The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP), is seeking applications for funding under its Fiscal Year (FY) 2013 Community-Based Violence Prevention Demonstration Program. This program furthers DOJ's mission by reducing violence involving youth in targeted communities.

OJJDP FY 2013 Community-Based Violence Prevention Demonstration Program

Eligibility

Applicants are limited to states (including territories) and units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior).

Applicants must demonstrate a significant crime and violence problem affecting youth (specifically, high levels of aggravated assaults, shootings, and killings over an extended period of time) to be eligible for this program. (See Eligibility, page 3.)

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

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See How To Apply, page 22.) All applications are due by 11:59 p.m. eastern time on April 22, 2013. (See Deadlines: Registration and Application, page 3.)

Contact Information

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

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

Grants.gov number assigned to this announcement: OJJDP-2013-3451

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Contents

OJJDP FY 2013 Community-Based Violence Prevention Demonstration Program
(CFDA #16.123)

Overview

A growing number of communities have adopted multi-strategy, multi-disciplinary approaches to reduce the violence that has adversely affected youth, families, and neighborhoods across America. This program provides funding for localities to support federal, state, and local partnerships to replicate proven multi-disciplinary, community-based strategies to reduce violence. This program will be authorized by an Act appropriating FY 2013 funds for the Department of Justice.

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 applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on April 22, 2013. See How To Apply, page 22, for details.

Eligibility

Applicants are limited to states (including territories) and units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior).

Applicants must demonstrate a significant crime and violence problem affecting youth (specifically, high levels of aggravated assaults, shootings, and killings over an extended period of time) to be eligible for this program.

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

OJJDP expects applicants to have strong support within local government. Specifically, successful applicants will be those cities, counties, states, or tribal governments that have signed letters of support from, at a minimum, their mayor or chief executive officer, chief of police, and the local school superintendent and have proven how the implementation of their comprehensive, community-based violence prevention strategy fits into their jurisdiction's youth violence prevention plan.

OJJDP may visit designated sites prior to making a final determination of award.

Program-Specific Information

Purpose

The program's goal is to reduce violence in targeted communities through the replication of such programs as the Boston Gun Project, the OJJDP Comprehensive Gang Model, and the Cure Violence model. Applicants must target their proposed intervention on the high-risk activities and behaviors of a small number of carefully selected members of the community who are likely to be involved in violent activities, specifically gang and gun violence, in the immediate future. The intervention with this target population should include improved coordination of existing resources and activities that support multiple, complementary anti-violence strategies. All community-based violence reduction strategies that applicants propose must be evidence based and have demonstrated effectiveness through research and evaluation. For more on evidence-based programs, go to OJJDP's *Model Programs Guide* ([www.ojjdp.gov/mpg)](www.ojjdp.gov/mpg).

Goals, Objectives, and Deliverables

The three main goals of this program are to change community norms regarding violence, to provide alternatives to violence when gangs and individuals in the community are making risky behavior decisions, and to increase awareness of the perceived risks and costs of involvement in violence among high-risk young people. To accomplish these goals, communities must develop and implement evidence-based programs or strategies to reduce and prevent violence, particularly shootings and killings. Communities must use multi-disciplinary partnerships that develop and implement strategic plans driven by local data, with a combination of prevention, intervention, enforcement, and reentry strategies. OJJDP's community-based violence prevention program will support the capacity building of communities to exercise formal and informal social controls and to respond to issues that affect them, including community-based violence.

Proposed community-based violence approaches must engage faith- and community-based organizations/leaders to intervene in conflicts or potential conflicts and promote alternatives to violence. These approaches must also involve law enforcement in their youth violence prevention efforts.

Evidence-based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;

- integrating evidence into program, practice, and policy decisions within OJP and the field; and

- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a

change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov 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.

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

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

Amount and Length of Awards

OJJDP will make as many as six cooperative agreements in amounts ranging from $250,000 to as much as $1.5 million each for a 3-year award period. The applicant's budget should reflect the actual costs associated with the implementation of the selected evidence-based program models. For technical assistance in developing their budgets and implementing the selected program model, applicants should contact the appropriate program developer). (i.e., the Chicago Project for Violence Prevention/Cure Violence, the National Gang Center/OJJDP's Comprehensive Gang Model, and the National Network for Safe Communities/Ceasefire). OJJDP expects to make awards under this solicitation by no later than September 30, 2013.

In furtherance of the goals and objectives described above, OJJDP's role will include the following:

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

- reviewing and approving any proposed solicitations prior to release or publication.

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

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 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 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 that wishes to request a waiver must 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 that is to be done.

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

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

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

The provision of food and/or beverages to youth as part of programmatic activity is not subject to the above restriction because such activity does not fall within the definition of a conference, training, or meeting.

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at
www.ojp.usdoj.gov/funding/other_requirements.htm.

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

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Description	Data Grantees Provide
This initiative supports and enhances the coordination of existing community-based violence prevention and intervention programs and strategies that replicate proven violence reduction strategies. The project, in consultation with OJJDP and the initiative evaluator, will	Mandatory performance measures for grant recipients are outlined below.		Data to be reported will cover activity that occurred during the reporting period.
	Percentage of program youth who complete program requirements.	The number and percentage of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Obligations will vary by program but should be a predefined list of requirements or obligations that clients must meet before program completion.	Number of youth that the program served. Number of youth who complete program requirements.
	Percentage of youth	The number and	Number of youth.

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Objective	Performance Measures	Description	Data Grantees Provide
determine specific objectives.	with whom an evidence-based program/practice was used.	percentage of youth with whom a best practice was used. Best practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	Number of youth with whom an evidence-based program/ practice was used.
	Percentage of youth who offend/reoffend (short- and long-term).	The number and percentage of participating program youth who were adjudicated for a new delinquent offense during the reporting period (short-term) or 6-12 months post program completion (long-term).	Total number of youth in the program. Number of youth who offend/reoffend, typically defined as a new arrest or court referral (short- and long-term).
	Percentage of youth who exhibit a desired change in the targeted behavior (short- and long-term).	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period (short-term) or 6-12 months post program completion (long-term).	Number of youth who exhibit a desired change in the targeted behavior. The targeted behavior will depend upon the program's goals, activities, and target population.
	Number of training requests received.	This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received.
	Number of technical assistance requests received.	This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received.

Objective	Performance Measures	Description	Data Grantees Provide
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client tracking forms. Count the number of pieces developed.	Number of program materials developed.
	Number of planning or training events held.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc.	Number of planning or training events held.
	Number of people trained.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period.	Number of people trained.
	Percentage of people exhibiting increased knowledge of the program area.	This measure represents the number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre and post-tests is preferred.	Number of people trained. Number of people trained (recipients of training/ technical assistance) exhibiting increased knowledge of the program area (determined by pre- and post-testing).

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Objective	Performance Measures	Description	Data Grantees Provide
	Number of program policies changed and/or rescinded.	This measure represents the number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include polices that are relevant to the topic area of the program or that affect program operations.	Number of program policies changed and/or rescinded.
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	The number and percentage of organizations reporting improvements in operations as a result of training and technical assistance 1 to 6 months post-service.	Number of organizations that receive training and technical assistance.

Number of organizations reporting improvements in operations based on training and technical assistance (determined by pre- and post-testing/survey tool). |
| | Percentage of organizations served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the training and technical assistance. | Number and percentage of programs served by training and technical assistance that reported implementing an evidence-based program and/ or practice during or after the training or technical assistance. Evidence- based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance use. | Number of organizations that receive training and technical assistance.

Number of organizations served by training and technical assistance who reported implementing an evidence-based program and/or practice.

Number of organizations served by training and technical assistance who reported implementing an evidence-based program and/or practice after the training. |

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section What an Application Is Expected To Include, page 12, for additional information.

Project Evaluations

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

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

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

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

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

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

Notice of Post-Award FFATA Reporting Requirement

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

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

What an Application Is Expected To Include

Applicants should anticipate that 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 some application elements are so critical that applications that do not meet the eligibility requirements, that do not request funding within the funding limit, or that do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

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. **Project Abstract**

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

   - written for a general public audience.
   - submitted as a separate attachment with "Project Abstract" as part of its file name.

   - single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

   The abstract should include a brief describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should describe a significant crime and violence problem affecting youth. The abstract should indicate whether any portion of the project budget will used to conduct "research" as described Project Evaluations on page 11.

   All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

   Permission to Share Project Abstract with the Public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

   In the project abstract, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

   Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

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

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

a. **Statement of the Problem.** Applicants must describe how this project will address the nature and scope of the violence and violent activity that affect youth in the target areas. 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 homicides and shootings, for a period of 3 or more years. The crime data should be mapped to show where the greatest rates of violent incidents are occurring. Applicants should describe current attempts to address the problem, with particular emphasis on existing anti-violence strategies and multi-discplinary partnerships that develop and implement strategic plans driven by local data, with a combination of prevention, intervention, enforcement, and reentry strategies. The applicant should describe current local procedures for tracking gun- and gang-related incidents of violence.

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

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

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

   Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide intensive outreach and case management services for 40 youth who are at risk of or currently involved in gang activity, to increase the percentage of youth who successfully complete their current academic grade, or to expand counseling services to cover an additional 50 at-risk youth.)

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 7.) 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.

c. **Project Design and Implementation.** Applicants must detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives they identified in the previous section. OJJDP requires applicants to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

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. Applicants should identify any other federal, state, or private foundation grants that serve the same local area and target population.

Applicants should target the violence prevention strategy to the appropriate scale of the evidence-based model that they have selected (i.e. citywide or neighborhood specific). In some instances, sites may propose to tailor their intervention to address particular community strengths or deficits. All strategies that applicants propose must be evidence based and should not deviate significantly from the evidence-based model that they have selected for implementation. For additional information on evidence-based programs, see OJJDP's *Model Programs Guide* at www.ojjdp.gov/mpg.

Applicants must describe how they will evaluate the implementation and impact of the selected evidence-based strategy or program. A specific section of the narrative should detail the local evaluation design, and the applicant should budget for a local research partner to conduct this work and, if applicable, work with a national evaluator of the Community-Based Violence Prevention Demonstration Program.

This section of the program narrative should describe what applicants propose to do and how they intend to do it. Applicants should identify the program's target area and target population and explain how they will implement the various components of the proposed community-based violence prevention approach. The applicant should detail how the design and implementation of the program will accomplish the following: change community norms regarding violence, provide alternatives to violence for gangs and individuals in the community, and increase the perceived risks and costs of involvement in violence among high-risk young people.

Applicants must clearly describe the specific actions that they will use to reduce violence in the target areas. Applicants should develop a program design that will facilitate the gathering of data on the required performance measures. Further, applicants should develop a plan to implement their evidence-based violence prevention approaches that incorporates the assistance of a national training and technical assistance provider.

Program sites will work locally to ensure that they collect and report data on a quarterly basis to the national evaluator, if applicable. At a minimum, OJJDP expects that awardees will collect the following data elements for purposes of the evaluation:

- population characteristics.

- violent crime data (juvenile victimization, offending).

- nonviolent crime data (juvenile victimization, offending).

- gun-related violations.

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

d. **Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should describe their strong ties to the communities they serve and their ability to work productively with other local organizations, national partners, and others to implement their community-based violence prevention approach. Applicants should also describe how they will create change in the target communities.

Some community-based violence strategies engage community members or outreach workers to intervene in conflicts or potential conflicts and promote alternatives to violence. Applicants must be able to employ individuals who have been convicted of and have served time for violent crimes against persons, if those individuals are the best candidates for the jobs. Applicants must not employ individuals who have been convicted of and have served time for violent crimes against women and children. Applicants should be able to demonstrate how they will screen and monitor outreach workers.

Applicants should consider creating a panel that includes, at a minimum, representatives of the partner agency, local law enforcement, and other national partners to interview job applicants. Community partners must have the capacity to gather and report both program and fiscal data and other information.

Applicants should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should include a copy of the organizational chart showing how the organization operates, including who manages the finances and how they will manage subawards, if there are any. In addition, the applicant should also include an organizational chart detailing the management of the project proposed for funding.

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; and

- estimate of the percent of time that the partner will devote to the planning and operation of the project.

4. **Budget Detail Worksheet and Budget Narrative**

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

The applicant's budget should reflect the actual costs associated with the implementation of the selected evidence-based program models.

The budget should include the necessary expenses for travel and lodging for a 2.5-day national training event 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 that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

b. **Budget Narrative.** The Budget Narrative should thoroughly and clearly describe <u>every</u> category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

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

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) 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.

6. Tribal Authorizing Resolution (if applicable)

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

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

7. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific

point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/memoranda of understanding when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

a. **Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federal assistance that include requests for funding to support the same project being proposed under this solicitation and that will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

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

- the federal or state funding agency.

- the solicitation name/project name.

- the point of contact information at the applicable funding agency.

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

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

b. **logic model** (see Logic Model, page 16)

c. **timeline or milestone chart** (see Timeline, page 16)

    d. résumés of all key personnel

    e. job descriptions outlining roles and responsibilities for all key positions

    f. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 17)

8. Other Standard Forms

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

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

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

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

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

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 40 percent of the entire score in the application review process.

1. Statement of the Problem (40 percent)
2. Performance Measures (10 percent)
3. Program Design and Implementation (25 percent)
4. Capabilities/Competencies (15 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[1] (10 percent)

See What an Application Is Expected To Include, page 12, for the criteria that the peer reviewers will use to evaluate applications.

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

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

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

- OJP Training Guiding Principles for Grantees and Subgrantees

How to Apply

Applicants must register with and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800**-**518**-**4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to 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.

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

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM replaces the Central Contractor Registration (CCR) database as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must register in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

   * create a SAM account;

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

   Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. An organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of

Federal Domestic Assistance number for this solicitation is 16.123, titled "Community-Based Violence Prevention," and the funding opportunity number is OJJDP-2013-3451.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Follow the directions in Grants.gov to submit an application consistent with this solicitation.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov permits the use of specific characters in names of attachment files. Valid file names may include only the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues that prevent them from submitting their application by the deadline must e-mail the Justice Information Center (see Page 1 for contact information) **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are <u>not</u> valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

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

Provide Feedback to OJP on This Solicitation

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

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

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

Appendix: Application Checklist

OJJDP FY 2013 Community-Based Violence
Prevention Demonstration Program

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

Eligibility Requirements:

_____State agency, unit of local government, or a federally recognized Indian tribal government
_____The federal amount requested is within the allowable limit of $1.5 million.

What an Application is Expected to Include:
_____Application for Federal Assistance (SF-424)(see page 12)
_____Abstract (see page 13)

_____Program Narrative (see page13)
      _____Format (double spaced, 12-point standard font, 1" standard margins, narrative is
         30 pages or less)
      _____Statement of the Problem
      _____Goals, Objectives, and Performance Measures
      _____Project Design and Implementation
      _____Capabilities/Competencies

_____Budget Detail Worksheet and Budget Narrative (see page 17)
_____Indirect Cost Rate Agreement (if applicable) (see page 18)
_____Tribal Authorizing Resolution (if applicable) (see page 18)

_____Additional Attachments (see page 18)
      _____disclosure of pending applications
      _____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

_____Other Standard Forms and Components, as applicable, including:
      _____Accounting System and Financial Capability Questionnaire (see page 20)
      _____DUNS number (see page 23)
      _____System for Award Management (SAM) (see page 23)
      _____AOR registration and confirmation (see page 23)
      _____Disclosure of Lobbying Activities (SF-LLL) (see page 24)