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

## OJJDP FY 2014 Youth With Sexual Behavior Problems Program

### Eligibility

**Category 1: Nontribal Project Sites.** Eligible applicants are limited to states and territories, units of local government, and nonprofit and for-profit organizations.

**Category 2: Tribal Project Sites.** Eligible applicants are limited to federally recognized Indian tribal governments, as determined by the Secretary of the Interior, and tribal nonprofit and for-profit organizations.

*For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 4.)*

*Eligible applicants must propose to initiate program services to youth who are youth ages 10 to 14 years old.*

OJJDP welcomes applications for either category that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the program.

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

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 27.) All applications are due by 11:59 p.m. eastern time on July 17, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

## Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail [JIC@telesishq.com](mailto:JIC@telesishq.com) **within 24 hours after the application deadline** and request approval to submit their application.

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](mailto: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 2014 Youth With Sexual Behavior Problems Program (CFDA #16.543 and 16.750)

## Overview

This program will fund agencies that utilize a comprehensive, multidisciplinary approach to provide intervention and supervision services for youth with sexual behavior problems and treatment services for their child victims and families. Award recipients will target for services youth with sexual behavior problems, their child victim(s), and parents/caregivers. Youth participating in this program must undergo a mental health evaluation to determine if they are amenable to community-based treatment and intervention. Targeted youth offenders should have no prior history of court involvement for sexual misconduct. There are two categories for this solicitation: Category 1: Nontribal Project Sites and Category 2: Tribal Project Sites.

This program represents a collaboration between OJJDP and OJP's Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) and is authorized by the Department of Justice Appropriations Act, 2014, P.L. 113-76, 128 Stat. 5, 63-65.

## 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, OJP urges applicants to **submit applications 72 hours** prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on July 17, 2014. See "How To Apply" on page 27 for details.

## Eligibility

There are two categories of funding available as a part of this solicitation.

**Category 1: Nontribal Project Sites.** Eligible applicants are limited to states and territories, units of local government, and nonprofit and for-profit organizations.

**Category 2: Tribal Project Sites.** Eligible applicants are limited to federally recognized tribal governments, (as determined by the Secretary of the Interior) and tribal nonprofit and for-profit organizations.

*For-profit organizations must agree to forgo any profit or management fee.*

OJJDP welcomes applications for either category that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the program. OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

## Program-Specific Information

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

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

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

For native children and families a major gap exists in statistics and data on child sexual abuse in Indian Country. In a report from the National Indian Child Welfare Association (2000), it was found that “current data are not sufficient to tell us the true status of abuse and neglect among American Indian/Alaska Native children.” At the same time, the available limited statistics point clearly to a disproportionate level of maltreatment for native children. Specifically:

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

<sup>2</sup> *Ibid.*

<sup>3</sup> *Ibid.*

<sup>4</sup> Meiselman, K. 1978. *Incest*. San Francisco, CA: Jossey-Bass.

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

<sup>6</sup> Carpentier, M., Silovsky, J.F., and Chaffin, M. 2006. “Randomized trial of treatment for children with sexual behavior problems: Ten-year follow-up.” *Journal of Consulting and Clinical Psychology* 74:482-488.

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

<sup>8</sup> Corcoran, J. 1998. “In defense of mothers of sexual abuse victims.” *Families in Society* 79(4): 358-369.

- In 2005, American Indian/Alaskan Native children experienced a rate of child abuse and neglect of 16.5 per 1,000 American Indian/Alaskan Native children. This rate compares to 19.5 for African American children, 16.1 for Pacific Islander children, 10.8 for White children, and 10.7 for Hispanic children<sup>9</sup>.
- American Indian/Alaskan Native children are over-represented in the population of child maltreatment victims, at more than 1.6 times the expected level, with the highest rates of overrepresentation in states that have larger American Indian/Alaskan Native populations<sup>10</sup>.

American Indians and Alaska Natives are vulnerable populations with significant levels of trauma exposure. The focus of this solicitation is to support a tribal site in developing and implementing a comprehensive program to intervene with youth with sexual behavior problems and provide treatment for victims of child sexual abuse and their families in a holistic manner.

### **Purpose**

This purpose of this program is to prevent sexual re-offending and to promote healing/services to victims and families. This program will assist communities in developing a multi-disciplinary, comprehensive approach to providing treatment services and community supervision for youth with sexual behavior problems and treatment services to victims and families of these youth. The program will focus on interfamilial and/or coresidential child victims and offenders. Examples of these types of sexual behaviors include, but are not limited to sexual contact between children who do not know each other well; sexual contact between children of different ages, sizes, and developmental levels; aggressive or coerced sexual contact; and sexual contact that causes harm to the child or others; or contact that causes another child to be highly upset and/or fearful.

Since 2010, OJJDP and SMART have partnered to support the Youth with Sexual Behavior Problems Program, which provides comprehensive, community-based interventions with the above-mentioned youth. In fiscal year 2014, OJJDP and SMART anticipates funding new project sites (including a tribal site), and providing training and technical assistance to these new sites on comprehensive, multidisciplinary approaches to treating youth with sexual behavior problems and their child victims, and document the evolution of intervention models developed to respond to these cases. The program will focus on interfamilial and/or coresidential sexual misconduct by youth ages 10 to 14 and provide adjunctive support services to child victims and families who have been victimized. OJJDP encourages applicants to propose comprehensive, evidence-based, intervention strategies for serving both the child victim(s) and the youth with sexual behavior problems and their families/guardians. Program models that have shown to be effective with this target population include (but are not limited to) the use of cognitive-behavioral or psycho-educational interventions (i.e., Trauma-Focused Cognitive Behavioral Therapy, group therapy, support groups, etc.).

### **Goals, Objectives, and Deliverables**

The goal of this solicitation is to pilot newly funded programs that will provide a comprehensive community-based intervention model to serve youth who have sexual behavior problems and

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<sup>9</sup> U.S. Department of Health and Human Services, Administration on Children, Youth and Families. Child Maltreatment. 2007. Available at <http://www.acf.hhs.gov>

<sup>10</sup> Maple, C., and Hay, T. 2004. Analysis of the data from the First Round of Child and Family Services Reviews Regarding American Indian and Alaska Native Children in State Care.

are in pre- or post-adjudication for inappropriate sexual behavior with a family member, co-resident, or other child with close social ties to the perpetrator. The proposed interventions should also include support services for the child victim and non-offending family or household members. For Category 1, all applicants should have a functioning multi-disciplinary team that uses a comprehensive, holistic approach to treat both the child victim and the youth with sexual behavior problems and a history of working with interfamilial child abuse cases. At a minimum, multi-disciplinary teams should consist of the following members: social services staff, juvenile court staff, mental health personnel, victim advocate personnel, law enforcement, and community-support providers. This team should serve as the case staffing entity to determine service provision for the victim, family, and the youth with sexual behavior problems. For Category 2, if a multi-disciplinary team does not already exist, the applicant should provide a detailed plan for creating one and include a list of the proposed members.

The program training and technical assistance provider will design, develop, and deliver technical assistance tailored to the individual needs of each project site as it implements a community-based intervention and management strategy for youth with sexual behavior problems and their victims and families. This will include intensive technical assistance for the Category 2 sites during the planning year.

For this solicitation, an application can be submitted under one of the following two categories:

**Category 1: Nontribal Project Sites.** The successful applicant will develop and implement a comprehensive program for the target population over a 24-month period. OJJDP also expects the Category 1 site to participate in the ongoing process/program implementation evaluation that the technical assistance provider is conducting for the initiative.

**Category 2: Tribal Project Sites.** The successful applicant will implement the project in two phases over a 36-month project period. OJJDP will expect the site to work closely with OJJDP's existing training and technical assistance provider during both phases of the project. The first 12 months of the project (Phase I) will be a dedicated planning year. The successful applicant will work with the training and technical assistance provider to establish the key components of a comprehensive, community-based intervention model. This includes (at a minimum) the establishment or enhancement of a multi-disciplinary team and development or revision of a treatment curriculum. Over the remaining 24-months (Phase II), the grantee will implement the program created during the planning year. The model is to target the age group of 10-14 year olds, however, if while developing their strategic plan with the TTA provider it is determined that an expansion of this age range is recommended, then the tribe will need to work with OJJDP on any final decisions regarding a change in program scope.

During Phase I, the grantee and the training and technical assistance provider will assess the tribe's current interventions and practices with youth with sexual behavior problems and develop a comprehensive and culturally relevant intervention model for these youth, their child victims, and their families. Assessment and planning will include identification and adaption of a treatment curriculum that includes best practices. This can include revision of current treatment curricula or practices used with the target populations and/or adaption of an existing model that is enhanced to account for the unique characteristics, traditional practices, and culture of the tribe. The grantee may allocate as much as 25 percent of funds to support assessment and planning activities.

During Phase II, the grantee will implement the intervention model developed in Phase I. OJJDP and the training and technical assistance provider will determine the most appropriate method of

documenting the planning and implementation strategies undertaken during the 3-year project period.

## **Deliverables**

Deliverables for the project sites will serve as a guide to other communities that wish to replicate the project and include:

- a comprehensive community-based strategy to treat youth with sexual behavior problems ages 10 to 14 who are in pre- or post-adjudication status for inappropriate sexual misconduct against a child family member, coresident, or other child with close social ties.
- a strategy to provide community-based support services to child victims and families of youth with sexual behavior problems.
- reports that speak to the effectiveness of the community-based interventions and the challenges encountered during implementation.
- an evaluation plan that outlines how the applicant will collect data and use it for program planning.

## **OJJDP Training and Technical Assistance Awardee Standards**

OJJDP has developed the *Core Performance Standards for Training, Technical Assistance, and Evaluation* to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding. For additional information, go to OJJDP's NTTAC Web site [www.nttac.org](http://www.nttac.org).

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to comply with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP funded Webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit to OJJDP NTTAC information in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and upload the files onto NTTAC's Online University.
- **Training information sharing.** The Office of Justice Programs (OJP) will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form and submit information to NTTAC on all training events (i.e. name of requestor, description of request,



dates of event, etc.) 30 days in advance of the event date and report additional data, as OJJDP requires.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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](#) Web site and OJJDP's [Model Programs Guide](#) Web site are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Additional Resources**

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. Find the report [here](#). In addition, the National Research Council's *Reforming Juvenile Justice: A Developmental Approach* outlines additional recommendations on developmentally appropriate services. Find the report [here](#). OJJDP encourages applicants to review these two resources and, when appropriate, include the use of trauma-informed and developmentally appropriate care and training in the project design of programs serving youth and families.

### **Amount and Length of Awards**

**Category 1: Nontribal Project Site.** OJJDP expects to make one award of as much as \$300,000 for a 24-month project period.

**Category 2: Tribal Project Site.** OJJDP expects to make one award of as much as \$400,000 for a 36-month project period.

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

OJJDP will enter into a cooperative agreement with the successful applicants. In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- reviewing and approving major project-generated documents and materials used in the provision of project services.
- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

## **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation, Waiver.** With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at [www.opm.gov/pay-leave](http://www.opm.gov/pay-leave). 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 that they 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.

**Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.** OJP strongly encourages applicants who propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

**Costs Associated with Language Assistance (if applicable).** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with

limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://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 who 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 Grantee Provides
<p>The solicitation's overall objective is to:</p> <p>Category 1: Develop and implement community-based intervention programs for youthful sexual offenders aged 10-14 and their victims and non-offending family or household members.</p>	<p><b>Direct Service Programs (Intervention)</b></p> <p>Percentage of programs/ initiatives employing evidence-based programs or practices.</p> <p>Percentage of youth with whom an evidence-based program or practice was used.</p>	<p>Report the number and percentage of programs/ initiatives employing evidence-based programs or practices. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).</p>	<p><b>Direct Service Programs (Intervention)</b></p> <p>Number of program/ initiatives employing evidence based programs or practices.</p> <p>Total number of programs/initiatives.</p> <p>The number of youth served using an evidence-based program or practice.</p> <p>Total number of youth served during the reporting period.</p>
	<p>Percentage of program youth completing program requirements.</p>	<p>The number and percentage of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing</p>	<p>Number of program youth who exited the program having completed program requirements.</p> <p>Total number of youth who exited the program during the</p>

Objective	Performance Measures	Description	Data Grantee Provides
		<p>programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that clients must meet before program completion.</p> <p>The total number of youth includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.</p>	<p>reporting period (either successfully or unsuccessfully).</p> <p>Total number of program youth served.</p> <p>Number of program youth tracked during the reporting period.</p>
	<p>Percentage of program youth who OFFEND.</p>	<p>The number and percentage of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses. Ideally this number should be all youth that the program serves during the reporting period or 6-12 months post program completion.</p>	<p>Number of program youth who had an arrest or delinquent offense during the reporting period.</p> <p>Number of program youth who were committed to a juvenile facility during the reporting period.</p> <p>Number of program youth who were sentenced to adult prison during the reporting period.</p> <p>Number of youth who received another sentence during the reporting period.</p> <p>Total number of program youth served.</p> <p>Number of program youth tracked during the reporting period.</p>

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

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

Objective	Performance Measures	Description	Data Grantee Provides
		records are the preferred data source.	
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed.
	Number of planning activities conducted.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning activities conducted.
	Number of people trained.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Preferred data source is program records.	Number of people trained (by type: program staff/ community members/ professionals).

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Carla Praylow at [carletta.praylow@usdoj.gov](mailto:carletta.praylow@usdoj.gov).

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data

for performance measures. Refer to the section “What an Application Is Expected To Include” on page 16 for additional information.

## **Human Subjects and Confidentiality Requirements**

The following requirements must be met for all applications that propose to conduct research and include human subjects. Research is defined as follows:

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

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

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

Applicants selected for an award in Category 1 only will be required to submit all appropriate IRB and privacy documents prior to spending OJP funds for research-related activities.

## **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 a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.



Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, 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 OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

## 2. Project Abstract

Applications should include a high-quality project 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, including the age range, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Human Subjects and Confidentiality Requirements on page 16. Finally, the abstract must include the category for which the applicant is applying.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://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 Web page 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 template, applicants are asked to indicate whether they give OJP permission to share their 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, 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 program will address (e.g., youth with sexual behavior problems). 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 program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. Examples of measurable objectives include the following: number of offender youth served, expand counseling services to cover an additional 25 targeted youth.

**Performance Measures.** OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 11) 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 6. OJJDP encourages applicants to select evidence-based practices for their programs.

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.

**For Category 2(Tribal Project Site),** in addition to addressing the requested information above, applicants should address the year 1 planning activities and discuss the following:

- key agencies and professionals comprising the planning team. This team must be representative of the agencies, organizations, and disciplines/professionals involved in serving youth with sexual behavior problems and child victims. Applicants should describe how these team members are ready to engage in a collaborative planning effort. This team will design and oversee the project implementation plan.
- process to identify and revise the treatment curricula.
- strategic planning process to develop, execute, and monitor implementation of the intervention model.

- readiness of the tribe to implement a comprehensive, holistic intervention model. Examples of readiness may include documentation of tribal leadership and/or elder investment in an initiative targeting youth with sexual behavior problems, existing comprehensive projects that utilize memoranda of understanding or agreement between partner agencies and stakeholders to address community issues, a functioning multi-disciplinary team that can address youth with sexual behavior problems and child sexual abuse, current implementation of sex offender treatment and/or trauma-focused treatment with child sexual abuse victims, already existing mental health or treatment programs using cognitive behavioral therapy or other treatment models for youth with sexual behavior problems (such as *Honoring Children, Mending the Circle*), experience with family/parent engagement in service delivery, and documented community support for implementing this program.

**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](http://www.ojjdp.gov/grantees/pm/logic_models.html). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 23.

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

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 23. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

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

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under Eligibility, page 4, 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.

Applicants should budget for as many as three representatives to attend one cluster meeting during the project period.

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

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

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

The narrative should be 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.

- Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

## **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 who do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://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, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants who cannot submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of their applications (except for cases in which, 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. Applicant Disclosure of High Risk Status**

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

- the federal agency that currently designated the applicant as high risk.
- date the applicant was designated high risk.

- the high risk point of contact name, phone number, and email address, from that federal agency.
- reasons for the high risk status.

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

## 8. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. 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 federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

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

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

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; <a href="mailto:jane.doe@usdoj.gov">jane.doe@usdoj.gov</a>



HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; <a href="mailto:john.doe@hhs.gov">john.doe@hhs.gov</a>
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Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

- b. Research and Evaluation Independence and Integrity.** If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by OJJDP grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.



For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

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

- c. logic model (see Logic Model, page 20)
- d. timeline or milestone chart (see Timeline, page 20)
- e. résumés of all key personnel
- f. job descriptions outlining roles and responsibilities for all key positions
- g. tribal authorizing resolution for Category 2.
- h. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 20)
- i. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- j. evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

## 9. Accounting System and Financial Capability Questionnaire

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

## Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent)
2. Goals, Objectives and Performance Measures (5 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (30 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.<sup>11</sup> (5 percent)

See What an Application Is Expected To Include, page 16, for the criteria that the peer reviewers will use to evaluate applications.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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, all final award decisions will be made by the Assistant Attorney General, who may consider 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 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](http://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

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<sup>11</sup> 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.

- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Subgrantees

## How To Apply

Applicants must register in, and submit applications through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants who experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering

with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

**Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).**

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

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

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew**

**their SAM registration annually** to maintain an active status.

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

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

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.543 and 16.750, titled "Missing Children's Assistance" and "Support for Adam Walsh Act Implementation Grant Program," and the funding opportunity number is OJJDP-2014-3818.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by individual Competition IDs. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

**Category 1: Nontribal Project Site.** Competition ID OJJDP-2014-3819.

**Category 2: Tribal Project Site.** Competition ID OJJDP-2014-3820.

7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants who do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
8. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive 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. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

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

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their applications. 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 OJJDP reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time.
- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.
- failure to follow each instruction in the OJP solicitation.
- technical issues with the applicant's computer or information technology environment, including firewalls.

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

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

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

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account will not

forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

# Application Checklist

## OJJDP FY 2014 Youth With Sexual Behavior Problems Program

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

### What an Applicant Should Do:

#### *Prior to Registering in Grants.gov:*

- Acquire a DUNS number (see page 28)
- Acquire or renew registration with SAM (see page 28)

#### *To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see page 29)
- Acquire AOR confirmation from the E-Biz POC (see page 29)

#### *To Find Funding Opportunity:*

- Search for the funding opportunity on Grants.gov (see page 29)
- Select the correct Competition ID (see page 29)
- Download Funding Opportunity and Application Package
- Sign up for Grants.gov e-mail notifications (optional) (see page 27)
- Read [Important Notice: Applying for Grants in Grants.gov](#)

### General Requirements:

- Review "[Other Requirements](#)" Web page

### Scope Requirement:

- The federal amount requested is within the allowable limit(s) of as much as \$300,000 for Category 1 and as much as \$400,000 for Category 2.

### Eligibility Requirement:

#### Category 1: **Nontribal Project Sites**

- State or territory
- Unit of local government
- Nonprofit or for-profit organization

#### Category 2: **Tribal Project Sites**

- Federally recognized tribal government
- Tribal nonprofit or for-profit organization

### What an Application Is Expected to Include:

- Application for Federal Assistance (SF-424) (see page 17)
- Project Abstract (see page 17)
- Program Narrative (see page 18)



- \_\_\_\_\_ Budget Detail Worksheet (see page 21)
- \_\_\_\_\_ Budget Narrative (see page 21)
  - \_\_\_\_\_ Employee Compensation Waiver request and justification (see page 10)
  - \_\_\_\_\_ Read OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 10)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 29)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 22)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 22)
- \_\_\_\_\_ Applicant Disclosure of High-Risk Status (see page 22)
- \_\_\_\_\_ Additional Attachments (see page 23)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications
  - \_\_\_\_\_ logic model (see page 20)
  - \_\_\_\_\_ timeline or milestone chart (see page 20)
  - \_\_\_\_\_ résumés of all key personnel
  - \_\_\_\_\_ job descriptions outlining roles and responsibilities for all key positions
  - \_\_\_\_\_ letters of support/memoranda of understanding (see page 20)
  - \_\_\_\_\_ 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.
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (see page 25)