



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is pleased to announce that it is seeking applications for the Fiscal Year (FY) 2012 National Forum on Youth Violence Prevention Expansion Project. This demonstration program furthers DOJ's mission by combating youth violence through a comprehensive approach to prevention, intervention, suppression, and reentry.

OJJDP FY 2012 National Forum on Youth Violence Prevention Expansion Project

Eligibility

Applicants are limited to local units of government, including state agencies (only if targeted to a local community), public agencies, and federally recognized tribal governments (as determined by the Secretary of the Interior). Units of government may partner as co-applicants, when necessary, to achieve the goals of this solicitation; however, a lead agency must be identified.

Lead applicants must join in partnership with a collaborative body that includes representatives of city/county leadership, law enforcement, public health and human services, courts, workforce development, housing and urban development, educators, faith and community members, and other local entities. Partners should collectively have expertise in prevention, intervention, enforcement, and reentry. (See Eligibility, page 3.)

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 11.) All applications are due by 11:59 p.m. eastern time on June 25, 2012. (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.
Note: 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.

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OJJDP FY 2012 National Forum on Youth Violence Prevention Expansion Project (CFDA #16.819)

Overview

Youth and gang violence affects communities—urban, suburban, and rural— across the entire United States. Young people can be perpetrators, victims, or witnesses to violence. Some violent acts, such as bullying, can cause as much emotional harm as physical harm. Other acts, such as assault, with or without weapons, can lead to serious injury or death.

At the direction of President Obama, the Departments of Justice and Education launched the National Forum on Youth Violence Prevention (Forum) to begin a national conversation concerning youth and gang violence, raise awareness, and elevate the issue to national significance. The project that this solicitation supports seeks to competitively select as many as four new sites to join the Forum's participating localities of Boston, Chicago, Detroit, Memphis, Salinas, and San Jose. The FY 2012 National Forum on Youth Violence Prevention Expansion Project is authorized by the Department of Justice Authorization Act, 2012, Pub. L. No. 112-55, 125 Stat. 552, 617.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. In addition, OJJDP urges applicants to submit their applications **at least 72 hours prior** to the due date to allow them 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 June 25, 2012. See How To Apply, page 11.

Eligibility

Applicants are limited to local units of government, including state agencies (only if targeted to a local community), public agencies, and federally recognized tribal governments (as determined by the Secretary of the Interior). Units of government may partner as co-applicants, when necessary, to achieve the goals of this solicitation; however, a lead agency must be identified.

Lead applicants must partner with a collaborative body that includes representation from city/county leadership, law enforcement, public health, courts, workforce development, housing and urban development, educators, and faith and community members. Partners should collectively have expertise in prevention, intervention, enforcement, and reentry.

To be considered, applicants must provide the following:

- A signed letter of commitment, at a minimum, by the mayor, chief of police (or equivalent law enforcement executive), and superintendent of schools within the locality.

- A demonstrated capacity to convene an array of community leaders and stakeholders and to work with OJJDP and its federal partners to build multidisciplinary partnerships and develop balanced approaches and data-driven strategies to address youth violence in their localities.
- Substantiated high rates of youth violence.
- An identification of the primary local coordinator who will build partnerships and lead the 6-month development or enhancement of a youth violence prevention plan—based on local data—that will address the nature of youth violence and its causes and an inventory of resources that already exist to address that violence through prevention, intervention, suppression, and reentry strategies and programs.

Project-Specific Information

Purpose

The National Forum on Youth Violence Prevention was created to build the capacity of localities across the country to more effectively address youth violence through multi-disciplinary partnerships, balanced approaches, data-driven strategies, comprehensive planning, and sharing common challenges and promising strategies. The Forum is a new model for federal and local collaboration that encourages its members to change the way they do business through increased communication and coordinated action. This increased coordination is intended to maximize the effective use of limited resources in the Forum sites through the strategic alignment of evidence-based programs and strategies for those youth and families with the most need. In FY 2012, the Forum received an appropriation to support the existing sites with the implementation of their comprehensive youth violence prevention plans and the expansion to four additional localities. This solicitation will provide a nominal award to successful applicants to assist in the planning process, similar to that which the initial six sites engaged in, to develop their plans. Additional training and technical assistance will also be available to Forum sites to assist in the planning process.

The Forum convenes an array of stakeholders at the federal, state, and local levels. Along with the Departments of Justice and Education, participating federal agencies include the Departments of Health and Human Services (particularly the Office of the Assistant Secretary of Planning and Evaluation and the Centers for Disease Control and Prevention), Housing and Urban Development, and Labor and the White House Office of National Drug Control Policy. Localities participating in the Forum include Boston, Chicago, Detroit, Memphis, Salinas (CA), and San Jose (CA). Other participants include local faith and community-based groups, youth and family representatives, businesses, and philanthropies. Additional information regarding the Forum is available at www.findyouthinfo.gov/youthviolence.

The National Forum on Youth Violence Prevention Expansion Project seeks to competitively select as many as four new sites to join the participating localities. The focus of the Forum includes the following:

1. Elevate youth and gang violence as an issue of national significance.

A key goal of the Forum is to raise national awareness of the importance of addressing youth and gang violence, highlighting both its individual and societal impacts. An ongoing

activity of the Forum, whether through periodic summits, national listening tours, or targeted media outreach, will be to elevate youth and gang violence as an area of national concern.

2. Enhance the capacity of participating localities to more effectively prevent youth and gang violence.

Participating localities have developed and implemented comprehensive strategic plans that guide their ongoing work to change how they do business and lead to a drop in violence and better outcomes for youth, families, and communities. The Forum will share information with other localities about promising models of collaboration that participating sites have developed and will make available new violence prevention tools.

3. Expand engagement, collaboration, and coordination to promote systems and policy change in addressing youth violence at the national, state, and local levels.

The Forum promotes a model, based on increased communication and coordinated action, for addressing youth and gang violence. Communication and coordination will be critical to ensure successful implementation of the cities' plans

Goals, Objectives, and Deliverables

OJJDP will expect the four localities that will be selected under this solicitation to actively participate with the other Forum sites and the federal partners to achieve the aforementioned goals and, more specifically, within the first 6 months of this award to create and begin to implement a multiyear plan to address youth violence that includes strategies for prevention, intervention, enforcement, and reentry.

Before joining the Forum, localities must commit to develop or enhance comprehensive plans to prevent youth and gang violence in their jurisdictions, using multi-disciplinary partnerships, balanced approaches, and data-driven strategies. The Forum engages with communities during this process, helping them strengthen local partnerships, improve coordination, and increase adherence to data-driven practices, programs, and policies. The Forum also provides access to technical assistance from experts across multiple federal agencies and, perhaps even more importantly, connects communities with each other to share information about successful local models. During the first few months of planning in the initial six Forum sites, federal staff conducted site visits to participate in community-based listening sessions to begin to raise awareness and understanding of the local youth violence issues. The sites also participated in annual working session and summit meetings in Washington, DC, to raise the national awareness of the issue of youth violence and to learn from the experiences of the other Forum sites.

Effectively addressing youth violence and crime requires coordination by diverse partners, including law enforcement, education, labor, social services, public health, businesses, philanthropic organizations, and faith and community-based organizations, along with parents and youth themselves. The Forum promotes the development and implementation of locally tailored approaches that balance prevention, intervention, enforcement, and reentry. These strategies should include prevention efforts spanning early childhood into young adulthood, such as youth development, family support, development of educational and community mentors, and school-based and out-of-school activities. Such strategies should also include relational intervention programs that engage with high-risk and gang-involved youth, and reentry programs that plan for returning youthful offenders prior to their release. Such strategies should

coordinate closely with law enforcement efforts that focus on the most serious, violent, and chronic youthful offenders and crime hot spots.

The Forum helps communities increase their capacity to access and use resources to more effectively address local youth violence over the medium and long term. Youth and gang violence cannot always be addressed quickly; instead, a community lays the foundation through comprehensive work to find a sustainable approach that, over time, can result in lower rates of youth and gang violence and improved safety, health, and economic prosperity. Because youth and gang violence are tied broadly to the economic health and quality of life of a community, localities are more likely to be successful when they implement violence prevention strategies through multi-disciplinary partnerships.

The [Forum's Strategic Planning Toolkit](#) provides a community with detailed information about the Forum's planning process. The four strategic planning steps build on each other—the results from each step inform and support the next—but the implementation phase is not the end of the process. It is only the beginning of a new way to coordinate resources and information around a challenge of critical importance. The four steps include: [Building Partnerships and Awareness](#), [Gather and Use Data Strategically](#), [Write the Plan](#), and [Implement the Plan](#). This planning grant will support successful applicants through these steps as they develop their comprehensive youth violence prevention plan.

The following describes the core elements that OJJDP and its federal partners have required participating localities to include in their Forum strategic plans. Several of the Forum sites have met these criteria by reviewing and updating or enhancing existing plans within their localities. The plan should cover a period of as long as 3 years and should include:

- An identified planning lead or coordinator.
- An identified and operational planning team and partners. At a minimum, partnership includes city/county leadership, law enforcement, educators, and community members. Partners should collectively have expertise in prevention, intervention, enforcement, and reentry.
- A clearly written vision that must embrace both stopping youth violence and building caring, connected communities devoid of such violence.
- Data-sharing opportunities and obstacles (e.g., through interagency working groups and/or data integration solutions).
- A specific description of where (e.g., home, public housing, school, way to school, street, parks) and when violence occurs (peak days and times) and the characteristics of youth or particular subgroups most likely to be victims or perpetrators of violence.
- A clear problem statement that includes a needs analysis that provides a factual justification for the plan's direction.
- Identified existing organizations, programs, services, groups, and individuals that may be coordinated to address the problem and their current scope of activity.

- Clearly stated goals related to each major strategy (i.e., prevention, intervention, enforcement, reentry), including both public safety goals (e.g., reduce youth violence) and quality of life goals (e.g., increase high school graduation rates).
- A locality wide scope that may include initial limited or targeted work in one or more specific neighborhoods. If the initial scope is targeted, it still must embrace the prevention, intervention, enforcement, and reentry dimensions. Year one work can also be characterized in part by “quick wins,” such as reopening a park, closing crack houses, beautifying a neighborhood, safe passages to school, thus creating momentum that builds toward the longer-term objectives.
- One or more identified objectives under each plan goal. Objectives should be specific in terms of actions and intended outcomes (e.g., launch an anonymous, toll free tip line to counter “stop snitching” phenomena; convene a multi-disciplinary intervention team to provide services to gang involved youth). Local data should guide objectives, and specific actions should have an evidence-base that supports their potential benefits to the community.
- Objectives linked, where possible, to specific targets (e.g., reduce aggravated assaults by 50 percent within three blocks of Washington High School in the 2012-2013 school year).
- Examples of specific activities to be implemented under the objectives. Sites are encouraged, but not required, to develop logic models that describe goals, objectives, and activities.
- To the extent possible, timelines and performance measures for managing activities and completing objectives. The plan should establish mechanisms and entities to track and monitor implementation. If possible, identify a partner to assist with the evaluation.

The expectation for the expansion sites will be to join the participating sites at the next Forum Working Session in October 2012 in Washington, DC, and then to complete the development of their comprehensive youth violence prevention plans prior to the next Forum Summit in April 2013. Additional information about the Forum planning process can be found in the [Forum's Strategic Planning Toolkit](#).

Evidence-based Programs or Practices

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 Programs 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. In addition, CDC's STRYVE Online ([SafeYouth.gov](#)) is a resource that applicants may use to find information about evidence-based strategies to prevent youth violence.

Amount and Length of Awards

OJJDP will enter into a cooperative agreement with the successful applicant and will make an initial award of as much as \$20,000 with a program and budget period of 18 months. This amount is for the entire award period. Subject to performance, need, and the availability of funds, OJJDP may provide supplemental and continuation funding for an additional 2-year capacity-building award pending the successful completion of a site's comprehensive youth violence prevention plan.

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 (i.e., Forum youth violence prevention plans) 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, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% 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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. Note: A recipient may compensate an employee at a higher 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its 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 its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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. No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction

may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction 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 impact direct payment of per diem amounts to individuals in a travel status under your organization’s travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP Web site at www.ojp.usdoj.gov/funding/funding.htm.

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 by individuals with limited English proficiency may be allowable costs. 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 (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, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act (GPRA) of 1993, 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. Any award recipient will be required, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantees Provide
To develop and implement activities that prevent, intervene, and respond to youth violence.	Mandatory performance measures for year 1 (planning and assessment year) are outlined below.	
	Number of planning meetings attended.	Number of strategic planning meetings attended during the reporting period.
	Number of partnerships developed.	Number of partnerships (city/county leadership, law enforcement, educators, and community members) developed during the reporting period.

To improve systems and services that identify and assist sites that have been impacted by violence.	Number of documents developed.	Number of strategic planning documents, (i.e., logic model, action plan, communication plan) developed during the reporting period.
	Number of people trained (program staff, others).	Number of people trained during the reporting period (program staff, others).
	Number of deliverables that meet OJJDPs expectations.	Number of deliverables that meet OJJDPs expectations as outlined in the solicitation.

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section What an Application Is Expected To Include on page 13 for additional information.

Project Evaluations

Project evaluations are not a requirement of this solicitation. However, applicants that propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

Research means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities. 28 C.F.R. § 46.102(d). The following information pertains to applications that propose to conduct research and involves human subjects:

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

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which "information identifiable to a private person" will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data. 28 C.F.R. § 22.23. The Department's regulations provide, among other

matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes." 28 C.F.R. § 22.21. Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time. 28 C.F.R. § 22.27.

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

For additional information visit the “Research and Protection of Human Subjects” and the “Confidentiality” sections of the OJP “Other Requirements” Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

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.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or via e-mail to support@grants.gov, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as

possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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. Obtain a DUNS number by calling Dun and Bradstreet at 866–705–5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/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. Note that there can be more than one AOR for the organization.
- 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 16.819, titled "*National Forum on Youth Violence Prevention*," and the funding opportunity number is OJJDP-2012-3314.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged 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.

Note: 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.”

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

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant’s control that prevent submission of its application by the deadline, the applicant must email the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by OJJDP.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process 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 all of the instructions in the OJP solicitation, and (4) technical issues experienced 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.

What an Application Is Expected To Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by OJJDP to be critical, will neither proceed to internal review nor receive further consideration. Under this solicitation,

OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or a Budget Narrative.

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

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

The SF-424 is a 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. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). Instructions on completing the SF 424 are available at www.grants.gov/assets/SF424Instructions.pdf.

2. 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 project abstract, 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, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) project abstract; (2) statement of the problem; (3) goals, objectives, and performance measures; (4) project design and implementation; and (5) 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. **Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see Goals, Objectives, and Performance Measures, below). The abstract should describe how the applicant will measure progress toward these goals.

Permission to Share Abstract and Contact Information with Private Funders. It is unlikely that OJJDP will be able to fund all competitive applications, but may have the opportunity to share unfunded competitive application information with private foundations. Applicants should indicate whether they give OJJDP permission to share their abstract and contact information for both the authorized representative and point of contact with potentially interested private foundations. Granting this permission will not affect OJJDP's funding recommendations, and if the application is not funded, it will not guarantee that information will be shared, nor does it guarantee funding from any other source.

- b. Statement of the Problem.** The applicant should use data to provide evidence that the need exists and demonstrate the size and scope of the need.

Applicants must describe how this project will address the nature and scope of the violence and violent activity in the target areas that affect youth. Applicants should use local 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. OJJDP suggests that applicants use computer mapping to demonstrate the scope of the problem. The applicant should present crime and violence data, specifically the rates of killings and shootings, for 3 or more years. The crime data should be mapped to show where the greatest rates of the violent incidents are occurring. Applicants should describe current attempts to address the problem with particular emphasis on existing antiviolence strategies. This section should describe existing partnerships and complementary antiviolence activities. The applicant should describe current local procedures to track gun and gang related incidents of violence.

- c. 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: the steps in the process by which the site will complete the mobilization, planning, and assessment to develop a comprehensive youth violence prevention plan.)

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 9.) OJJDP does not require applicants to submit performance measures data with their applications. 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.

- d. Project Design and Implementation.** Applicants should detail how this planning award will assist them in achieving the steps in the Forum planning process as delineated in the [Forum's Strategic Planning Toolkit](#) 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.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the development and implementation of the comprehensive youth violence prevention plan and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that they receive for the same purpose in developing strategies to address youth and gang violence.

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 ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 18.

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

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

- e. Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant's organization and any contractors 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.

An identified leader/coordinator for plan development is critical to complete a comprehensive Forum plan for youth violence prevention. This individual must be empowered to lead a multi-disciplinary effort within a well-designed, staff-supported organizational structure, which includes a steering committee and operational teams. Additional information regarding the expected capabilities and competencies of the identified coordinator can be found within the Forum Strategic Planning Toolkit (www.findyouthinfo.gov/youth-topics/preventing-youth-violence/strategic-planning-toolkit/step-1/step-1.2)

Applicants should describe any previous or current experience with conducting comprehensive planning to address youth violence issues through the use of multi-disciplinary partnerships, balanced approaches, and data-driven strategies.

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.

3. 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.

The budget should include the necessary expenses for travel and lodging for a 2.5 day Working Session Meeting in October 2012 to be held in Washington, DC.

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 who submit the budget in a different format should include the budget categories listed in the sample budget worksheet. The budget detail worksheet should be mathematically sound.
- b. Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost-effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures the applicant provides 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.

4. 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.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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.

5. Tribal Authorizing Resolution (if applicable)

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided 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 authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should 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, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

6. 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, 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." Reviewers will not consider any additional information that the applicant submits other than that specified below.

- signed letter of commitment, at a minimum, by the mayor, chief of police, and superintendent of schools within the site
- logic model (see Logic Model, page 15)
- timeline or milestone chart (see Timeline, page 15)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions

- letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 16)
- evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable

7. Other Standard Forms

Additional forms that may be required 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.

- [Standard Assurances](#). Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- [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.
- [Accounting System and Financial Capability Questionnaire](#). (Required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted.)

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

1. Statement of the Problem (25 percent)
2. Goals, Objectives, and Performance Measures (25 percent)
3. Project Design and Implementation (20 percent)
4. Capabilities and Competencies (25 percent)
5. Budget (complete; reasonable and allowable; cost-effective, and necessary for project activities) (5 percent)

See What an Application Is Expected To Include, page 13, for the criteria that the 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 under this solicitation. 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. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly 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 (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Appendix: Application Checklist

OJJDP FY 2012 National Forum on Youth Violence Prevention Expansion Project

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

Eligibility Requirement:

- State or territory
- Unit of local government, including federally recognized tribal government
- The federal amount requested is within the allowable limits of \$20,000.

What an Application Should Include:

- Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- Application for Federal Assistance (SF 424) (see page 14)

- Program Narrative (see page 14)
 - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
 - Abstract
 - Statement of the Problem
 - Goals, Objectives, and Performance Measures
 - Project Design and Implementation
 - Capabilities/Competencies

- Budget Detail Worksheet and Budget Narrative (see page 17)
- Indirect Cost Rate Agreement (if applicable) (see page 17)
- Tribal Authorizing Resolution (if applicable) (see page 18)

- Additional Attachments (see page 18)
 - 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
 - signed letter of commitment from the mayor, chief of police, and superintendent of schools
 - evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable

- Other Standard Forms, Certifications, and Other Components, (see page 19) including:
 - DUNS number
 - CCR registration
 - Certifications
 - Accounting System and Financial Capability Questionnaire