The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention is seeking applications for FY 2014 Comprehensive AntiGang Strategies and Programs. This program furthers the Department’s mission by supporting evidence-based strategies in communities that coordinate prevention, intervention, enforcement, and reentry programs to reduce and control gang-related crime and violence.

**OJJDP FY 2014 Comprehensive Antigang Strategies and Programs**

**Eligibility**

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), and nonprofit organizations (including tribal nonprofit organizations). (See Eligibility, page 4.)

OJJDP welcomes applications 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 22.) All applications are due by 11:59 p.m. eastern time on July 14, 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-2014-3942

Release date: May 29, 2014
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Youth gangs continue to have a significant adverse impact on youth, families, and communities across America. A growing number of communities have adopted OJJDP’s Comprehensive Gang Model, a multistrategy, multidisciplinary approach that has proven to be effective in reducing gang activity. The fiscal year 2014 Comprehensive Antigang Strategies and Programs solicitation provides funding for localities to enhance coordination of federal, state, and local resources in support of community partnerships implementing the following antigang programs: primary prevention, secondary prevention, gang intervention, and targeted gang enforcement. This program is authorized pursuant to paragraph (3)(B) under the Juvenile Justice heading in the Department of Justice Appropriations Act, 2014, P.L. 113-76; 128 Stat. 5, 64.

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 14, 2014. See “How To Apply” on page 22 for details.

Eligibility

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

OJJDP welcomes applications 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.

Applicants must have signed letters of support for the community-based antigang strategy from, at a minimum, the mayor, chief of police, and local school superintendent in the jurisdiction in which the program will be based.

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

Purpose

Community-based gang prevention, intervention, and suppression should involve multiple organizations and programs working in partnership to deliver complementary services to a
specific population in a targeted area. The Comprehensive Community-Based Antigang Strategies program provides communities with funds to (1) hire a multistrategy gang coordinator who will enhance the coordination of existing community-based antigang programs and strategies that are closely aligned with local law enforcement efforts and (2) implement or enhance existing evidence-based gang prevention, intervention, and suppression programs.

Goals, Objectives, and Deliverables

The program supports the implementation of comprehensive community-based antigang strategies and strengthens coordination of existing resources and activities that support multiple complementary, evidence-based programs to reduce gang activity in targeted communities. Successful applicants should agree to hire or designate a full-time director/coordinator for the duration of the assessment process and implementation of the program. The director is a leadership position and reports directly to the steering committee/policy group. The director should have strong supervision, budget preparation, strategic planning, and personnel management skills; ability to network effectively with a variety of organizations, including government agencies, law enforcement agencies, schools, social service agencies, courts/probation/corrections, and grassroots organizations; have a basic understanding of gang intervention, suppression, and prevention strategies and gang involvement. (If a project director has been selected, provide a resume.)

Awards will support coordination of community-based antigang initiatives that involve law enforcement as an essential partner. Other partners should include schools, social services, faith- and community-based organizations, and businesses. Successful applicants will demonstrate that they are implementing community-based anti-gang activities consistent with all of the anti-gang strategies (i.e. The Comprehensive Gang Model) and programs described below using existing funding (see Readiness to Collaborate, Plan and Implement the Model below). An effective antigang strategy should be based upon a thorough assessment of the gang problem (see below). The response must be a comprehensive, long-term strategic approach that contains the spread of gang activity; protects those youth who are most susceptible; and mitigates those risk factors that foster gang activity.

The four-pronged approach of an effective antigang strategy should include targeted enforcement of the most serious and chronic offenders, intervening with those youth who are already gang involved, preventing those youth who have been identified as being at high risk of entering a gang, and targeting the entire population in high-crime, high-risk areas through the implementation of programs that address risk and protective factors.

Award recipients will provide semiannual progress reports that compare the status of existing partnerships and resource coordination with the baseline at the start of the project.

Readiness to collaborate, plan, and implement the model. The following are key components of an organization that is ready to implement the antigang model:

- political leadership of the community and agencies who will collaborate in the proposed project should have publicly acknowledged that a gang problem exists in the community/target area.

- applicant agency is a state agency, unit of local government (law enforcement, school district, criminal justice agency, mayor’s office, etc.) or a not-for-profit with a demonstrated track record for managing initiatives involving multiple collaborating organizations.
• a group of policy makers and leaders composed of law enforcement, criminal/juvenile justice, education, social services, and governmental entities has been or will be convened. They intend to form an oversight mechanism (steering committee/task force/advisory council) to formulate strategies, allocate resources, and monitor progress. Members of this group should have the authority to commit their agency to provide data for the assessment and participate in a joint planning process to address local gang problems.

**Gang problem assessment.** Prior to planning or commencing any gang-related programming, a communitywide assessment should be conducted. The assessment process helps projects determine types and levels of gang activity, gang crime patterns, community perceptions, and service gaps. The assessment also assists the steering committee members in identifying target populations to be served and making the best use of available resources.

Applicants selected to receive a grant may conduct a more comprehensive gang problem assessment. The following agencies should have committed in writing to the steering committee to participate in conducting a comprehensive gang assessment, providing relevant data, and producing an assessment that the steering committee will use for planning purposes:

• primary local law enforcement agencies
• local school district(s)
• juvenile and/or adult probation and parole
• city or county social services and/or local providers
• city/county leaders
• outreach agency, if available

An assessment is the foundation for planning and implementing a successful comprehensive antigang strategy. Conducting an assessment can take from 6 to 12 months, including planning for data collection, collecting and analyzing data, and preparing the assessment report. (Applicants should provide a timeline for this phase.)

OJJDP recommends that applicants use a research partner to assist with the assessment and measurement of progress. Applicants should provide information on the role envisioned for the research partner in collecting, analyzing, and reporting data (provide the resume of the identified research partner or a job description if the research partner is not identified).

**The Comprehensive Gang Model.** The core strategies of this comprehensive approach to addressing community gang problems includes the following:

• **community mobilization.** Involvement of local citizens, including former gang-involved youth, community groups, agencies, and coordination of programs and staff functions within and across agencies.

• **opportunities provision.** Development of a variety of specific education, training, and employment programs targeting gang-involved youth.
• **social intervention.** Involving youth-serving agencies, schools, grassroots groups, faith-based organizations, police, and other juvenile/criminal justice organizations in “reaching out” to gang-involved youth and their families and linking them with needed services.

• **suppression.** Formal and informal social control procedures, including close supervision and monitoring of gang-involved youth by agencies of the juvenile/criminal justice system and also by community-based agencies, schools, and grassroots groups.

• **organizational change and development.** Development and implementation of policies and procedures that result in the most effective use of available and potential resources within and across agencies to better address the gang problem.

**Antigang programs.** Gang activity is a complex social phenomenon that varies by age, degree of gang involvement, and severity of offending. Risk factors associated with the probability that a young person will join a gang run across family, school, peer, and community lines. Accordingly, no single program or strategy operating independently is likely to have a lasting effect in reducing gang activity. Comprehensive antigang strategies, however, coordinate multiple approaches in recognition that each strategy plays a role toward a coordinated effort. As previously noted, communities have adopted a broad range of programs to combat gang activity, many of which may be categorized as follows:

• **primary prevention** includes activities to reduce risk factors or increase protective factors among the entire population of youth and families in communities with significant levels of gang activity.

• **secondary prevention** includes programs and services to decrease the likelihood of joining a gang among youth who have already displayed early signs of problem behavior or who are exposed to multiple known risk factors for gang activity. These services typically include some form of individual risk assessment and often focus on youth 7 to 14 years old and their families. Younger siblings and family members of gang-involved youth are particularly suitable for these services.

• **intervention** with high-risk or gang-involved youth includes community-based programs that balance the delivery of services and educational and employment opportunities with supervision and accountability. Intervention services typically involve outreach to youth and families, individual risk/needs assessments, case management, service referrals, coordinated service delivery, and supervision.

• **targeted gang enforcement** includes community-oriented and problem-oriented policing strategies with an emphasis on gangs and collaborative enforcement strategies involving probation and prosecution to target high-rate gang offenders, gang leaders, and serious violent offenders.

**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. The National Gang Center’s Strategic Planning Tool lists evidence-based programs, as well.

Additional Resources


Amount and Length of Awards

OJJDP expects to make as many as three awards of as much as $200,000 for a 24-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 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.
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/. Performance measures for this solicitation are as follows:

<table>
<thead>
<tr>
<th>Objective</th>
<th>Performance Measures</th>
<th>Data Grantees Provide</th>
</tr>
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<tbody>
<tr>
<td>To support the implementation of comprehensive community-based antigang strategies and strengthens coordination of existing resources and activities that support multiple complementary, evidence-based programs to reduce gang activity in targeted communities.</td>
<td>Percentage of program youth who complete program requirements.</td>
<td>Number of youth served by program.</td>
</tr>
<tr>
<td></td>
<td>Percentage of youth with whom an evidence-based program/practice was used.</td>
<td>Number of youth who complete program requirements.</td>
</tr>
<tr>
<td></td>
<td>Number of youth who offend/reoffend.</td>
<td>Number of youth with whom an evidence-based program/practice was used.</td>
</tr>
<tr>
<td></td>
<td>Percentage of youth who exhibit a desired change in the targeted behavior.</td>
<td>Number of youth who offend/reoffend, typically defined as a new arrest or court referral.</td>
</tr>
<tr>
<td></td>
<td>Number of training requests received.</td>
<td>Number of training requests received.</td>
</tr>
<tr>
<td></td>
<td>Number of technical assistance requests received.</td>
<td>Number of technical assistance requests received.</td>
</tr>
<tr>
<td></td>
<td>Number of program materials developed.</td>
<td>Number of program materials developed.</td>
</tr>
<tr>
<td></td>
<td>Number of planning or training events held.</td>
<td>Number of planning or training events held.</td>
</tr>
<tr>
<td></td>
<td>Number of people trained.</td>
<td>Number of people trained.</td>
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<tr>
<td></td>
<td>Percentage of people exhibiting increased knowledge of the program area.</td>
<td>Number of people (recipients of training/technical assistance) exhibiting increased knowledge of the program area (determined by pre- and post-testing).</td>
</tr>
<tr>
<td></td>
<td>Number of program policies changed and/or rescinded.</td>
<td>Number of program policies changed and/or rescinded.</td>
</tr>
<tr>
<td>Percentage of organizations reporting improvements in operations based on training and technical assistance.</td>
<td>Number of organizations that receive training and technical assistance.</td>
<td></td>
</tr>
<tr>
<td>Number of organizations reporting improvements in operations based on training and technical assistance.</td>
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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 12 for additional information.

**Project Evaluations**

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

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

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

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21).” Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).
OJP has developed a decision tree (www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

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

**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; signed letters of support from, at a minimum, their mayor, chief of police, and the local school superintendent; 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. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Project Evaluations on page 11.

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

Permission to Share Project Abstract with the Public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a 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 gang activity that the program will address. 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. The applicant should provide evidence that the political leadership of the community and agencies who will collaborate in the proposed project publicly acknowledge that a gang problem exists in the community/target area.

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.

**Performance Measures.** OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 10) 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 5. OJJDP encourages applicants to select evidence-based practices for their programs.

Applicants should describe:

- the oversight committee, including a list of its members, how often they meet, and its purpose.
- how the implementation of their comprehensive, community-based antigang strategy fits into their city’s youth violence prevention plan.
- the gang model assessment and the timeline.
- how they are implementing community-based antigang activities consistent with all of the antigang strategies (i.e. The Comprehensive Gang Model).

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.

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 18.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [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 18. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

d. Capabilities and Competencies. 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. Specifically, applicants should provide either the resume of the full-time director/coordinator or a description of the recruitment plan and the estimated timeline for hiring and a description
of prior or ongoing multi-agency collaborations in juvenile justice, which need not necessarily be gang-related initiatives.

**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 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).

a. **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.

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 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.
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. 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 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 e-mail 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.
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 15)

c. timeline or milestone chart (see Timeline, page 15)

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

e. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 16)

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

g. list of steering committee members by name, title, and agency

h. timeline for the completion of a thorough gang problem assessment (see page 6)

i. resumes for project director/coordinator (or position description and salary specifications if not hired) and other key personnel

j. city’s youth violence prevention plan, if applicable

k. meeting minutes from ongoing collaborations in juvenile justice.

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

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.¹ (5 percent)

See What an Application Is Expected To Include, page 12, 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 also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to

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.
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
- 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm)
- 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)
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 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).

<table>
<thead>
<tr>
<th>Characters</th>
<th>Special Characters</th>
</tr>
</thead>
<tbody>
<tr>
<td>Upper case (A–Z)</td>
<td>Parenthesis ( )</td>
</tr>
<tr>
<td>Lower case (a–z)</td>
<td>Ampersand (&amp;)</td>
</tr>
<tr>
<td>Underscore (_)</td>
<td>Comma ( , )</td>
</tr>
<tr>
<td>Hyphen (-)</td>
<td>At sign (@)</td>
</tr>
<tr>
<td>Space</td>
<td>Percent sign (%)</td>
</tr>
<tr>
<td>Period (.)</td>
<td>When using the ampersand (&amp;) in XML, applicants must use the “&amp;” format.</td>
</tr>
</tbody>
</table>

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](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/web/grants/register.html](http://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 number for this solicitation is 16.544, titled “Youth Gang Prevention,” and the funding opportunity number is OJJDP-2014-3942.

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](mailto:OJJDP.SolicitationFeedback@usdoj.gov) 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](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. 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 Comprehensive Anti-Gang Strategies and Programs

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 22)
_____ Acquire or renew registration with SAM (see page 23)

To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 23)
_____ Acquire AOR confirmation from the E-Biz POC (see page 23)

To Find Funding Opportunity:
_____ Search for the funding opportunity on Grants.gov (see page 23)
_____ Download Funding Opportunity and Application Package
_____ Sign up for Grants.gov e-mail notifications (optional) (see page 22)
_____ 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 $200,000.

Eligibility Requirement:
_____ State or territory
_____ Unit of local government, including federally recognized tribal government
_____ Nonprofit organization, including tribal nonprofit organization

What an Application Is Expected to Include:

_____ Application for Federal Assistance (SF-424) (see page 12)
_____ Program Abstract (see page 12)
_____ Program Narrative (see page 13)
_____ Budget Detail Worksheet (see page 16)
_____ Budget Narrative (see page 16)
      _____ Employee Compensation Waiver request and justification (see page 9)
      _____ Read OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 9)
_____ Disclosure of Lobbying Activities (SF-LLL)(see page 23)
_____ Indirect Cost Rate Agreement (if applicable) (see page 17)
_____ Tribal Authorizing Resolution (if applicable) (see page 17)
_____ Applicant Disclosure of High-Risk Status (see page 17)
_____ Additional Attachments (see page 18)
_____ Applicant Disclosure of Pending Applications
_____ logic model (see page 15)
_____ timeline or milestone chart (see page 15)
_____ job descriptions outlining roles and responsibilities for all key positions
_____ letters of support/memoranda of understanding (see page 16)
_____ evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
_____ list of steering committee members by name, title, and agency (see page 6)
_____ timeline for the completion of a thorough gang problem assessment (see page 6)
_____ resumes for project director/coordinator (or position description and salary specifications if not hired) and other key personnel
_____ city’s youth violence prevention plan, if applicable (see page 7)
_____ meeting minutes from ongoing collaborations in juvenile justice
_____ Accounting System and Financial Capability Questionnaire (see page 19)