juvenile justice system through model data elements with recommended definitions and coding categories that administrative data systems and other juvenile justice-related data.	Number of deliverables that meet expectations.	This measure represents the number of deliverables submitted to OJJDP that meet expectations. Deliverables will differ depending upon the specific project and should be outlined in the application.	Number of deliverables that meet expectations (as outlined in the solicitation).  Number of deliverables completed on time.
	Percentage of deliverables (e.g., reports, curricula manuscripts) completed on time.	This measure represents the number of deliverables submitted to OJJDP that meet expectations. Deliverables will differ depending upon the specific project and should be outlined in the application.  This measure represents the number of deliverables completed on time.	Number of deliverables completed on time.

6) **Appendices.** Appendices (not counted against the 30-page program narrative limit) include:

- bibliography/references.
- any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that supplement items included in the main body of the narrative
- required: curriculum vitae or resumes of the principal investigator or project director and any and all coprincipal investigators. In addition, curriculum vitae, resumes, or biographical sketches of all other individuals (regardless of “investigator” status) who will be significantly involved in substantive aspects of the proposal (including, for example, individuals such as statisticians serving as consultants to conduct proposed data analysis).
- list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether

individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the “Proposed Project Staff, Affiliation, and Roles” [form](#) to provide this listing.

- proposed project timeline and expected milestones.
- list of any previous and current OJJDP awards to applicant organization and investigator(s), including the OJJDP-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the OJJDP award(s). Scholarly products are defined as peer-reviewed, scientific journal articles and/or, if appropriate, law review journal articles, book chapter(s), or book(s) in the academic press.
- letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- list of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- letters of support/memoranda of understanding. If submitting an application with a subaward, 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 percent of time that the partner will devote to the planning and operation of the project.

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

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found [here](#). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. OJJDP expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet.

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

- 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.

The narrative should be sound mathematically, 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. Noncompetitive 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. Preagreement cost approvals.** For information on preagreement costs approvals, 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, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an [indirect cost rate proposal](#).

## **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, a 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, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or 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.

## 7. Applicant Disclosure of High Risk Status

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

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

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

## 8. Additional Attachments

- a. **Applicant disclosure of pending applications**<sup>4</sup>. 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.

---

<sup>4</sup> Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

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. Research and evaluation independence and integrity.** If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OJJDP grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential 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 specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance 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 be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or 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.

## 9. 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](#).

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

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

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

All applicants are required to complete the following steps:

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 to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go [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 number for this solicitation is 16.540, titled “Juvenile Justice and Delinquency Prevention Allocation to States” and the funding opportunity number is OJJDP-2015-4224.
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. The applicant must e-mail the Response Center at [responsecenter@ncjrs.gov](mailto: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 website
- 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 webpage](#).**

## **E. Application Review Information**

### **Selection Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria. All statements below will be assessed as to their responsiveness to the project goals, objectives, deliverables and expected products as described in pages 5-7.

**Statement of the Problem and Objectives** (Understanding of the problem and its importance): 15 percent

1. Demonstrated understanding of the problem and objectives of the project.
2. Demonstrated awareness of the state of current research.

**Project Design and Implementation** (Quality and technical merit): 45 percent

1. Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project.
2. Feasibility of proposed project.
3. Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them.
4. Likelihood of proposed approach to address the key activities outlined under Goals, Objectives, and Deliverables.

**Potential Impact:** 20 percent

Potential for a significant scientific or technical advance(s) that will improve criminal/juvenile justice in the United States, such as—

1. Potential for significantly improved understanding of the stated criminal/juvenile justice problem.
2. Potential for innovative solution to address (all or a significant part of) the stated criminal/juvenile justice problem.
3. Potential for solution to be widely implemented across jurisdictions.

**Capabilities/Competencies** (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff): 20 percent

1. Qualifications and experience of proposed project staff (that is, the principal investigator or project director, any and all co-principal investigators, and all other individuals (and organizations) identified in the application (regardless of “investigator” status) who will be significantly involved in substantive aspects of the proposal).
2. Demonstrated ability of the applicant organization to manage the effort.
3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.
4. Relationship of the proposed project staff (including the applicant organization) to key stakeholders and/or agencies that may implement the model data elements and measures.

### **Budget**

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit.

1. Total cost of the project relative to the perceived benefit (cost effectiveness).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.
4. Proposed budget alignment with proposed project activities.

### **Plan for Dissemination to Broader Audiences (if applicable to the proposed project)**

Peer reviewers may comment – in the context of scientific and technical merit – on the proposed plan (if any) to produce or to make available to broader interested audiences, such as criminal/juvenile justice practitioners or policymakers.,

### **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.”
- 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.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants 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

All final award decisions will be made by the OJJDP Administrator. 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, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior OJJDP and OJP awards, research independence and integrity, strategic priorities, 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 login; 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, that are 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 it on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must submit 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 [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 requirements<sup>5</sup> 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. 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 OJP's [Mandatory Award Terms and Conditions](#) page of the [Funding Resource Center](#).

As stated above, OJJDP expects 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

---

<sup>5</sup> 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 (FFATA)).

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. 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.

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.

### **Human Subjects and Privacy Certificate**

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.

## **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 Part 200. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found [here](#). 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 requirements of the recipient or the program.

Successful applicants under this solicitation will be required to submit the following deliverables regarding the work funded by the OJJDP award.

### **Draft and Final Summary Overview of the Work Conducted under the Award**

A final, detailed report documenting the project design, implementation, evaluation, and its findings. This publication should include an executive summary and be suitable for a non-technical audience, to be disseminated at OJJDP's discretion.

## **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](mailto:OJPSolicitationFeedback@usdoj.gov).

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

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto: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 Juvenile Justice Model Data Project

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 24)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 24)

*To Register with Grants.gov:*

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 24)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 24)

*To Find Funding Opportunity:*

\_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 25)

\_\_\_\_\_ Download Funding Opportunity and Application Package

\_\_\_\_\_ Sign up for Grants.gov [email](#) notifications (optional) (see page 23)

\_\_\_\_\_ 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 validated or rejected (see page 25)

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

\_\_\_\_\_ contact the Response Center regarding experiencing technical difficulties (see page 25)

### General Requirements:

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

### What an Application Should Include:

\_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 12)

\_\_\_\_\_ Project Abstract (see page 13)

\_\_\_\_\_ Program Narrative (see page 13)

\_\_\_\_\_ Appendices (see page 17)

\_\_\_\_\_ Budget Detail Worksheet (see page 18)

\_\_\_\_\_ Budget Narrative (see page 18)

\_\_\_\_\_ Employee Compensation Waiver request and justification (see page 10)

\_\_\_\_\_ Read [OJP policy and guidance](#) on “conference” approval, planning, and reporting (see page 11)

\_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 23)

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 19)

\_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 19)

\_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 20)

\_\_\_\_\_ Additional Attachments

\_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 20)

\_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 21)

\_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (see page 23)