



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applicants for its Fiscal Year (FY) 2013 Support to the Attorney General's Task Force on American Indian/Alaska Native Children Exposed to Violence. This program furthers DOJ's mission by continuing a national dialogue on issues related to children exposed to violence and providing solution-focused policy and practice recommendations, specifically with regard to American Indian/Alaska Native children.

OJJDP FY 2013 Support to the Attorney General's Task Force on American Indian/Alaska Native Children Exposed to Violence



Eligibility

OJJDP invites tribal nonprofit and for-profit organizations (including non-tribal nonprofit and for-profit organizations) and tribal institutions of higher education (including non-tribal institutions of higher education) to submit applications in response to this solicitation. For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 3.)

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See How To Apply, page 23.) All applications are due by 11:59 p.m. eastern time on July 29, 2013. (See Deadlines: Registration and Application, page 4.)

Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail support@grants.gov. Hotline hours of operation are 24 hours, 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 2013 Support to the Attorney General's Task Force on American Indian/Alaska Native Children Exposed to Violence (CFDA #16.730)

Overview

This solicitation will support an organization that will (1) assist the Attorney General's Task Force on American Indian/Alaska Native Children Exposed to Violence (AI/AN Task Force) to conduct public hearings and listening sessions in American Indian/Alaska Native (AI/AN) communities to help the AI/AN Task Force gain a fuller understanding of the issues surrounding AI/AN children's exposure to violence, (2) provide primary technical writing services for the final report from which the AI/AN Task Force may draw specific policy recommendations, and (3) provide all necessary support for the AI/AN Task Force and the public hearings.

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) in partnership with the Department of the Interior (DOI), Indian Affairs will administer this project of DOJ's Defending Childhood Initiative. This project will require close coordination between the award recipient and Departments of Justice and Interior staff, in particular the designated federal official (DFO) from the Department of Justice, to ensure that all deadlines and deliverables are met.

Note: Exposure to violence includes being a victim of violence or a witness to violence and encompasses sexual abuse, physical abuse, intimate partner violence, school violence, and community violence.

This program is authorized by the Department of Justice Appropriations Act, 2013, (Pub. L. No. 113-6).

Deadlines: Registration and Application

Applicants must register with Grants.gov to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least **72 hours prior to the due date** of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 29, 2013. See How To Apply, page 23, for details.

Eligibility

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

Project-Specific Information

Every year, millions of children and adolescents in the United States are victimized and exposed to violence in their homes, schools, and neighborhoods. Child victims of or witnesses to violence may suffer devastating consequences beyond physical harm, which may include attachment difficulties, regressive behavior, anxiety, depression, and aggression. When these problems go unaddressed, children are at great risk. Studies suggest that children exposed to violence are more likely to commit crimes and end up in the juvenile and criminal justice systems; become future victims of violence; fail in school and employment; suffer from mental health problems; and suffer from serious medical problems. When not treated as a serious public health problem, exposure to violence becomes a serious (and more costly) public safety problem.

The Defending Childhood Initiative

Defending Childhood, the Attorney General's Department-wide initiative on children's exposure to violence, builds on and incorporates the knowledge gained through research, programs, and demonstration initiatives that have addressed this problem over the past decade. Defending Childhood features a comprehensive effort to identify successful policies and practices that address the trauma and harm that children exposed to violence experience in their homes, schools, and communities. The Initiative's ultimate goals are to reduce the severity of violence, reduce the frequency of violence, reduce the short- and long-term traumatic impact of violence, increase community safety and accountability, improve the response to children exposed to violence, improve the safety and well-being of children, and create a national dialogue on the issue of children exposed to violence.

Attorney General's Task Force on American Indian/Alaska Native Children Exposed to Violence

This solicitation responds to a recommendation that the Attorney General's National Task Force on Children Exposed to Violence made to "appoint a federal task force or commission to examine the needs of American Indian/Alaska Native children exposed to violence."¹ As noted in that report, AI/AN children have an exceptional degree of unmet need for services and support to prevent and respond to the extreme levels of violence they experience. The AI/AN Task Force will be a federal advisory committee of experts that the Attorney General will convene to examine the pervasive problems associated with AI/AN children's exposure to violence. This committee will act in accordance with the Federal Advisory Committee Act (P.L. 92-463) and the member selection process will occur independent of this solicitation. This task force will review the recommendations from the *Report of the Attorney General's National Task Force on Children Exposed to Violence* to determine how they may be applied in Indian Country and where there may be areas for further exploration as it relates to AI/AN children's exposure to violence.

This project will convene as many as four hearings and as many as six listening sessions throughout the United States in support of the task force. This support also will include review of documentation on AI/AN children's exposure to violence, the impact it has on AI/AN children, and responses to the problem. During the hearings and listening sessions, the task force will explore ways to improve the identification, screening, assessment, and treatment of AI/AN children traumatized by violence. It will also identify ways AI/AN communities can overcome the

¹ The full task force report can be located at <http://www.justice.gov/defendingchildhood/cev-rpt-full.pdf>

impact of violence, including consultation with AI/AN youth. The task force will examine the needs of AI/AN children living in urban or rural settings outside of reservations and villages and pay special attention to issues of trauma that AI/AN children who have been convicted and sentenced to incarceration in the state, tribal, and federal judicial systems may experience.

The successful applicant will gather and organize detailed information from the hearings, listening sessions, written testimony, and research and write a report that will lay out final policy recommendations for the task force to present to the Attorney General. OJJDP expects that these recommendations will have significant legal and policy implications regarding the current system of care provided to AI/AN children exposed to violence for tribal governments, tribal agencies, and other tribal, local, state, and federal public and private agencies that serve tribal youth.

OJJDP expects that the task force will deliver its final policy recommendations to the Attorney General by October 2014. The successful applicant will organize and facilitate the following three purposes of the Attorney General's Task Force on American Indian/Alaska Native Children Exposed to Violence:

1. conducting as many as four public hearings and as many as six listening sessions to hear testimony and collect and organize written testimony/information to assist the task force in its development of the policy recommendations relevant to federal, tribal, state, and local governments. These hearings should be held in areas that will allow for maximum participation from tribal leaders/members and one of the hearings must be held in Alaska. Written transcripts and video footage of the hearings should be obtained and made available on the OJJDP Web site. All electronic and information technology materials developed under this award must be compliant with Section 508 of the Rehabilitation Act of 1973, as amended and is viewable at <http://www.access-board.gov/508.htm>.
2. writing a final report based on the hearings and related activities that includes findings and policy recommendations on AI/AN children exposed to violence that are relevant to federal, tribal, state, and local governments.
3. providing all necessary administrative and editorial support for the task force and the hearings, listening sessions, and other communications regarding the task force.

Regarding the first purpose, the successful applicant will conduct public hearings and listening sessions in sites that the Attorney General selects in collaboration with the Department of the Interior, Indian Affairs following the specific geographical guidance previously described. As such, OJJDP expects that the hearings will benefit from the testimony of a wide array of sources (e.g., tribal leaders, experts, practitioners, victims, youth, elders, the public, etc.) who identify critical needs and promising practices that address the causes and remedies of such exposure. The award recipient will provide all materials related to the hearings to include educational, preparatory information on issues related to AI/AN children exposed to violence; briefing materials for task force members and federal staff; and any other information that task force members request to further their understanding of the issues. The awardee will also coordinate with the Department of Justice's Office of Public Affairs to publicize the hearings with local media, as appropriate. Because of the close nexus between the hearings and the work of the task force, the awardee will work closely with task force members regarding substantive topics, briefing/educational materials, and agendas for the hearings, under the direction of DOJ, including the DFO for the task force.

DOJ, at all levels, is committed to comprehensive communication and coordination with tribes. Once the task force has been convened, it may be determined that there is a need for a formal tribal consultation to further inform the work of the task force. OJJDP will negotiate this issue with the successful applicant during the post-award period. This consultation process will be consistent with the government-to-government relationship between the federal government and tribal governments.

The second purpose is to write a report that organizes the facts and information gathered from the hearings, related activities, and independent research that will provide a foundation from which the task force will make its policy recommendations to the Attorney General. Expert facilitation and consultation will be required to assist the task force in fully forming its recommendations and integrating them into the final report.

The third purpose is to provide all necessary support to the task force through the DFO. As described more fully below in the “Goals, Objectives, and Activities” section, these services will include gathering national experts on AI/AN children’s exposure to violence to serve as panelists and content experts during the hearings; arranging travel, providing staff support for meetings, and assisting, as needed, with the technical writing, editing, publication, and post-publication outreach regarding the task force’s final report to the Attorney General.

OJJDP will select one successful applicant who will provide subject matter consulting expertise, facilitation expertise, personnel, technical writing expertise, equipment, tools, materials, supervision, and all other items, in support of this program. Also, the successful applicant should demonstrate experience working with tribal governments and have relevant working knowledge of AI/AN cultural and legal issues. The successful applicant will work under the direction of DOJ staff and the DFO in consultation with DOI, Indian Affairs to fulfill all tasks and deliverables with DOJ approving all substantive areas of the work. OJJDP anticipates modifying tasks and specifications as emerging needs are identified. Applicants should describe in detail how they would respond to the requirements of the program to support the task force. As key competitive factors, applicants must identify how they will work closely under the direction of the DFO, implement all of the identified tasks, describe how they will ensure the timely delivery of requested support, demonstrate the cost effectiveness of the stated approach, and discuss the efficiencies they will achieve in the management and staffing of the program.

Goals, Objectives, and Activities

The goals of the Attorney General’s Defending Childhood Initiative include the following:

- developing and implementing activities in tribal governments, families, and communities that prevent children’s initial and repeated exposures to violence.
- advancing scientific inquiry on the causes and characteristics of childhood exposure to violence and supporting education and outreach efforts to improve understanding.
- improving systems and services that identify and assist youth and families who have been impacted by violence to reduce trauma, build resilience, and promote healing.
- creating policy recommendations that lead to system improvement.

As described above, the specific objectives of this solicitation are to provide comprehensive

support to the task force through the DFO to include the planning, with DOJ oversight and direction, for the coordination, logistics, and onsite meeting management support for public hearings and listening sessions and any scheduled government-to-government tribal consultations. At a minimum, these tasks will involve:

- identifying a low or no-cost venue for hearings (i.e., tribal colleges/universities, other public facilities) at each selected hearing location, to include providing all onsite meeting management support (room set up, special accommodations, etc.). This includes obtaining OJP approval to hold each meeting. The award recipient will assure a smooth flow to each hearing, working to resolve any and all logistical issues as they arise.

The recipient will submit conference cost approval proposals for all proposed events. NOTE: Event planning as a part of this cooperative agreement must follow all guidance set forth in the OJP Policy and Guidance for Conference for Approval, Planning and Reporting. (See Minimization of Conference Costs section on page 11.)

- assisting in the selection of expert witnesses for each of the hearing locations, with input from task force members, a DOJ/DOI working group, and the DFO.
- facilitating the hearing events and other non-consultative meetings, as the DFO directs.
- providing travel management services (to include payment for travel accommodations) for task force members.
- providing professional and knowledgeable staffing for the task force (staffing should include administrative and professional personnel dedicated to this project).
- creating hearing agendas and materials with input from task force members and the DFO.
- providing high quality audio/visual hearing recordings and transcription services, summaries (including executive summaries of each hearing) and briefing and educational materials for federal staff and task force members.
- coordinating subject matter expert briefings and hearing preparations for task force members.
- holding at least biweekly meetings (via phone or in person) with the DFO to ensure all activities and tasks are delivered on time and as directed.
- providing a trained mental health counselor at all hearings/events for trauma stewardship services to task force members, hearing witnesses, and experts, as necessary. This counselor will be selected with input from task force members and the DFO.

The successful applicant will develop and implement a strategic plan for responding to a wide range of support requests to ensure timeliness of technical assistance and service delivery. OJJDP expects to submit the final task force report to the Attorney General by October 2014. The DFO will review and approve technical assistance and support service requests to be filled under this program.

In addition, supporting the work of the task force, culminating in a final report with the policy recommendations, requires the following services to be conducted under the supervision of the DFO:

- providing a written compilation of initiatives, studies, and research targeting AI/AN children exposed to violence to inform DOJ officials and the task force by October 2013.
- summarizing testimony from the hearings, listening sessions, written testimony, and tribal consultations.
- expert consultation on final report language.
- assistance accessing resources and subject matter expertise for the final report.
- expert technical writing capabilities to include content editing for the final report.
- technical assistance on the formulation of task force recommendations outlined in the final report.
- participation in tribal consultations and briefings to federal agencies and other stakeholders regarding the development and implementation of the hearing process.
- consultation on rollout efforts and continuing outreach, especially to individuals and organizations consulted in the development of the final report.
- provision of full copyediting services for the final report in preparation for final document publication.

The successful applicant will also work with a federal communications group and under advisement from the DFO toward the provision of the following services:

- developing a strategic communications and outreach plan that extends through the issuing of the task force's final report.
- identifying the tactics to implement the communications and outreach plan and coordinate the implementation process under advisement of the DFO.
- providing a communications and outreach perspective on strategic decisions related to task force events (i.e., assistance and advice on the selection of witnesses, topics for panels, organization of panels, etc.) and other task force activities.
- assisting with the announcement, release, and extended circulation of the task force's final report.
- developing and implementing media outreach plans for task force events, including preparation of media lists; preparation of materials, including media advisories, press releases, and other information to generate media and public interest; pitching to get media coverage; and onsite media management.
- ensuring that hearing sites are media-friendly.

- preparing task force members to answer questions that the media poses during the events and providing media training/preparation, as necessary.
- developing and managing ongoing relationships with journalists who are interested in the issue of children's exposure to violence and the work of the task force.
- developing a dissemination plan to maximize attention for the task force's final report and recommendations.

DOJ may also require special tasks that support the task force to include, but not be limited to:

- writing an interim report with input from the task force that includes recommendations that may be acted on in the near-term to be released by November 2013. .
- providing technical assistance and review of draft report sections to enhance depth and accuracy.
- providing writing and research assistance on discrete subject matters.
- producing of a sample section/chapter for the final report publication that follows the chosen design direction and serves as a style guide or template.
- designing and producing charts, graphs, line illustrations, or other simple artwork to support the text.
- researching photos and preparing release acquisition, if necessary.
- designing page layout and revisions, including as many as three rounds of page corrections for the final publication.
- preparing and delivering electronic versions of the final report publication to task force members and federal staff for posting on the respective agencies' Web sites (PDF or other appropriate file format to be agreed upon in advance) and liaising, as necessary, with agency Web site managers during the posting process.
- preparing a limited number of professional quality hard copies of the final report, as the DFO directs (as many as 50 may be required).
- developing graphic design and production of select promotional materials that reflect the design of the final report (e.g. printed poster, e-card, Web banner and/or button, etc.).

Amount and Length of Awards

OJJDP will enter into a cooperative agreement with the successful applicant and will make an initial award of approximately \$750,000 with a program and budget period of as long as 24 months. Subject to the availability of funds, OJJDP may supplement this award amount to cover unanticipated costs.

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

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

- reviewing and approving work plans, including changes to such plans, and key decisions pertaining to project operations.
- reviewing and approving project-generated documents and materials used in the provision of project services.
- providing guidance and advisement for all substantive areas of work.
- holding at-least biweekly planning meetings with the selected awardee.
- providing guidance and oversight in project planning meetings and participating in project sponsored site visits, training events, or conferences.

Budget Information

Limitation on Use of Award Funds for Employee Compensation, Waiver. With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request them to adjust and resubmit their budgets.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

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

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

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

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

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

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
<p>The primary objective is to provide comprehensive program support for the Attorney General's Task Force on American Indian/Alaska Native Children Exposed to Violence to include personnel, logistical, and onsite meeting management support for the task force and the public hearings/tribal consultations. This support includes expert consultation on issues related to children's exposure to violence, hearing facilitation, report writing, and formulating final report recommendations.</p>	<p>Percentage of deliverables completed on time.</p>		<p>During the reporting period:</p> <p>Number of deliverables to be submitted to OJJDP (as outlined in the program narrative).</p> <p>Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in applicant proposal).</p>
	<p>Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</p> <p>Number of program materials developed.</p>	<p>This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.</p>	<p>Number of deliverables.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.</p> <p>Number of program materials developed.</p>
	<p>Number of planning or training events conducted.</p>	<p>This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.</p>	<p>Number of planning or training events conducted.</p>

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," page 15, 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 New Post-Award Reporting Requirements

Applicants should anticipate that 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), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

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

What an Application Is Expected To Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should OJJDP decide to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

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

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant’s profile to populate the fields on this form. If the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable), when selecting “type of applicant.”

2. Abstract

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

- written for a general public audience.
- submitted as a separate attachment with “Project Abstract” as part of its file name.
- single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

The abstract should include a brief description of the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Project Evaluations on page 14.

3. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced, and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

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

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

- a. Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the project will address (e.g., AI/AN children’s exposure to violence). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants 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 project's goals for supporting the AI/AN Task Force.

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.

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 12) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

- c. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7.

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.

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

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of the organizational chart showing how their organization operates, including who manages the finances; how the applicant manages subawards, if there are any; and the management of the project proposed for funding.

The applicant should also describe *demonstrated experience* in tribal government and law enforcement or tribal justice systems and services, federal-tribal-state-local relations and intergovernmental protocols, tribal culture and community dynamics, community relations or protocols including tribal colleges and universities, and working knowledge of the federal trust responsibility and Indian law.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 3, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.
- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- estimate of the percent of time that the partner will devote to the planning and operation of the project.

4. Budget Detail Worksheet and Budget Narrative

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

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

- a. Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.
- b. Budget Narrative.** The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

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

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/memoranda of understanding when assessing “capabilities/competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

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

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

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

- the federal or state funding agency.
- the solicitation name/project name.
- the point of contact information at the applicable funding agency.

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

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

- timeline or milestone chart** (see Timeline, page 17)
- 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 18)
- evidence of nonprofit status**, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- evidence of for-profit status**, e.g., a copy of the articles of incorporation, if applicable.

7. 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:

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

1. Statement of the Problem (5 points)
2. Performance Measures (5 points)
3. Project Design and Implementation (50 points)
4. Capabilities and Competencies (30 points)
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.² (10 points)

See "What an Application Is Expected To Include," page 15, for descriptions of the above criteria.

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 and its requirements.

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 field of the subject matter of a given solicitation who is not a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate all eligible applications. 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.

² 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.

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

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General, who also may consider other factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding, will make all final award decisions.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations

- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may 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). These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.”

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

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

All applicants are required to complete the following steps:

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

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

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

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

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. An organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.730 titled "Reduction and Prevention of Children's Exposure to Violence," and the funding opportunity number is OJJDP-2013-3634.
- 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: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

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

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

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

Provide Feedback to OJP on This Solicitation

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

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

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

Appendix: Application Checklist

OJJDP FY 2013 Support to the Attorney General's Task Force on American Indian/Alaska Native Children Exposed to Violence

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

Eligibility Requirements:

- Tribal nonprofit or for-profit organization, including nontribal nonprofit or for-profit organization
- Tribal institution of higher education, including nontribal institution of higher education
- The federal amount requested is within the allowable limit of \$750,000.

What an Application is Expected to Include:

- Application for Federal Assistance (SF-424) (see page 15)
- Abstract (see page 16)

- Program Narrative (see page 16)
 - 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 18)
- Indirect Cost Rate Agreement (if applicable) (see page 19)

- Additional Attachments (see page 19)
 - disclosure of pending applications
 - timeline or milestone chart
 - résumés of all key personnel
 - job descriptions for all key positions
 - letters of support/memoranda of understanding from partner organizations
 - evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
 - evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable

- Other Standard Forms and Components, as applicable, including:
 - Accounting System and Financial Capability Questionnaire (see page 21)
 - DUNS number (see page 23)
 - System for Award Management (SAM) (see page 24)
 - AOR registration and certification (see page 24)
 - Disclosure of Lobbying Activities (SF-LLL) (see page 24)