The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention is seeking applications for its Fiscal Year (FY) 2014 Youth Violence Prevention Technical Assistance Program. This program furthers the Department's mission by providing cross functional technical assistance to communities, tribes, and agencies funded to serve children and youth as part of the Defending Childhood, National Forum on Youth Violence Prevention, and Community-Based Violence Prevention Programs.

OJJDP FY 2014 Youth Violence Prevention Technical Assistance Program

Eligibility

Eligible applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 4.)

OJJDP strongly encourages applications that involve two or more entities; however, one eligible entity must be the applicant and serve as the fiscal and administrative lead, and other project partners must be proposed as subrecipients. Furthermore, applicant entities must provide information on how they will implement, coordinate, and track project management duties between project partners.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 25.) All applications are due by 11:59 p.m. eastern time on July 7, 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. 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 **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, or by live Web chat. JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: OJJDP-2014-3875

Release date: May 20, 2014

Contents

OJJDP FY 2014 Youth Violence Prevention Technical Assistance Program
(CFDA #16.819, 16.123, and 16.818)

Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) recognizes that preventing and ameliorating youth violence requires a shared framework to address the factors that impact violence and victimization at the individual, peer, family, community, and societal levels and promote child and youth well being and that grantees who work in partnership with OJJDP to address these issues will benefit from targeted technical assistance, including enhanced peer-to-peer support, that will assist them to reach their short- and long-term goals. This program is authorized pursuant to paragraphs (5) and (8) under the Juvenile Justice heading, and paragraph (12) under the State and Local Law Enforcement Assistance heading in the Department of Justice Appropriations Act, 2014, P.L.113-76: 128 Stat. 5, 62-5.

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 7, 2014. See "How To Apply" on page 25 for details.

Eligibility

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

OJJDP strongly encourages applications that involve two or more entities; however, one eligible entity must be the applicant and serve as the fiscal and administrative lead, and other project partners must be proposed as subrecipients. Furthermore, applicant entities must provide information on how they will implement, coordinate, and track project management duties between project partners.

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

Program-Specific Information

Strong evidence exists that, by working in partnership, communities can intervene effectively in the lives of young people to reduce or prevent their experiences with and involvement in violence and promote their well-being. This requires that approaches to violence prevention, intervention, and treatment account for child and adolescent development and how adverse consequences of trauma impact their social and emotional development. One approach, one

policy, one program, one actor alone is not sufficient to impact youth violence and victimization. Through its signature programs, OJJDP has created cross-sector, multi-level, community-based collaborations that engage a broad spectrum of local leaders, educators, youth-serving practitioners, decisionmakers, agency heads from various public systems, and families and youth. These collaborative efforts use innovative strategies based on joint decisionmaking, shared governance, and collective impact to achieve their violence prevention, crime reduction, norms change, and well-being promotion goals.

To enhance these efforts, OJJDP will deploy integrated training and technical assistance to develop professional capacity and knowledge, reform policy and practice, sustain and institutionalize productive reforms, increase effective use of data to inform decisionmaking, raise public awareness, align existing resources, enhance community outreach, promote effective collaborations, and increase engagement of the full range of stakeholders in the communities taking part in the Defending Childhood, National Forum on Youth Violence Prevention, and Community-Based Violence Prevention initiatives.

Purpose

This project will make high quality, cost effective, training and technical assistance resources available to the jurisdictions funded through OJJDP's signature programs (Defending Childhood, National Forum on Youth Violence Prevention, and Community-Based Violence Preventioninitiatives). The ultimate aim of this work is to promote the well-being of children and youth, the families and communities in which they reside, and enhance public safety through the prevention and reduction of violence. The successful applicant will work closely with OJJDP to provide technical assistance consistent with the terms of this cooperative agreement.

I. Program Goals For Defending Childhood:

1. developing and implementing activities in families and communities that prevent children's initial and repeated exposure to violence.

2. advancing scientific inquiry on the causes and characteristics of childhood exposure to violence and supporting education and outreach efforts to improve understanding.

3. 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.

For more information on Defending Childhood, see: http://www.justice.gov/defendingchildhood/.

II. Program Goals For the National Forum on Youth Violence Prevention:

1. elevate youth and gang violence as an issue of national significance, highlighting both its individual and societal impacts.

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

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

For more information on the National Forum, see: http://www.findyouthinfo.gov/collaboration-profiles/national-forum-youth-violence-prevention.

III. Program Goals For Community-Based Violence Prevention Program:

1. change community norms regarding violence.

2. provide alternatives to violence when gangs and individuals in the community are making risky behavior decisions.

3. increase awareness of the perceived risks and costs of involvement in violence among high-risk young people.

For more information on Community-Based Violence Prevention Program, see: http://www.ojjdp.gov/funding/FundingDetail.asp?fi=229.

Program Site Location Matrix *(does not include anticipated FY 2014 awards)*

City or Tribe & State	Defending Childhood Sites	National Forum on Youth Violence Prevention Sites	Community-Based Violence Prevention Sites
Baltimore (MD)			X
Baton Rouge (LA)			X
Boston (MA)	X	X	X
Brooklyn (NY)			X
Camden (NJ)		X	X
Chicago (IL)		X	
Chippewa Cree Tribe (MT)	X		
Cuyahoga County (OH)	X		
Denver (CO)			X
Detroit (MI)		X	X
Grand Forks (ND)	X		
Kansas City (MO)			X
Los Angeles (CA)			X
Memphis (TN)		X	
Minneapolis (MN)		X	
Multnomah County (OR)	X		
Newark (NJ)			X
New Orleans (LA)		X	
Newport News (VA)			X
Oakland (CA)			X
Philadelphia (PA)		X	X

Portland (ME)	X		
Prince George's County (MD)			X
Rosebud Sioux Tribe (SD)	X		
Salinas (CA)		X	
San Jose (CA)		X	
Shelby County (TN)	X		
Syracuse (NY)			X
Washington (DC)			X
Total Programs	**8**	**10**	**16**

For information on awards made under each program solicitation, see
http://www.ojjdp.gov/funding/funding.html#2

Goals, Objectives, and Deliverables

OJJDP seeks applications to provide a full range of comprehensive training and technical assistance to three signature programs. OJJDP will expect the successful applicant to:

- establish an integrated training and technical assistance presence/platform for OJJDP signature programs to include a project management lead and dedicated team to coordinate support to the sites.

- provide training and technical assistance to advance comprehensive policy and practice exchange in multi-sector community reform initiatives through a range of activities that address shared and focused topics and needs.

- ensure that training and technical assistance accounts for site needs and community context and includes, but is not limited to:

  o change processes, such as implementation, community outreach, public education/ awareness, policy development, youth and family engagement, policy and fiscal analysis and reform, effective use of data, collaborative governance, overcoming power differentials among stakeholders within sites, and sustainability.

  o content topics, such as children's exposure to violence in the home, school, or community and the consequences of that trauma; child and adolescent development; historical trauma (racial and other); family violence; cross-systems youth; primary prevention; and gang and gun violence prevention; deterrence and control; and understanding.

  o use of theoretical and messaging frameworks to planning and reform, including the social ecological model, public health model, graduated sanctions, risk and protective factors, and interrupting cycle of violence through healing-based approaches.

- provide tools, resources, and innovative assistance to work across OJJDP's signature programs in support of both cross-program and program-specific training and technical assistance requests.

- provide peer-to-peer learning opportunities through the development and support of peer training and technical assistance strategies, including establishing one or more virtual communities through which site project directors, collaborative members, and/or federal staff will share strategies, collaborate on common issues, share knowledge and lessons learned from implementing their programs, and communicate with OJJDP.

- organize, facilitate, and document regular project calls and Webinars in conjunction with OJJDP program staff. Calls currently include monthly phone or Web meetings with the Forum Coordination Team, Community-Based Violence Prevention program managers, Defending Childhood program managers, Forum all-site calls, Community-Based Violence Prevention project director calls, and biweekly Defending Childhood site directors' calls.

- plan and execute project meetings in consultation with DOJ. Meetings may include all-sites meetings of national significance, subject-specific trainings, project director meetings, and/or other meetings, as OJJDP indicates and within existing budget parameters. The successful applicant will work with OJJDP to handle meeting logistics and plan the agenda. Some site participants will cover their own travel costs. (Refer to the budget section for more guidance.)

- provide individualized assessments of site-specific training and technical assistance needs.

- provide consultation to sites to include regular conference calls, facilitation of virtual community of practice, Webinars, and strategic consultation by subject matter experts onsite and through e-communication.

- work with OJJDP to share information with training and technical assistance providers from the Centers for Disease Control and Prevention to strengthen sites' engagement of public health departments in their collective work to address youth violence prevention.

- identify, develop, and maintain a pool of cross-disciplinary experts who can provide onsite, solutions-focused technical assistance tailored to the specific needs of each site. These consultants must provide ongoing support for the implementation of local strategic plans and to help the sites meet the goals and objectives of the Defending Childhood, National Forum on Youth Violence Prevention, and Community-Based Violence Prevention initiatives. The training and technical assistance provider must field a pool of experts who collectively have the required subject matter expertise and will coordinate with federal staff. As noted in the third objective above, a broad and comprehensive set of subject matter experts is required. In addition, training and technical assistance providers, contractors, and consultants must have the cultural competence to work with diverse communities, including American Indian tribes, and the facility to work as a cohesive team to assist the sites as they address challenges, barriers, and unintended consequences.

- develop material for public Web pages on signature programs and update, as needed. This information may be aggregated on the findyouthinfo.gov and/or ojjdp.gov Web portals, as federal staff direct.

- demonstrate capacity to accomplish the objectives and deliverables, as described in the above section.

- provide information on how project management duties will be implemented, coordinated, and tracked between co-applicants/program partners.

- provide a draft work plan for training and technical assistance provision to signature programs that addresses specific goals, objectives, and deliverables of the Youth Violence Prevention Technical Assistance Project.

- demonstrate awareness, capacity, and preliminary plans or letters of intent to coordinate with key training and technical assistance providers, including OJJDP's National Training and Technical Assistance Center and the National Gang Center, CDC's Youth Violence Prevention Centers and Training and Technical Assistance Center, and the Community-Based Violence Prevention program developers of Cure Violence and Group Violence Reduction Program (National Network of Safe Communities) and other training and technical assistance providers, as federal staff direct, such as, but not limited to, Civics First (enhancing law enforcement-youth interaction) and the Equal Justice Initiative of Alabama (addressing racial inequity and historical trauma).

Within the first 30 days of access to award funds, OJJDP will expect the successful applicant to:

- develop a comprehensive database of all project leads and points of contact to facilitate OJJDP's communication and information-sharing efforts.

- provide an outline of the structure for the individualized training and technical assistance assessment and submit to OJJDP for review and comment.

- participate in OJJDP-convened meetings or conference calls with the National Training and Technical Assistance Center, the National Gang Center, CDC's Youth Violence Prevention Centers/Training and Technical Assistance Center, and the Community-Based Violence Prevention program developers of Cure Violence and Group Violence Reduction Program (National Network of Safe Communities) to discuss the goals of this project and facilitate the development of memoranda of understanding for the project.

- initiate individualized assessments of the training and technical assistance needs of each signature program grantee to include challenges and strengths.

Within the first 60 days of access to award funds, OJJDP will expect the successful applicant to:

- document through memoranda of understanding or other jointly written and signed letters or agreements the applicant's plans to coordinate with the following key training and technical assistance providers: OJJDP's National Training and Technical Assistance Center and National Gang Center, CDC's Youth Violence Prevention Centers and Training and Technical Assistance Center, and the Community-Based Violence Prevention program developers of Cure Violence and Group Violence Reduction Program (National Network of Safe Communities).

- complete the individualized needs assessment and provide OJJDP with a report on the assessment and recommendations for structuring the provision of integrated and specific

training and technical assistance to the signature programs to include subject matter expert consultants proposed.

- submit a revised work plan in line with the assessment to OJJDP for review and comment.

- ensure proper tracking and documentation of training and technical assistance.

Within the first 90 days of access to award funds, the successful applicant will:

- implement training and technical assistance in accord with the revised work plan.

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.

OJJDP anticipates that the subject matter expertise needed to support the three signature programs will be diverse. The following list addresses topics gleaned from each program; however, OJJDP anticipates that once an individualized assessment is completed, the award recipient can develop a streamlined plan to provide training and technical assistance.

The successful applicant will highlight the subject matter expertise they possess and will also demonstrate an awareness of the expertise and evidence-based programs and practices that could be tapped in the following areas:

- improving community response to children exposed to violence
- trauma-informed care
- principles of child and youth development
- the impact of trauma and toxic stress to cognition, social and emotional development, and physical health

- screening and assessing trauma and violence using evidence-based and culturally appropriate means
- disproportionate minority contact
- tribal: culturally informed practice, policy, and service delivery
- police/youth interactions
- community organizing/outreach
- policy development
- positive youth development
- youth violence prevention
- restorative justice
- team building/peer mentoring
- public health approach to violence prevention
- youth and gang violence, prevention, intervention, enforcement, and reentry
- gang/gun violence, specifically OJJDP's Gang Violence Reduction Model, Cure Violence, and Group Violence Reduction Strategy.

Additional Resources

OJJDP encourages applicants to review the recommendations from the Attorney General's National Task Force on Children Exposed to Violence, www.justice.gov/defendingchildhood/cev-rpt-full.pdf, and the recommendations of the National Research Council's *Reforming Juvenile Justice: A Developmental Approach*, www.nap.edu/catalog.php?record_id=14685 and consider incorporating the recommendations into their applications, where applicable.

Amount and Length of Awards

OJJDP will make one initial award up to $1 million for 12 months. Subject to performance, need, and availability of funds, OJJDP may provide supplemental funding for up to 2 additional years.

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

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

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.

- reviewing and approving major project-generated documents 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. 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. 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.

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.

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 Center's NTTAC Web site 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 coordinate their activities with OJJDP NTTAC by complying 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 be collecting 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.

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. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located at www.ojjdp-dctat.org/. Award recipients must submit a detailed data collection plan describing how they will collect the data to assess effectiveness of all training and technical assistance activities under this award. Performance measures for this solicitation are as follows:

Objective	Performance Measure	Description	Data Grantee Provides
To provide a full range of comprehensive training and technical assistance to promote the well-being of	Number of training requests received.	This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received during the reporting period.

Objective	Performance Measure	Description	Data Grantee Provides
children and youth, the families and communities in which they reside, and enhance public safety through the prevention and reduction of violence.			
	Number of technical assistance requests received.	This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period.
	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 during the reporting period.
	Number of planning or training events held.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or inter-agency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning or training events held during the reporting period.
	Number of people trained.	This measure represents the number of people trained during the reporting period.	Number of people trained during the reporting period.

Objective	Performance Measure	Description	Data Grantee Provides
		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.	
	Percentage of people exhibiting increased knowledge of the program area.	This measure represents the number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre and post tests is preferred.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	The number and percentage of organizations reporting improvements in operations as a result of training and technical assistance 1 to 6 months post-service.	Number of organizations that receive training and technical assistance. Number of those served by training and technical assistance.
	Percentage of those served by training and technical assistance who reported implementing an evidence based program and/or practice during or after the training and technical assistance.	Number and percent of programs served by training and technical assistance that reported implementing an evidence-based program and/or practice during or after the training and technical assistance. Evidence based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or	Number of organizations reporting improvements in operations based on training and technical assistance. Number of those served who reported implementing an evidence based program and/or practice during or after the training and technical assistance.

Objective	Performance Measure	Description	Data Grantee Provides
		related risk factors, such as substance use.	

OJJDP Narrative Questions

The following requires a response in January and July of the calendar year when entering your program performance measurement data. Answer based on your activities for the last 6-month period.

#	QUESTION	Information Grantee Provides
1	What were your accomplishments within this reporting period?	Explain each response in 8,000 words or less.
2	What goals did you accomplish, as they relate to your grant application?	Explain each response in 8,000 words or less.
3	What problems/barriers did you encounter, if any, within the reporting period that prevented you from reaching your goals or milestones?	Explain each response in 8,000 words or less.
4	Is there any assistance that OJJDP can provide to address any problems/ barriers identified in question #3?	A: Yes/ No Explain each response in 8,000 words or less.
5	Are you on track to fiscally and programmatically complete your program as outlined in your grant application?	A: Yes/No Explain each response in 8,000 words or less.
6	What major activities are planned for the next six months?	Explain each response in 8,000 words or less.
7	Based on your knowledge of the juvenile justice field, are there any innovative programs/accomplishments that you would like to share with OJJDP?	Explain each response in 8,000 words or less.

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" below for additional information.

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, 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.

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

3. **Program Narrative**

   Refer to Program-Specific Information, pages 4-10, to develop the 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., providing technical assistance to OJJDP grantees related to the factors that impact violence and victimization at the individual, peer, family, community, and societal levels). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and describe the relationship of training and technical assistance to the nature of efforts to address these problems through OJJDP's Defending Childhood, National Forum, and Community-Based Violence Prevention Initiatives. Applicants should describe the target population and any previous or current attempts to address the problem.

   Applicants should describe relevant outcomes and research or evaluation studies that relate to subject matter expertise outlined in the solicitation and contribute to the applicant's understanding of how this information can be used to inform the provision of technical assistance.

b. **Goals, Objectives, and Performance Measures.** Applicants should incorporate (but not repeat verbatim) the proposed goals, objectives, and deliverables of their proposed program to demonstrate their understanding of the solicitation's goals, objectives, and deliverables. When formulating the proposed goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

   Goals. Applicants should describe their solution to the solicitation's intent to provide a shared training and technical assistance framework to grantees who are working in partnership with OJJDP to address the factors that impact violence and victimization at the individual, peer, family, community, and societal levels.

Program Objectives. Applicants should explain how the program will accomplish the goals and objectives specified in this solicitation. Program 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 13) 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.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 22.

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 22. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

Assessment structure. Applicants should submit a draft outline of the structure for the individualized training and technical assistance assessment, as stipulated in Additional Attachments, page 22.

Expertise/Program/Practices Matrix. Applicants should submit a matrix of the expertise and evidence-based programs and practices that could be tapped for providing technical assistance, as stipulated in Additional Attachments, page 22.

d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization, coapplicants or partners, and any contractors or subgrantees that the applicant will rely on to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. If applicable, applicants should highlight their

experience/capability/capacity to manage contracts, consultant agreements or subawards, including details on their system for fiscal accountability. Management, staffing patterns and accountability 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 project will be organized and the larger supporting organizational structure within which the project resides.

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.

For the purposes of this submission, applicants should factor in one national meeting of all Defending Childhood, National Forum for Youth Violence Prevention and Community-Based Violence Prevention Program teams (three people per site maximum) to be held in Washington, DC, and two regional cluster meetings that will focus on specific, cross-cutting issues, include a subset of program sites (two people per site maximum) and be held in other parts of the country. The successful applicant will also work with OJJDP to develop a cost sharing plan that will provide a portion of the costs of attending meetings to the program sites.

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

a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit 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 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 <u>all</u> costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. **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. 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.

6. **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 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.

7. 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.

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; jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending

applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. logic model (see Logic Model, page 19)

c. timeline or milestone chart (see Timeline, page 19)

d. résumés of all key personnel

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

f. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 20)

g. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

h. evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

i. draft outline of the structure for the individualized training and technical assistance assessment, page 19.

j. matrix of the expertise and evidence-based programs and practices that could be tapped for providing technical assistance, page19.

k. Detailed performance measures data collection plan describing how they will collect the data to assess effectiveness of all training and technical assistance activities under this award, page 19.

8. **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

1. Statement of the Problem (15 percent)
2. Goals, Objectives and Performance Measurses (10 percent)
3. Project Design and Implementation (35 percent)
4. Capabilities and Competencies (35 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[1] (5 percent)

---

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

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.

- 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

- 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. 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 <u>only</u> permits the use of <u>certain</u> <u>specific</u> characters in names of attachment files. Valid file names may include <u>only</u> 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 <u>any</u> 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 (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

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. 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.

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/web/grants/register.html.

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 numbers for this solicitation are 16.819, titled "National Forum on Youth Violence Prevetion;" 16.123, titled "Community-Based Violence Prevention Program;" and 16.818, titled "Children Exposed to Violence." The funding opportunity number is OJJDP-2014-3875.

6. **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.

7. **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 1 **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.

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.

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. 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 Violence Prevention Technical Assistance 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 26)
_____Acquire or renew registration with SAM (see page 26)

To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password (see page 27)
_____Acquire AOR confirmation from the E-Biz POC (see page 27)

To Find Funding Opportunity:
_____Search for the funding opportunity on Grants.gov (see page 27)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov e-mail notifications (optional) (see page 26)
_____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 of up to $1 million.

Eligibility Requirement:

_____Nonprofit or for-profit organization, including tribal nonprofit and for-profit organization
_____Institution of higher education, including tribal institution of higher education

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 17)
_____Budget Detail Worksheet (see page 20)
_____Budget Narrative (see page 20)
_____Employee Compensation Waiver request and justification (if applicable) (see page 11)
_____Read and indicate understanding of OJP policy and guidance on "conference" approval,
    planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 12)
_____Disclosure of Lobbying Activities (SF-LLL)(see page 27)
_____Indirect Cost Rate Agreement (if applicable) (see page 21)
_____Applicant Disclosure of High Risk Status (see page 21)
_____Additional Attachments (page 22)
    _____Applicant Disclosure of Pending Applications

_____logic model (see page 19)

_____timeline or milestone chart (see page 19)

_____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 23)

_____draft outline of the structure for the individualized training and technical assistance assessment (see page 19)

_____matrix of the expertise and evidence-based programs and practices that could be tapped for providing technical assistance (see page 19)