



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for its Fiscal Year (FY) 2015 National Juvenile Court Data Archive. This program furthers the Department's mission by collecting and maintaining the nation's primary source of detailed information on juvenile court case processing of delinquency and status offense cases.

OJJDP FY 2015 National Juvenile Court Data Archive

Eligibility

Eligible Applicants are limited to states (including territories); units of local government; federally recognized Indian tribes that perform law enforcement functions (as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit *and for-profit organizations*); *and institutions of higher education (including tribal institutions of higher education)*. *For-profit organizations must agree to forgo any profit or management fee.*

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for conducting and leading the project. If successful, the applicant will be responsible for monitoring and appropriately managing any subrecipients or, as applicable, for administering any procurement subcontracts that would receive federal program funds from the applicant under the award. OJJDP will consider only one application per lead applicant; however, subrecipients may be part of multiple proposals.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. 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 May 28, 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 that 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/FAQ/ArchiveFAQ.pdf>.

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OJJDP FY 2015 National Juvenile Court Data Archive (CFDA #16.540)

A. Program Description

Overview

The National Juvenile Court Data Archive (the Archive) houses the automated records of cases that courts with juvenile jurisdiction have handled. This solicitation will fund the annual collection, verification, and analysis of data that documents the activities of the juvenile court system and its response to law-violating and at-risk youth. The Archive will disseminate information on juvenile court case processing through Juvenile Court Statistics reports and fact sheets and make national and state-level data publicly accessible online. The Archive will also provide technical assistance to state and local data collection agencies to help them expand and improve their information systems and information sharing capabilities. Finally, the Archive will plan and implement further efforts to expand the case estimates to include Hispanic/Latino youth.

Authorizing legislation. This program is authorized by the Department of Justice Appropriations Act, 2015, P.L. 113-235, 128 Stat. 2130, 2195.

Program-Specific Information

As OJJDP advances reform in the juvenile justice system, it is essential to track progress and report on the trends in processing of juveniles nationwide in a systematic fashion. The National Juvenile Court Data Archive amasses data contributions from juvenile courts across the nation and then generates national annual estimates and reports on trends of and relationships among a youth's demographics and referral offenses and the court's detention, adjudication, and disposition decisions.

In the 1920s, the Children's Bureau developed the National Juvenile Court Data Archive project to obtain national statistics concerning cases that juvenile courts handled. Following the passage of the Juvenile Justice and Delinquency Prevention Act in 1974, OJJDP assumed responsibility for the Archive and began awarding grants the following year to the National Council of Juvenile and Family Court Judges to support its operation. From 1975 to the present, the Archive has collected, documented, and analyzed millions of automated juvenile court case records and aggregate case counts. The Archive now houses a sizable collection of automated juvenile court databases that support the study of a wide range of national and subnational juvenile justice issues. Currently, the Archive collects and processes data from contributing jurisdictions on more than 1 million juvenile court delinquency and status offenses cases annually. The most recently released data is based on analyses of case data from more than 2,400 juvenile courts with jurisdiction over 84 percent of the U.S. juvenile population in 2012.

Goals, Objectives, Deliverables, and Expected Scholarly Products

The goals of the Archive are (1) to maintain and expand the current Archive program, and (2) to continue to provide detailed information on juvenile court case processing of delinquency and status offense cases to assist juvenile justice research and policymaking efforts.

Objectives

- **Juvenile court case data collection and processing.** State and local agencies voluntarily contribute case-level data and court-level aggregate statistics to the Archive. A key element to the archive's success is to develop and maintain strong relationships with data suppliers and reduce respondent burden. Applicants should explain in detail their strategy to build and maintain relationships with data suppliers to collect submissions of automated case-level data sets extracted from various information systems and how they will combine and aggregate these unique data sets to produce national estimates of U.S. juvenile court activity. Applicants should include information about their plans to:
 - request and collect data from state and local agencies, enter into data sharing agreements (as necessary), and increase the number of participating agencies (see Technical Assistance below).
 - review and analyze the quality of data submissions and follow up with data suppliers, as necessary.
 - prepare raw data files for submission into the Archive national files.
 - standardize data files and develop national estimates.
 - prepare and maintain back-ups of all archived files.
 - protect privacy interests.

In the event an award is made to a nonincumbent organization, OJJDP will provide the successful applicant with key foundational materials related to the Archive to assist in beginning the project activities, including documentation as to how national estimates have been calculated previously and all public Archive data files. However, the state-level raw data sets housed in the Archive are the property of the court or state agency that originally collected and contributed their data for use in this national reporting effort. Consequently, the successful applicant must document their ability to work with individual court and state agencies to gain permission to access state data files from previous years and to set up agreements for future collections.

- **Juvenile court data use and dissemination.** OJJDP seeks to promote knowledge and use of the archived data to assist researchers, policymakers, and the general public in their understanding of U.S. juvenile court processing and youth whose cases these courts handle. Consequently, applicants should discuss how they will ensure dissemination of the data to a widespread audience and encourage the use of the data for secondary analysis. Applicants should include information about their plans to:

- prepare and transfer data for use in [OJJDP's Statistical Briefing Book](#). This includes providing data files for use in OJJDP's "[Easy Access](#)" tools: [Juvenile Court Statistics and State and County Juvenile Court Case Counts](#), with an emphasis on reducing the lag time between the data reporting year and online data release.
- update and maintain the National Juvenile Court Data Archive [website](#).
- respond to requests for state-level data files ensuring all requirements and preconditions have been satisfied, including receipt of Internal Review Board approvals and permissions from the original data supplier.
- produce the annual [Juvenile Court Statistics report](#) for OJJDP for 3 consecutive years, with an emphasis on reducing the lag time between the data reporting year and the release date for this report.
- produce two or three special OJJDP fact sheets annually (topics to be determined in consultation with OJJDP).
- respond to periodic information requests at the request of OJJDP from policymakers, the media, and the public for juvenile justice data.
- **Juvenile court case data quality improvement and technical assistance.** Increasing the number of jurisdictions that provide annual data to the Archive and improving the quality of the data submitted ultimately leads to better national estimates and a more accurate representation of the nation's juvenile courts. As a result, OJJDP places a significant emphasis on activities that will assist local jurisdictions in the development, improvement, and expansion of their juvenile court information systems. In addition, OJJDP seeks to provide technical assistance and training to help jurisdictions learn how to better use their own court data to improve their juvenile court systems. Applicants should include information about their plans to:
 - improve and refine the Archive's data processing procedures for standardizing data and producing national estimates.
 - monitor nonreporting jurisdictions and conduct outreach, as appropriate, to encourage their participation. OJJDP is particularly interested in increasing the participation of U.S. territories and tribal jurisdictions.
 - advance statistical analyses of nonreporting jurisdictions to more clearly determine potential for bias in the production of national estimates.
 - provide technical assistance to agencies to improve their court information systems. Note that technical assistance requiring a significant level of Archive resources will require prior OJJDP approval and will be approved on a case-by-case basis.
 - plan and conduct efforts to increase the level of interaction between Archive staff and data suppliers to provide technical assistance, support, networking opportunities, and peer-to-peer sharing of innovative data collection, management, and analysis.
 - administer a data suppliers' workshop to provide intensive technical assistance and support. The applicant may propose to convene this workshop either once in 2017

(in keeping with the current biennial schedule) or propose to convene this workshop on an annual basis for the 3-year project period.

- **Improve data collection and analysis of Hispanic/Latino youth involved in the juvenile justice system.** To provide Hispanic/Latino youth in the juvenile justice system with comprehensive services that are both culturally appropriate and linguistically accessible, it is essential to accurately measure the extent of their involvement in the system. At present, not all reporting jurisdictions collect and/or report information about Hispanic/Latino ethnicity, so it has not been possible for the Archive to generate comprehensive national estimates of Hispanic/Latino youth involvement in juvenile courts. Among jurisdictions providing data on Hispanic/Latino youth, inconsistencies in methods of identification and criteria for inclusion often exist, thus reducing the comparability of data across jurisdictions. OJJDP is committed to advancing knowledge regarding the involvement of Hispanic/Latino youth in the juvenile justice system through enhancement of data collection and analysis efforts.
 - identify those jurisdictions collecting reliable and complete juvenile court data on Hispanic/Latino ethnicity and identify best practices (e.g., including using a two-part question focusing on ethnicity and race).
 - develop clear and consistent guidance on effective data collection practices and provide targeted technical assistance to data providers to expand their capacity to collect, report, and analyze ethnicity data.
 - expand the estimates to distinguish juvenile justice cases involving Hispanic/Latino youth at the national and/or subnational level.
- **Improve data analysis for girls involved in the juvenile justice system.** The involvement of girls in the juvenile justice system accounts for a substantial proportion of delinquency and status offenses processed in the juvenile courts nationwide. To more fully understand the involvement of females in the juvenile justice system, it is important to advance further data analysis beyond the simple distinction between female and male. The following are suggestive in terms of considerations for improving data analysis relevant to girls in the juvenile justice system:
 - advance analytical approaches that disaggregate juvenile court data on females by race and ethnicity.
 - consider disaggregation of data regarding girls in the juvenile justice system by age to inform developmentally appropriate juvenile justice reform.

Deliverables. Proposals should contain a description of products that the grantee will produce from the project. The successful applicant will submit relevant reports and deliverables to OJJDP that will be a part of their progress reporting or special reports and include the following:

- a detailed progress report to OJJDP every 6 months describing the status of the data archiving initiative, methodological and implementation issues, progress toward the project goals, and any other issues that are relevant to the project's completion.

- the final progress report will provide a detailed discussion of the archiving effort for the entire 3-year grant project period and should include an executive summary. This report should be suitable for a nontechnical audience and is to be disseminated at OJJDP's discretion.
- maintenance and updates to the [National Juvenile Court Data Archive webpage](#).
- data files for use in OJJDP's juvenile court-related [Easy Access online tools: Juvenile Court Statistics and State and County Juvenile Court Case Counts](#).
- annual [Juvenile Court Statistics report](#) for 3 consecutive years.
- OJJDP fact sheets, two or three annually (topics to be determined in consultation with OJJDP).
- data suppliers' workshop(s) that the applicant will specify for either once in 2017 (in keeping with the current biennial schedule) or on an annual basis for the 3-year project period (2016, 2017, and 2018).
- one or more scholarly products, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or, if appropriate, law review journal articles, book chapter(s), or book(s) in the academic press.
- quarterly and final financial reports.

B. Federal Award Information

OJJDP expects to make one award for a 3-year project period. The award amount for the first year will not exceed \$650,000. Applicants should submit a 1-year budget of as much as \$650,000 using the budget detail worksheet.

OJJDP intends to supplement this initial award for an additional 2 years for as much as \$650,000 per year. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, OJJDP's assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and OJJDP's assessment of the progress of the work funded under the award. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

To allow time for, among other things, any necessary post-award review, modification, and clearance by OJP of the proposed budget, applicants should propose an award start date of October 1, 2015.

Type of award¹. OJJDP expects to make a single award from this solicitation in the form of a grant.

¹ 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)).

Please note: Any recipient of an award under this solicitation will be required to comply with Department of Justice regulations on confidentiality and human subjects' protection. See "Evidence, Research, and Evaluation Guidance and Requirements" under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

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 nonfederal 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 nonfederal 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 sensitive or the nonfederal 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. What will not be funded:

- proposals primarily to purchase equipment, materials, or supplies. (A budget may include these items if they are necessary to conduct research, development, demonstration, evaluation, or analysis.)
- proposals that are not responsive to this specific solicitation.
- pursuant to the [Juvenile Justice and Delinquency Prevention Act](#), grantees may not use OJJDP funds for any biomedical or behavior control experimentation on individuals or any research involving such experimentation.

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.

Preagreement 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 year². 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 OJJDP Administrator 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 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 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.

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

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

Eligibility. 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 affect negatively 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 determined to be nonresponsive to the scope of the solicitation, 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, Budget Narrative, and resumes/curriculum vitae of key personnel. For purposes of this solicitation, "key personnel" means the principal investigator, and any and all co-principal investigators. Please review the "Note on File Names and File Types" under [How To Apply](#) to be sure applications are submitted in 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 (program) is not subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.").

2. Project Abstract

The project abstract is an important part of the application, and serves as an introduction to the proposed project. OJJDP uses the project abstract for a number of purposes, including assignment of the application to an appropriate review panel. If the application is funded, the project abstract typically will become public information and be used to describe the project.

Applications should include a high-quality project abstract that summarizes the proposed project in 250-400 words. 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.

The abstract should include a description of the proposed 3-year project:

- the purpose of the project, the problem to be investigated, and the anticipated relevance to juvenile justice policy, practice, and theory.
- the study site(s) and target population, including number of subjects and other relevant attributes.
- the research design and methodology, including the type of data, collection strategies, instruments, study sites, and other methods or procedures. For an evaluation, clearly describe the type of evaluation (randomized control trial, quasi-experimental design, or process evaluation).
- the techniques proposed for data analysis.
- the expected deliverables, such as data sets, interim and final reports, and other dissemination plans.

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

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 3-year 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 and research questions, (2) program design and implementation, (3) potential impact, and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the project design section should clearly explain how the program’s structure and activities will respond to the problem statement identified in the previous section.

Program narrative guidelines for this solicitation include the following:

- a. **Title page** (not counted against the 30-page program narrative limit). Should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (address, telephone number, and e-mail address) for both the applicant organization and the principal investigator.
- b. **Table of contents and figures** (not counted against the 30-page program narrative limit).
- c. **Main body.** Should describe the proposed project in depth. The following sections should be included as part of the program narrative:
 1. **Statement of the problem and research questions.** Applicants must clearly and concisely discuss their understanding of the scope and functions of the juvenile court system in the United States, including how the proposed project will address the gaps and needs in what is understood about juvenile court case processing. Applicants should articulate research questions that will contribute both to juvenile court case processing knowledge, policy, and practice.

Applicants should discuss their research questions and how they relate to the Goals and Objectives for the Archive described on pages 5-7 regarding:

- juvenile court case data collection and processing.
- juvenile court data use and dissemination.
- juvenile court case data quality improvement and technical assistance.

- how to improve data collection and analysis for Hispanic/Latino youth involved in the juvenile justice system.
 - how to improve data analysis for girls involved in the juvenile justice system.
- 2. Project design and implementation.** Applicants should provide a detailed description of the research design and methods for this 3-year project, addressing how the proposed approach would advance the Goals and Objectives for the Archive described on pages 5-7 regarding:
- juvenile court case data collection and processing.
 - juvenile court data use and dissemination.
 - juvenile court case data quality improvement and technical assistance.
 - how to improve data collection and analyses for Hispanic/Latino youth involved in the juvenile justice system.
 - how to improve data analyses for girls involved in the juvenile justice system.

Project design elements should follow directly from the research project's goals and objectives, and the proposed plan should clearly support these ends. Applicants should also discuss how they will use rigorous data collection and statistical methods to develop accurate and reliable national data estimates regarding how U.S. courts with juvenile jurisdiction handle delinquency and status offense cases.

The description of the project design and implementation should demonstrate the applicant's knowledge of the data sources, data collection procedures, statistical analysis plan, and national archiving strategies. Applicants should address the soundness of the proposed methodology, the best analytical and technical approach, and the feasibility of the proposed project.

In addition, applicants should demonstrate their understanding about the challenges of conducting this type of national archiving, analysis, and dissemination activity. As part of this discussion, applicants should address any anticipated problems, challenges, and limitations associated with the proposed implementation and maintenance of the Archive and data dissemination activities, including potential for bias in the production of national estimates. Applicants should propose potential solutions, as appropriate.

Successful applicants must provide OJJDP with evidence of receipt of IRB clearance prior to collecting data. IRB clearance is not required at application.

Performance measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see page 16) 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.

Logic model. Applicants should include a logic model that graphically illustrates the theory of change to be measured by the evaluation. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 19.

Timeline. Applicants should submit a realistic timeline or milestone chart for each year of this 3-year project that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19.

3. **Potential impact.** Applicants should describe the potential impact of the research and how it may inform or improve juvenile justice-related policy, practice, and theory in the United States. This includes a description of:
 - how the proposed research will inform juvenile justice courts and systems reform and improvement efforts.
 - how applicants will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7.
 - a plan for dissemination to broader audiences.
4. **Capabilities/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 scope, design, and magnitude.

Applicants should describe the roles and responsibilities of project staff, and clearly highlight the capabilities of project staff. Resumes/curriculum vitae are required (as attachments) for all key personnel.

Applicants should 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.

Applicants should also 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 address whether an advisory board will be included in the development and review of the research methodology.

- 5. 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. (Submission of performance measures data is not required for the application.) Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
To collect, archive, and analyze the nation’s primary source of detailed information on juvenile court case processing of delinquency and status offense cases.	<p>Percentage of deliverables (e.g., reports, fact sheets, Statistical Briefing Book updates) completed on time.</p> <p>Percentage of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.</p>	<p>During the reporting period:</p> <p>Number of deliverables to be submitted to OJJDP.</p> <p>Number of deliverables completed on time.</p> <p>Number of deliverables that meet OJJDP’s expectations for depth, breadth, scope and quality of study, and pertinence as outlined in the solicitation.</p>

- 6. Appendices.** Appendices (not counted against the 30-page program narrative limit) include:

- bibliography/references.
- any tools/instruments, questionnaires, tables/charts/graphs, or maps pertaining to the proposed project that are supplemental to such items included in the main body of the narrative.
- curriculum vitae or resumes of the principal investigator and all coprincipal investigators. In addition, curriculum vitae, resumes, or biographical sketches of all other individuals (regardless of investigator status) who will be significantly involved in substantive aspects of the proposal (including, for example, individuals, such as statisticians, serving as consultants to conduct proposed data analysis)

- list (to the extent known) of all proposed project staff members, including those affiliated with the applicant organization or any proposed subrecipient organization(s), any proposed consultant(s) and contractors (whether individuals or organizations), and any proposed members of an advisory board for the project (if applicable). The list should include, for each individual and organization: name, title (if applicable), employer or other organizational affiliation, and roles and responsibilities proposed for the project. Applicants should use the “Proposed Project Staff, Affiliation, and Roles” form available at www.nij.gov/funding/documents/nij-project-staff-template.xlsx to provide this listing.
- proposed 3-year project timeline and expected milestones.
- list of any previous and current OJJDP awards to applicant organization and investigator(s), including the OJJDP-assigned award numbers and a brief description of any scholarly products that resulted in whole or in part from work funded under the OJJDP award(s). (See “Goals, Objectives, Deliverables, and Expected Scholarly Products” under “Program-Specific Information,” above, for definition of scholarly products.)
- letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- list of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- letters of support/memoranda of understanding. If submitting an application with a subaward, 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 percent of time that the partner will devote to the planning and operation of the project.

4. Budget Detail Worksheet and Budget Narrative

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. OJJDP expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet. For the purposes of this solicitation, applicants are required to submit budget materials for the first year of the proposed 3-year project.

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

- 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 sound mathematically, 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 provided to describe expenses for the first year of the proposed 3-year project.

- c. **Noncompetitive 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. **Preagreement cost approvals.** For information on preagreement costs approvals, 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, please 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.gov/funding/Apply/Resources/IndirectCosts.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.

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 OJPCComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

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

8. Additional Attachments

- a. Applicant disclosure of pending applications³.** 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

³ Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

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.

9. 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](#).

10. 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 at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to 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. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []

Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&” format.		

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

All applicants are required to complete the following steps:

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 to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to

complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.540, titled "Juvenile Justice and Delinquency Preventional Allocation for States" and the funding opportunity number is OJJDP-2015-4125.
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 website
- 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

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

Statement of the Problem (Understanding of the problem and its importance) – 10 percent

1. Demonstrated understanding of the problem.
2. Demonstrated awareness of the state of current research.

Project Design and Implementation (Quality and technical merit) – 50 percent

1. Soundness of methods and analytic and technical approach to addressing the stated aim(s) of the proposed project.
2. Feasibility of proposed project.
3. Awareness of potential pitfalls of proposed project design and feasibility of proposed actions to minimize and/or mitigate them.

Potential Impact – 20 percent

Potential for a significant scientific or technical advance(s) that will improve juvenile justice in the United States, such as—

1. Potential for significantly improved understanding of the stated juvenile justice problem.
2. Potential for innovative solution to address (all or a significant part of) the stated juvenile justice problem.

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 20 percent

1. Qualifications and experience of proposed project staff. That is, the principal investigator, any and all co-principal investigators, and all other individuals (and

organizations) identified in the application (regardless of “investigator” status) who will be significantly involved in substantive aspects of the proposal.

2. Demonstrated ability of the applicant organization to manage the effort.
3. Relationship between the capabilities/competencies of the proposed project staff (including the applicant organization) and the scope of the proposed project.

Budget

Peer reviewers will consider and may comment on the following additional items in the context of scientific and technical merit.

1. Total cost of the project relative to the perceived benefit (cost effectiveness).
2. Appropriateness of the budget relative to the level of effort.
3. Use of existing resources to conserve costs.
4. Proposed budget alignment with proposed project activities.

Plan for dissemination to broader audiences (if applicable to the proposed project).

Peer reviewers may comment – in the context of scientific and technical merit – on the proposed plan (if any) to produce or to make available to broader interested audiences, such as criminal/juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project.

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](#).

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.

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.

The OJJDP Administrator will make all final award decisions. 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, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior OJJDP and OJP awards, research independence and integrity, strategic priorities, 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 login; 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, that are 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 it on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must submit 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 [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 requirements⁴ 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. 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 OJP's [Mandatory Award Terms and Conditions](#) page of the [Funding Resource Center](#).

Human Subjects and Privacy Certificate

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal

⁴ 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)).

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

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

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

General Information About Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports and semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Applicants should anticipate that progress reports will be required to follow the non-budgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found at www.nsf.gov/bfa/dias/policy/rppr/. 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 requirements of the recipient or the program.

As indicated earlier in this solicitation, OJJDP expects scholarly products to result from any award under this solicitation. Please review the [Goals, Objectives, Deliverables, and Expected Scholarly Products](#) segment of the "Program-Specific Information" section of this solicitation, as well as the "Performance Measures" section.

In addition to the expectation of scholarly products, successful applicants under this solicitation will be required to submit the Deliverables described on page 7 under this OJJDP Archive award.

Draft and Final Summary Overview of the Work Conducted under the Award

A final, detailed report documenting the project design, implementation, evaluation, and its findings. This publication should include an executive summary and be suitable for a non-technical audience, to be disseminated at OJJDP's discretion.

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 National Juvenile Court Data Archive

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 23)
- _____ 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 24)
- _____ Download Funding Opportunity and Application Package
- _____ Sign up for Grants.gov [email](#) notifications (optional) (see page 22)
- _____ 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 validated or rejected (see page 24)

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

- _____ contact OJJDP regarding experiencing technical difficulties (see page 24)

General Requirements:

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

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Project Abstract (see page 12)
- _____ Program Narrative (see page 13)
- _____ Appendices (note: mandatory inclusion of resumes/curriculum vitae for key personnel) (see page 16)
- _____ Budget Detail Worksheet (see page 17)
- _____ Budget Narrative (see page 18)
 - _____ Employee Compensation Waiver request and justification (see page 10)
 - _____ Read [OJP policy and guidance](#) on conference approval, planning, and reporting (see page 10)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 22)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 18)
- _____ Tribal Authorizing Resolution (if applicable) (see page 19)
- _____ Applicant Disclosure of High Risk Status (see page 19)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 19)
 - _____ Research and Evaluation Independence and Integrity (see page 20)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 22)