



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for Fiscal Year (FY) 2015 Nonparticipating State Program: Wyoming. This program furthers the Department's mission by assisting Wyoming in developing a range of secure and nonsecure alternatives for juveniles in the juvenile justice system and in revising policies and implementing procedures to address compliance with the core requirements of the Juvenile Justice and Delinquency Prevention Act.

NOTE: For the purposes of this solicitation, "youth" means any individual who is under the jurisdiction of a Wyoming juvenile court or is an age at which she or he could be subject to original juvenile court jurisdiction in Wyoming. The terms youth justice and juvenile justice are used interchangeably throughout this solicitation to remind us that this work concerns the lives and future of children and youth and is not solely concerned with agencies, systems, and professionals.

OJJDP FY 2015 Nonparticipating State Program: Wyoming

Eligibility

Applicants are limited to local public and private nonprofit agencies (including tribal organizations) operating in Wyoming.

Eligible applicants who propose to provide direct services to youth must not include youth who are age 18 or older in the population they will serve.

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 administering the funding and managing the entire program. OJJDP will consider only one application per lead applicant; however, subrecipients may be part of multiple proposals.

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

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

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. All

applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on March 17, 2015.

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

For additional information, see [How To Apply](#) in section D. Application and Submission Information.

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 application by the deadline must e-mail the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420, by e-mail at responsecenter@ncjrs.gov, or by Web Chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. Answers to frequently asked questions that may assist applicants are posted at <http://www.ojjdp.gov/grants/solicitations/FY2015/NPSFAQs.pdf>.

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OJJDP FY 2015 Nonparticipating State Program: Wyoming (CFDA #16.540)

A. Program Description

Overview

Wyoming has chosen not to participate in the Formula Grants program under Title II, Part B of the Juvenile Justice and Delinquency Prevention Act (JJDP Act). Consequently, the state is ineligible to receive the FY 2015 Title II Formula Grants program allocation authorized under Sections 221-23 of the JJDP Act (42 U.S.C. Sections 5631-33). Accordingly, OJJDP will competitively award the state's allocation through the Nonparticipating State Program: Wyoming, pursuant to 42 U.S.C. Sec. 5633(d).

Program-Specific Information

Wyoming has not participated in the JJDP Act's Formula Grants program since 1992, and OJJDP expects that the state will not submit a program plan for the FY 2015 Formula Grants program.

Pursuant to Section 223(d) of the JJDP Act, if a state fails to submit a plan or submits a plan that does not meet the requirements of the JJDP Act, the OJJDP Administrator shall endeavor to make the Formula Grants program fund allocation available to public or private nonprofit agencies within the state. The recipient agency must use the funds to carry out activities that support compliance with the requirements of sections 223(a)(11), (12), (13), and (22) (the "core" requirements). These statutory requirements are as follows:

Section 223(a)(11) provides that:

- A. "juveniles who are charged with or who have committed an offense that would not be criminal if committed by an adult shall not be placed in secure detention facilities or secure correctional facilities, excluding:
 - juveniles who are charged with or who have committed a violation of section 922(x)(2) of title 18, United States Code, or of a similar State law;
 - juvenile who are charged with or who have committed a violation of a valid court order; and
 - juveniles who are held in accordance with the Interstate Compact on Juveniles as enacted by the state.
- B. juveniles who are not charged with any offenses, and who are aliens; or alleged to be dependent, neglected or abused, shall not be placed in secure detention facilities or secure correctional facilities."

Section 223(a)(12)(A) provides that "juveniles alleged to be or found to be delinquent or juveniles within the purview of paragraph (11) will not be detained or confined in any institution in which they have contact with adult inmates; and there is in effect in the State a

policy that requires individuals who work with both such juveniles and such adult inmates, including in collocated facilities, have been trained and certified to work with juveniles.”

Section 223(a)(13) provides that “no juvenile shall be detained or confined in any jail or lockup for adults except:

- A. juveniles who are accused of nonstatus offenses who are detained in such jail or lockup for a period not to exceed 6 hours-
 - a. for processing or release;
 - b. while awaiting transfer to a juvenile facility, or
 - c. in which period such juvenile facility; or
 - d. in which period such juveniles make a court appearance;and only if such juveniles do not have contact with adult inmates and only if there is in effect in the State a policy that requires individuals who work with both such juvenile and such adult inmates in collocated facilities have been trained and certified to work with juveniles.

- B. Juvenile who are accused of nonstatus offenses, who are awaiting an initial court appearance that will occur within 48 hours after being taken into custody (excluding Saturdays, Sundays, and legal holidays), and who are detained in a jail or lockup-
 - a. In which-
 - i. Such juveniles do not have contact with adult inmates; and
 - ii. There is in effect in the State a policy that requires individuals who work with both such juveniles and such adult inmates in collocated facilities have been trained and certified to work with juveniles; and
 - b. That-
 - i. Is located outside a metropolitan statistical area (as defined by the Office of Management and Budget) and has no existing acceptable alternative placement available;
 - ii. Is located where conditions of distance to be traveled or the lack of highway, road, or transportation do not allow for court appearances within 48 hours (excluding Saturdays, Sundays, and legal holidays) so that a brief(not to exceed 48 hours) delay is excusable; or
 - iii. Is located where conditions of safety exist (such as severely adverse, life-threatening weather conditions that do not allow for reasonably safe travel), in which case the time for an appearance may be delayed until 24 hours after the time that such conditions allow for reasonable safe travel.”

Section 223(a)(22) provides that the states “will address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system[.]”

OJJDP envisions a nation where our children are healthy, educated, and free from violence. If they come into contact with the juvenile justice system, the contact should be rare, fair, and beneficial to them. Moreover, OJJDP is committed to continued evolution of our nation’s juvenile justice system to a system that is in contact with children and youth only when deemed necessary to maintain community safety and protection; that is fairly applied and affords all due process protections to every child and youth in its care; and that ensures accountability and, at the same time, provides developmentally appropriate properly dosed

treatment, rehabilitation, education, and well-being supports to the children and youth being served.

In support of the above, OJJDP encourages states to review the recommendations from the National Research Council's [Reforming Juvenile Justice: A Developmental Approach](#), the National Research Council's [Implementing Juvenile Justice Reform](#), the [Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence](#), the [Attorney General's National Task Force on Children Exposed to Violence](#), and the [School Discipline Consensus Project](#) and consider how to incorporate them into their proposal.

OJJDP strongly encourages applicants to consider practice and program strategies that:

- reduce the gender and sexual orientation/identity-related bias within the juvenile justice system and promote trauma-informed, gender-responsive programs for girls, especially victims of sexual exploitation and sex trafficking.
- keep children in school and out of the juvenile justice system.
- provide well-trained and well-resourced juvenile defense counsel.
- invest in professional development and cross-sector training especially for law enforcement, school resource officers, prosecutors, probation staff, and school administrators and staff.
- enhance diversion efforts and alternatives and support a continuum of community-based services.

Finally, OJJDP encourages collective action and strongly urges applicants to ensure that their proposal aligns with efforts of the Wyoming State Advisory Group (SAG) or is developed in coordination with the Wyoming SAG and state agencies, notably the education, health and human services, child welfare, and other youth-serving agencies.

Goals, Objectives, and Deliverables

The Nonparticipating State Program will fund local public or private nonprofit organization(s) within the state to carry out activities that support Wyoming's compliance with Sections 223(a)(11), (12), (13), and (22) of the JJDP Act. The following activities are examples of appropriate actions:

- providing qualified staffing to implement the Nonparticipating State Program, including at least one full-time project manager and one full-time compliance monitor.
- working with the Wyoming SAG to address state laws that allow for the detention of juveniles in a manner inconsistent with the core requirements of the JJDP Act.
- developing and implementing local and statewide policies regarding youth that are consistent with the JJDP Act, specifically, policies that will reduce violations of Sections 223(a)(11), (12), (13), and (22).

- enhancing diversion efforts and supporting a continuum of community-based services to keep children in school and out of the juvenile justice system.
- facilitating joint problem solving between the juvenile justice system and schools at the state and local levels concerning the referrals of students to court for nonserious behaviors.
- involving schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups in reform efforts to increase coordination and cooperation within the juvenile and criminal justice systems.
- working with the Wyoming SAG and juvenile justice system administrators to put in place or strengthen accountability for policies and practices that reduce gender and sexual orientation/sexual identity-related bias within the juvenile justice system.
- promoting trauma-informed, gender-responsive programs for all youth under state custody with attention to the particular needs of girls and victims of sexual exploitation and sex trafficking.
- creating a flexible network of developmentally appropriate services and programs that responds to local jurisdictions' needs and capabilities and that can be sustained with local resources. This network should be based on a strategy that focuses on jurisdictions with the greatest barriers to meeting the core requirements of the JJDP Act. These services include, but are not limited to, the following:
 - appropriate secure and nonsecure juvenile facilities for the detention of juvenile offenders.
 - intensive supervision in the juvenile's home as a placement alternative and the use of home detention, including electronic monitoring, when safe and appropriate.
 - emergency foster care, shelter care, group care, and independent living arrangements.
 - crisis intervention services, short-term residential crisis intervention programs, and nonsecure holdovers that can be used for conflict mediation, emergency holding, and the provision of emergency attention for juveniles with physical or emotional problems.
- providing appropriate and consistent onsite training and technical assistance on the core requirements and trauma-informed care to all facilities in Wyoming (e.g., police departments, sheriffs' departments, adult jails, court holding facilities, juvenile detention facilities, juvenile training schools, and adult prisons) with the capability of holding juveniles, pursuant to public authority.
- promoting active engagement of youth and families in decision making and incorporation of community and family assets into analyses.

- building community trust between youth of color and law enforcement and other representatives of the criminal and juvenile justice systems and address the legal needs of children who enter the system.
- implementing uniform and consistent data collection efforts at all facilities in Wyoming that hold juveniles, pursuant to public authority.
- assessing the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system.
- describing specific delinquency prevention and system-improvement efforts to reduce disproportionate minority contact (DMC), if it exists, across the juvenile justice system to include law enforcement, courts, and corrections. In this case, applicants should describe the extent of DMC and activities they will undertake during the project period to address it.

Note: In view of the challenges inequity presents, OJJDP has developed a five-phase approach to promote equity and fairness for minority juveniles:

1. Identification: identify the extent to which DMC exists.
2. Assessment: examine and determine the factors that contribute to DMC, if it exists.
3. Intervention: develop and implement delinquency prevention and systems improvement strategies to address DMC.
4. Evaluation: evaluate the efficacy of intervention strategies.
5. Monitoring: track any changes in DMC trends over time.

The applicant can review the [DMC Technical Assistance Manual, 4th edition](#) on the OJJDP website to find more detailed information regarding this five-phase DMC reduction cycle.

Family Engagement

OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system.

Applicants are encouraged to promote the active participation of families and describe how the proposed program will do so. A family engagement component might include family members on advisory boards or decision making bodies and participation in training events/activities, program activities, reform efforts, or policy development.

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. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) Web site and OJJDP's [Model Program 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.

B. Federal Award Information

OJJDP expects to make one cooperative agreement of as much as \$380,000.¹ The award recipient must use at least \$342,000—either directly or through subgrants to or contracts with local public or private nonprofit agencies—to provide services to reduce violations of the core requirements in Wyoming. The award recipient may retain as much as \$38,000 (or 10 percent) to manage the subgrants and/or contracts and coordinate and provide technical assistance and training to the subgrantees and/or contractors. OJJDP will require the award recipient to contract with federally recognized Indian tribes for the same amount that OJJDP would have required the state to disburse to the tribes through the Native American Pass Through.

This funding will establish a new nonparticipating state award with an initial 3-year budget period and project period with the FY 2015 fund allocations. OJJDP will award FY 2016 and FY 2017 funds appropriated for Title II as supplements to the FY 2015 award that each will extend the initial *budget period* by one year as follows. Important considerations in OJJDP's decisions on supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example,

¹ Award amount is still pending and will be derived from OJJDP's FY 2015 Title II Part B state allocation levels. The allocations will be finalized once OJJDP receives a FY 2015 appropriation. These allocations will be posted on [OJJDP's Web site](#) once finalized.

OJJDP will award 5 percent of the state's allocation to the Department of Family Services to support the activities of the Wyoming State Advisory Group on Juvenile Justice (SAG).

timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

Funding Year	Budget Period	Project Period
FY 2015	Oct.1, 2015, to Sept. 30, 2018	Oct. 1, 2015, to Sept. 30, 2018
FY 2016	Oct.1, 2015, to Sept. 30, 2019	Oct. 1, 2015, to Sept. 30, 2019
FY 2017	Oct.1, 2015, to Sept. 30, 2020	Oct. 1, 2015, to Sept. 30, 2020

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

Type of Award²

OJJDP expects to make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OJJDP expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that the non-Federal entity is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor the non-Federal entity's compliance with statute, regulations and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as

² See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

sensitive or the non-Federal entity considers sensitive consistent with applicable Federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

Cost Sharing or 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.

Pre-Agreement Cost Approvals. OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs before submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more 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.³ The 2015 salary table for SES employees is available at the [Office of Personnel Management website](#). 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. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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

³ This limitation on use of award funds does not apply to the nonprofit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 that 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 <http://www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.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 under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For additional eligibility information, see the title page.

Cost Sharing or Match Requirement. For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. For more information on system-validated versions, see How To Apply.

D. Application and Submission Information

What an Application Should 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 that do not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

Applicants should review the “Note on File Names and File Types” under [How To Apply](#) to be sure that they submit their applications in the permitted formats.

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).

Intergovernmental Review: This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their state’s Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. Applicants whose state appears on the SPOC list must contact their state’s SPOC to find out about, and comply with, the state’s process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state’s E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the “Program is subject to E.O. 12372 but has not been selected by the State for review.”)

2. Project Abstract

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

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

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

The abstract should briefly describe the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Note on Project Evaluations on page 18.

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. The applicant must address the following:

1. **System Description: Structure and Function of the Juvenile Justice System.** In no more than two pages, including charts or other visuals, describe the organization, responsibilities, and functions of the major components of Wyoming’s juvenile justice system. Generally, this would include law enforcement, juvenile detention and other pretrial programs, courts, corrections, and community-based programs for delinquent and status offenders. If there are particularities of Wyoming’s system that require additional space to fully convey, provide an expanded description as an appendix to the application submission.
2. **Youth Justice Needs and Problem Statements.** Applicants should base this analysis on the system description in section 1 above and include conditions they consider or determine to be relevant to addressing youth justice and delinquency prevention problems.
 - A. Data analysis of juvenile justice needs and problem statements.** Based on an assessment of Wyoming’s compliance with the four core requirements and an analysis of youth crime, develop a series of needs/problem statements. Assign a priority ranking to each and list and describe in order of priority. Use qualitative and quantitative information to describe the magnitude, seriousness, rate of change, persons affected, and other relevant aspects of the need or problem. Identify the nature, extent, and effect of Wyoming’s response; make projections based upon historical precedent; and describe the origins of the need or problem referenced.

More specifically, provide an analysis of youth crime and system functioning that includes a summary of the number and characteristics of youth handled at each stage of the process from arrest through disposition, the number and types of offenses, and the trends in compliance, youth delinquency, and crime problems. The applicant should provide a minimum of 3 years of recent data for the characteristics listed below and the most recent data available by county, parish, or city. If this information is not available, describe the problem in obtaining the data and plans to rectify the situation and obtain resources or forge partnerships to improve data collection.

Following are the minimum requirements for the data analysis:

- (1) Juvenile arrests by offense type, gender, age, and race.
- (2) Number and characteristics (by offense type, gender, race, and age) of juveniles referred to juvenile court, a probation agency, or special intake unit for allegedly committing a delinquent or status offense.
- (3) Number of cases handled informally (non-petitioned) and formally (petitioned) by gender, race, and type of disposition (e.g., diversion, probation, commitment, residential treatment).
- (4) Number of delinquent and status offenders admitted, by gender and race, to juvenile detention facilities and adult jails and lockups (if applicable).
- (5) Trend data and other social, economic, legal, and organizational conditions considered relevant to delinquency prevention programming.

B. Applicants should construct a series of needs/problem statements and explicitly link them to:

- (1) Wyoming's overarching priorities or goals that seek to: (a) promote youth well-being and successful transition to adulthood; (b) protect children and youth; (c) eliminate racial, ethnic, and gender-related disparities and ensure equity in treatment; and/or (d) prevent delinquency.
- (2) the data analysis and other factors, such as those related to functions of the juvenile justice system, socioeconomics, and geographic location.

Note that needs/problem statements are clear and succinct summary statements that reflect the results of the analysis undertaken. Each does not necessarily represent all the analysis undertaken or all data collected for any given problem.

Importantly, these data-based needs/problem statements and their priority rankings provide applicants with the basis for developing or updating this application and budget for funding youth justice programs.

B. Coordination of State Efforts

1. Provide a *brief overview* of Wyoming's efforts and plans to promote youth development and well-being, reform its youth justice system, and prevent negative consequences, including delinquency, and explain how the work to ensure core protections to youth in the juvenile justice system, funded through this award, fits into and supports Wyoming's overall efforts.
2. Describe what the Wyoming SAG, the state juvenile justice agency, and the applicant are doing to partner with non-justice system agencies and other stakeholders who have a vested interest in or influence to enhance, leverage, and expand the work in the juvenile justice arena.
3. Include as attachments to the application, letters affirming coordination with the applicant relative to its proposal from appropriate state agencies (education, health and human services, child welfare, and other youth serving state agencies), and other relevant public and private stakeholders, including representatives of youth and their families who are or who have been justice system involved.

- C. Goals, Objectives, and Performance Measures.** Applicants should specify the short- and long-term results and proposed product deliverables that will lead to compliance with Sections 223(a) (11), (12), (13), and (22) of the JJDP Act as its goals and 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 and Objectives. Goals are broad statements that identify the proposed plan's intended short-and long term results, are derived from the crime analysis, and respond to the identified needs and problems. Objectives are specific, actionable, and quantifiable statements that further define each goal and specify the means to measure program performance. Provide goals and objectives that will guide the applicant's efforts to support compliance with Sections 223(a) (11), (12), (13), and (22) of the JJDP Act as outlined on page 6 under Goals, Objectives, and Deliverables. The applicant's goals and objectives should be clearly linked to the needs and problems identified in the Statement of the Problem section and measurable. (An example of a measurable objective is: percentage increase in the number of training events conducted.)

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

Objective	Performance Measure(s)	Data Grantee Provides
<p>To develop and support alternatives to detention or confinement for delinquent and status offending juveniles in those localities that hold juveniles in violation of the Juvenile Justice and Delinquency Prevention Act.</p> <p>To reduce the violations of the following JJDP Act core requirements by 10 percent:</p> <ul style="list-style-type: none"> • sight and sound separation • deinstitutionalization of status offenders • jail removal. <p>To reduce the number of minority juveniles in contact with the justice system at each of OJJDP's specified nine DMC contact points.</p>	<p>Percentage increase in number of partner organizations involved in the reform efforts.</p>	<p>Number of partner organizations involved in the reform effort at the beginning of the reporting period.</p> <p>Number of partner organizations involved in the reform effort during the reporting period (includes schools, law enforcement officials, prosecutors, judges, jail and corrections officials, public and private service providers, and local public interest groups).</p>
	<p>Percentage increase in number of organizations with whom the grantee has coordinated program activities.</p>	<p>Number of organizations with whom the grantee has coordinated program activities.</p>
	<p>Percentage increase in the number of training events/ activities conducted.</p>	<p>Number of training events conducted at the beginning of the reporting period.</p> <p>Number of training events conducted during the reporting period.</p>
	<p>Percentage increase in the number of new policies, procedures, strategies, or interventions implemented to address a need.</p>	<p>Number of policies in place at the beginning of the reporting period.</p> <p>Number of new policies established or enhanced during the reporting period.</p>
	<p>Percentage decrease in violations of JJDP Act core requirements.</p>	<p>Number of violations for each of the core requirements (deinstitutionalization of status offenders, sight and sound separation, and jail removal) at the beginning of the reporting period and during the report period.</p>
	<p>Percentage increase in the number of DMC contact points for which data are collected.</p>	<p>Number of DMC contact points for which data are collected and reported at the beginning of the reporting period.</p> <p>Number of DMC contact points for which data are collected and reported during the reporting period.</p>
	<p>Number of youth arrested.</p>	<p>Total number of youth arrested during the reporting period.</p> <p>Number of minority youth arrested during the reporting period.</p>
	<p>Number of youth referred.</p>	<p>Total number of youth referred during the reporting period.</p> <p>Number of minority youth referred during the reporting period.</p>

	Number of youth diverted.	Total number of youth diverted during the reporting period. Number of minority youth diverted during the reporting period.
	Number of youth detained.	Total number of youth detained during the reporting period. Number of minority youth placed in detention during the reporting period.
	Number of youth formally charged.	Total number of youth formally charged during the reporting period. Number of minority youth formally charged during the reporting period.
	Number of youth adjudicated.	Total number of youth adjudicated during the reporting period. Number of minority youth adjudicated during the reporting period.
	Number of youth on probation.	Total number of youth on probation during the reporting period. Number of minority youth on probation during the reporting period.
	Number of youth confined in secure correctional facilities.	Total number of youth confined in secure correctional facilities during the reporting period. Number of minority youth confined in secure correctional facilities during the reporting period.
	Number of youth transferred to adult court.	Total number of youth transferred to adult court during the reporting period. Number of minority youth transferred to adult court during the reporting period.

OJJDP does not require applicants to submit performance measures data with their application. Performance measures 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.

Note on Project Evaluations. Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of

applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "[Research and the Protection of Human Subjects](#)" section of the [OJP Funding Resource Center](#) Web page. Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that Web page.

- D. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives and Deliverables section on page 6. OJJDP encourages applicants to select evidence-based practices for their programs.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

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. See sample logic models [here](#). 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" [here](#)).

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.

- E. 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 and its success in coordinating with the Wyoming SAG and/or Wyoming's state juvenile justice agency and local youth facilities. Applicants should highlight their experience/capability/capacity to manage subawards, including details

on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 1, 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 percentage 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 [Financial Guide](#).

- a. Budget Detail Worksheet.** Find a sample Budget Detail Worksheet [here](#). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.
- b. Budget Narrative.** The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how 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 [Financial Guide](#).

d. Pre-Agreement Cost Approvals. For information on pre-agreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). 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 [here](#).

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; and
- 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. For example, reviewers will consider résumés and/or letters of support/ memoranda of understanding when assessing “capabilities/ competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

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

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

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

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

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; 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. Research and Evaluation Independence and Integrity. If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by OJJDP grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and

procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

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

- c. logic model (see Logic Model, page 19)
- d. timeline or milestone chart (see Timeline, page 19)
- e. résumés of all key personnel
- f. job descriptions outlining roles and responsibilities for all key positions
- g. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 20)
- h. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

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

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

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 “&amp;” format.		

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” 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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

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 validating 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](#). 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.

Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Access information about SAM registration procedures [here](#).

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. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).

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 The Catalog of Federal Domestic Assistance number for this solicitation is 16.540, titled "Juvenile Justice and Delinquency Prevention Allocation to States," and the funding opportunity number is OJJDP-2015-4073.

6. **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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully 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 the same application, OJJDP will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. The applicant must e-mail the Response Center at responsecenter@ncjrs.gov **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJJDP does not automatically approve requests. After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If 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](#).

E. Application Review Information

Selection Criteria

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

1. Statement of the Problem (20 percent)
2. Goals, Objectives, and Performance Measures (5 percent)
3. Project Design and Implementation (30 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.⁴ (15 percent)

See What an Application Should 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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

⁴ 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.

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. 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, although their views are considered carefully. 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 under prior OJJDP and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective

applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁵ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements that may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, OJJDP anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions.

Responsibility for oversight and redirection of the project, if necessary, rests with OJJDP. OJJDP's role will include the following tasks:

⁵ See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

- 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.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, annual progress reports, and final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

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@imbps.com. The OJP Solicitation Feedback email 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 2015 Nonparticipating State Program: Wyoming

This application checklist has been created to assist 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 26)

_____ Acquire AOR confirmation from the E-Biz POC (see page 26)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 26)

_____ Download Funding Opportunity and Application Package

_____ Sign up for Grants.gov email notifications (optional) (see page 25)

_____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

_____ (1) application has been received,

_____ (2) application has either been successfully validated or rejected with errors (see page 27)

If no Grants.gov receipt, and validation or error notifications are received:

_____ contact OJJDP regarding experiencing technical difficulties (see page 27)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$380,000

Eligibility Requirement:

_____ Public or private nonprofit agency, including tribal organization, operating in Wyoming.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 13)

_____ Project Abstract (see page 13)

_____ Program Narrative (see page 14)

_____ Budget Detail Worksheet and Narrative (see page 20)

_____ Employee Compensation Waiver request and justification (see page 11)

_____ Read OJP policy and guidance on conference approval, planning, and reporting available [here](#). (see page 12)

_____ Disclosure of Lobbying Activities (SF-LLL)(see page 25)

_____ Indirect Cost Rate Agreement (if applicable)(see page 21)

_____ Applicant Disclosure of High Risk Status (see page 21)

- _____ Additional Attachments (see page 22)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Research and Evaluation Independence and Integrity
 - _____ logic model
 - _____ timeline or milestone chart
 - _____ résumés of all key personnel
 - _____ job descriptions outlining roles and responsibilities for all key positions
 - _____ letters of support/memoranda of understanding from partner organizations
 - _____ evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- _____ Financial Management and System of Internal Controls Questionnaire (see page 24)