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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under its fiscal year (FY) 2015 Studies Program on At-Risk or System-Involved Girls. This program furthers the Department's mission by supporting discrete studies and/or secondary analyses of existing data to improve knowledge about girls at risk for contact with or involvement in the juvenile and adult criminal justice systems.

## **OJJDP FY 2015 Studies Program on At-Risk or System-Involved Girls**

### **Eligibility**

Eligible applicants are limited to states (including territories), units of local government, Indian tribes (i.e., federally recognized Indian tribal governments as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), 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. Only one application per lead applicant will be considered; 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 on 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. 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 June 1, 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](mailto: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](mailto: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 [www.ojjdp.gov/grants/solicitations/FY2015/FAQ/StudiesGirlsFAQ.pdf](http://www.ojjdp.gov/grants/solicitations/FY2015/FAQ/StudiesGirlsFAQ.pdf).

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# OJJDP FY 2015 Studies Program on At-Risk or System-Involved Girls (CFDA #16.830)

## A. Program Description

### Overview

OJJDP is seeking applications for funding under its fiscal year (FY) 2015 Studies Program on At-Risk or System-Involved Girls. This program will sponsor studies and/or secondary analyses of existing data to provide objective, independent knowledge about the extent and impact of girls' contact with the juvenile and adult justice systems including arrests, referrals to court, diversion, charges filed, placement in secure juvenile detention facilities and adult jails and lockups, findings of delinquency, placement in secure juvenile correctional facilities, probation, and transfers to the adult criminal justice system.

**Authorizing Legislation:** This program is authorized under paragraph (8) under the Juvenile Justice Programs heading in the Department of Justice Appropriations Act, 2015, Pub. L. No. 113–235, 128 Stat. 2130, 2195.

### Program-Specific Information

Over the past three decades, the United States has experienced a significant increase in the proportional involvement of girls in the juvenile justice system. Girls and young women account for a growing share of juvenile arrests, court delinquency petitions, detentions and post-adjudication placements since 1992, when Congress amended the Juvenile Justice and Delinquency Prevention Act (JJDP Act) to require that states include in their state plan an analysis of and plan for providing “gender-specific” services in their treatment and prevention of juvenile delinquency.<sup>1</sup> In 1992, girls were 20 percent of juvenile arrests compared with 29 percent in 2012;<sup>2</sup> and in 1992, girls were 20 percent of the delinquency court caseload compared with 28 percent in 2011.<sup>3</sup> In 1992, girls accounted for 15 percent of delinquency cases detained at some point between referral and disposition; by 2011, they were 21 percent of all delinquency cases detained.<sup>4</sup> Similarly, in 1992, girls accounted for 12 percent of all adjudicated delinquency cases that received a placement disposition, as compared with 17 percent by 2011.<sup>5</sup>

Among girls and young women of color, disparities exist throughout the juvenile justice process. In 2011, black females were more than twice as likely as their white peers to be referred to juvenile court for a delinquency offense. Similarly, black females were 20 percent more likely to be detained at some point between referral and disposition than were their white peers and 20 percent more likely to be formally petitioned to court. Among adjudicated

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<sup>1</sup> Pub. L. No. 102-586, 106 Stat. 4982-4989.

<sup>2</sup> Adapted from Snyder, H. N. & Mulako-Wangota, J. Bureau of Justice Statistics. Arrests of Juveniles for All Offenses. Generated using the Arrest Data Analysis Tool at [www.bjs.gov](http://www.bjs.gov). November 18, 2014.

<sup>3</sup> Adapted from Sickmund, M., Sladky, A., & Kang, W. (2014). Easy Access to Juvenile Court Statistics: 1985-2011. Retrieved from <http://www.ojjdp.gov/ojstatbb/ezaics/>. November 18, 2014.

<sup>4</sup> Id. December 2, 2014.

<sup>5</sup> Id.

cases, black females were more likely to receive a disposition of probation. American Indian and Alaska Native females were 20 percent more likely than their white peers to be referred to juvenile court for delinquency, 50 percent more likely to be detained, 20 percent more likely to be adjudicated and to receive a disposition of probation, and 50 percent more likely than their white peers to be waived to adult court.<sup>6</sup>

OJJDP strives to increase understanding of adolescent developmental needs in order to advance effective delinquency prevention and juvenile justice reform efforts.<sup>6</sup> As girls' involvement in delinquency and the juvenile justice system has risen, the longstanding tradition of designing delinquency prevention, intervention, and treatment programs—customarily with boys in mind—has now shifted to an increased emphasis on gender-informed assessment and service delivery. Such programming needs to address the challenges that girls entering the juvenile justice system often face, including trauma, violence, neglect, mental and physical problems, family conflict, pregnancy, residential instability, and school difficulties.<sup>7</sup>

This solicitation will support original research and/or secondary analysis of existing data to help OJJDP increase understanding and improve services for at-risk and system-involved girls. OJJDP encourages researchers to submit proposals that inform our knowledge of girls' risk factors, delinquent behavior, juvenile and/or criminal justice system involvement, service delivery, and treatment outcomes. Whenever possible analyses should be disaggregated by gender, race, and ethnicity. Knowledge developed from this work will serve to inform developmentally appropriate prevention and intervention strategies for girls at risk for contact with the juvenile justice system.

### **Goals, Objectives, Deliverables, and Expected Scholarly Products**

OJJDP encourages applicants to propose research questions and/or studies that are consistent with the goals and objectives of this solicitation. Applicants may choose to address one or more of the following research and evaluation objectives or may propose and justify their own area of investigation:

- characteristics, extent, and/or assessment of girls at risk for contact or involved in the juvenile and adult criminal justice systems.
- gender disparities at arrest, referral, and charging, including mechanisms that may contribute to disparities, such as school referrals to law enforcement.
- decisionmaking at disposition decision points impacting girls, including mechanisms leading to deeper involvement in the juvenile justice system and/or transfer to the adult criminal justice system.

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<sup>6</sup> National Research Council. (2013). *Reforming Juvenile Justice: A Developmental Approach*. Committee on Assessing Juvenile Justice Reform, Richard J. Bonnie, Robert L. Johnson, Betty M. Chemers, and Julie A. Schuck, Eds. Committee on Law and Justice, Division of Behavioral and Social Sciences and Education. Washington, DC: The National Academies Press. <http://www.nap.edu/catalog/14685/reforming-juvenile-justice-a-developmental-approach>

<sup>7</sup> Report of the Attorney General's National Task Force on Children Exposed to Violence, December 2012. Robert L. Listenbee et al.: [www.justice.gov/defendingchildhood/cev-rpt-full.pdf](http://www.justice.gov/defendingchildhood/cev-rpt-full.pdf)

- girls' experiences in residential placement, including length of stay, conditions of confinement, needs, and services provided. Also, characteristics of girls in residential facilities, including past or current abuse, trauma, or pregnancy; family and educational background; and offense history.
- postdisposition and reentry decision points in the juvenile justice system, including probation violations, supervision decisions, plans, and programs.
- relationships between girls' contact with the juvenile justice system and other child-serving systems, including child welfare and education systems.
- evaluation of outcomes of justice system involvement in terms of treatment effectiveness, relative cost, recidivism, and/or milestones of normal adolescent development.

**Deliverables.** OJJDP will expect award recipients to deliver the following:

- practitioner-friendly overview documents highlighting the project's goals and objectives, as OJJDP requires. (Refer to *OJJDP News @ A Glance* and *JuvJust* publications; for examples of the type of documents requested, [www.ojjdp.gov/enews/enews.html](http://www.ojjdp.gov/enews/enews.html).)
- a detailed progress report to OJJDP every 6 months, describing the status of the research, methodological and implementation issues, progress toward the project goals, and any other issues that are relevant to the study's completion.
- one or more scholarly products, to result from each award under this solicitation taking the form of one or more published, peer-reviewed, scientific journal articles and/or, if appropriate, law review journal articles, book chapter(s), and book(s) in the academic press.
- a final, detailed report documenting the research and its findings. This publication should include an executive summary and be suitable for a nontechnical audience, to be disseminated at OJJDP's discretion. OJJDP will expect awardees to travel to the offices of OJJDP in Washington, DC, to formally present findings in January 2017 to an audience of OJP staff and external agency invitees.

**Evaluation research.** If an application includes an evaluation research component (or consists entirely of evaluation research), and the primary purpose of this evaluation is to determine the effectiveness or impact of an intervention (e.g., program or practice), the application is expected to propose the use of random selection and assignment of participants (or other appropriate units of analysis) to experimental and control conditions, if feasible. Applications that include such evaluation research but do not propose the use of randomization should explain clearly why randomization is not feasible, and should propose a strong quasi-experimental design that can address the risk of selection bias. Applications that propose meta-analysis of existing evaluation studies must establish clear inclusion criteria that favor and provide separate analysis of effect sizes for randomized and strong quasi-experimental studies. Applicants are encouraged to review evidence rating criteria on the [CrimeSolutions.gov website](http://CrimeSolutions.gov) for further information on high-quality evaluation design elements.

Also, applications that include evaluation research should seriously consider including cost/benefit analysis. In cases where evaluations find that interventions have produced the intended benefit, cost/benefit analysis provides valuable and practical information that aids decisionmaking for juvenile justice practitioners and policy makers.

## **B. Federal Award Information**

OJJDP expects to make as many as three awards for a total not to exceed \$150,000. Each award made through this solicitation may be for as much as \$50,000. Indirect costs are allowable and included within the total award of \$50,000. Projects are usually 12 months in duration, but may be for a long as 24 months.

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

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 award**<sup>8</sup>. OJJDP expects that it will make any award from this solicitation in the form of a 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.
- (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.

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<sup>8</sup> 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)).

- (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.

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.
- proposals that include support for the development of girls' programs, program implementation, or delivery of direct services. (All budgeted funds under this solicitation must be for the direct support of research/evaluation related expenses.)
- pursuant to the [JJDP 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 preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, preagreement 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 preagreement 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.<sup>9</sup> 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 <http://ojp.gov/funding/confcost.htm>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

**Costs associated with language assistance (if applicable).** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under “Solicitation Requirements” in the [OJP Funding Resource Center](#).

## C. Eligibility Information

**Eligibility.** For additional eligibility information, see title page.

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

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<sup>9</sup> 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.

**Limit on the 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 a very 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 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.

Project abstracts should follow the detailed template (including the detailed instructions as to content) available [here](#).

**Permission to share project abstract with the public.** It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public if OJJDP does not fund the proposed project. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that project abstract information will be shared, nor will it guarantee funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

### 3. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem 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:**

- 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 (that is, 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 should briefly describe the nature and scope of the problem that the research/evaluation will address in keeping with the discussion on pages 4–6 (e.g., research gaps regarding juvenile justice involvement of girls). The applicant should use data to provide evidence of the need, demonstrate the size and scope of the need, and document the effects of the need on the target population and the larger community.

Applicants should discuss their research questions and how their proposed study addresses the research gaps identified.

Applicants should describe the study site(s), target population, and/or existing database and provide a brief review of the relevant theories and research supporting the proposed approach.

Applicants should describe any research or evaluation studies that relate to the need and contribute to the applicant's understanding of its causes and potential solutions. Although OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

**2. Project design and implementation.** Applicants should provide a detailed description of the research design and methods. This includes detailed explanations of:

- whether primary data collection will occur and/or secondary analysis of existing data.
- whether this study will entail a program process and/or outcome evaluation, and/or other research approaches.
- if proposing an outcome evaluation, how the applicant will measure impact for the proposed research questions and why this is the best approach.
- if proposing a process evaluation, how the applicant will examine implementation, including the key programmatic or systemic components, theoretical foundation, and implementation quality.
- the sampling plan.
- the privacy and human subjects considerations.
- the data sources, data collection tools, and data collection procedures.
- the statistical and data analyses anticipated.
- the anticipated limitations and barriers in the approach and project.

**Logic model.** Applicants should include a logic model that graphically illustrates the theory of change to be measured by the research/evaluation. Sample logic models are available at [www.ojjdp.gov/grantees/pm/logic\\_models.html](http://www.ojjdp.gov/grantees/pm/logic_models.html). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 18.

**Timeline.** Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "[Sample Project Timelines](#).")

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 18.

**3. Potential impact.** Applicants should describe the potential impact of the research. This includes a description of:

- how it may inform or improve juvenile justice-related policy, practice, theory, and reform in the United States with relationship to girls at-risk for delinquency or involved in juvenile justice.
- how applicants will complete the deliverables stated in the Goals, Objectives, and Deliverables section on pages 5–6.
- a plan for dissemination to broader audiences.

**4. Capabilities/competencies.** This section should describe the experience and capability of the applicant organization, proposed project investigators/staff, 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 include details on their system for fiscal accountability. If applicable to this application, applicants should also highlight their experience/capability/capacity to manage subawards.

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.

Applicants should address whether a research 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 (GPRA) Act of 1993, 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 generate research/evaluation to inform policy and practice for girls at-risk or involved in the juvenile justice system.	Number of new policies, procedures, strategies, or interventions researched/evaluation.	Number of new policies, procedures, strategies, or interventions researched/evaluated.
	Number of gaps identified as a result of research/evaluation.	Number of gaps identified as a result of research/evaluation.

	Number of documents published.	Number of documents published (i.e., peer-reviewed, scientific journal articles, and/or, if appropriate, law review journal articles, book chapter(s) or book(s) in the academic press).
	Number of deliverables that meet expectations.	Number of deliverables that meet expectations (as outlined in the solicitation).

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.

**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 any and all co-principal 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](http://www.nij.gov/funding/documents/nij-project-staff-template.xlsx) to provide this listing.
- proposed 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
- list of other agencies, organizations, or funding sources to which this proposal has been submitted (if applicable).
- data archiving plan. Applicants should anticipate that OJJDP may require (through special award conditions) that data sets resulting in whole or in part from projects funded under this solicitation be submitted for archiving with the [National Archive of Criminal Justice Data](#) (NACJD). Applicants should include a brief (less than 1-page statement, labeled “Data Archiving Plan,” documenting they will comply with OJJDP’s data archiving requirements. Grantees are required to work collaboratively with OJJDP and/or its designee (e.g., National Archive of Criminal Justice Data) to determine the need for a data archiving plan to archive the research study data for public use, with a specific schedule, tasks, and milestones. Any required data archiving plan will be due to OJJDP within 120 days of the date on which a determination is made that such an archiving plan is required. See the [Guide to Social Science Data Preparation and Archiving](#) for information about what is included in a data archiving plan.
- 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 [here](#). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. (Work associated with satisfying data archiving requirements should be reflected.) OJJDP expects applicants to provide a thorough narrative to each section of the Budget Detail Worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [Financial Guide](#).

- 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 broken down by year.

**c. Noncompetitive procurement contracts in excess of simplified acquisition threshold.** If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive 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](mailto: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. 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 [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

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

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

## 8. Additional Attachments

- a. Applicant disclosure of pending applications.**<sup>10</sup> 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.

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<sup>10</sup> Typically, the applicant is not the principal investigator; rather, the applicant is most frequently the institution, organization, or company in which the principal investigator is employed.

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 subrecipients) 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 subrecipients 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 subrecipients) 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. Timeline (see page 13)
- d. Logic Model (see page 13)

## 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 e-mail [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 ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b>		

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

All applicants are required to complete the following steps:

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](http://www.dnb.com). A DUNS number is usually received within 1–2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.830, entitled “Girls in the Juvenile Justice System” and the funding opportunity number is OJJDP-2015-4133.
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](mailto: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 webpage](#).

## 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: 20 percent** (Understanding of the problem and its importance)

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

#### **Project Design and Implementation: 40 percent** (Quality and technical merit)

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 criminal/juvenile justice in the United States, such as—

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

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

1. Qualifications and experience of proposed project staff—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—a summary of 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.

All final award decisions will be made by the OJJDP Administrator. 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 requirements<sup>11</sup> 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 Confidentiality Requirement**

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

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

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<sup>11</sup> 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).

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, 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 nonbudgetary components of the Research Performance Progress Report (RPPR) template/format. General information on RPPRs may be found [here](#). 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.

### **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 nontechnical audience, to be disseminated at OJJDP’s discretion.

### **Required Data Sets and Associated Files and Documentation**

Applicants should include a brief (less than 1-page statement, labeled “Data Archiving Plan,” documenting they will comply with OJJDP data archiving requirements). Grantees are required to work collaboratively with OJJDP and/or its designee (e.g., National Archive of Criminal Justice Data) to determine the need for a data archiving plan to archive the research study data for public use, with a specific schedule, tasks and milestones. Any required data archiving plan will be due to OJJDP within 120 days of the date on which a determination is made that such an archiving plan is required. See the [Guide to Social Science Data Preparation and Archiving](#) for information about what is included in a data archiving plan.

## **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](mailto:OJPSolicitationFeedback@usdoj.gov).

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

If you are interested in being a reviewer for other OJP grant applications, please e-mail your résumé to [ojppeerreview@lmbps.com](mailto:ojppeerreview@lmbps.com). The OJP Solicitation Feedback e-mail account will not forward your résumé. **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 Studies Program on At-Risk or System-Involved Girls

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 22)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 22)

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

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 22)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 22)

##### *To Find Funding Opportunity:*

\_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 23)

\_\_\_\_\_ Download Funding Opportunity and Application Package

\_\_\_\_\_ Sign up for Grants.gov [e-mail](#) notifications (optional) (see page 21)

\_\_\_\_\_ 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 23)

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

\_\_\_\_\_ Contact OJJDP regarding experiencing technical difficulties (see page 23)

#### 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 10)

\_\_\_\_\_ Project Abstract (see page 10)

\_\_\_\_\_ Program Narrative (see page 12)

\_\_\_\_\_ Appendices (see page 15)

\_\_\_\_\_ Budget Detail Worksheet (see page 16)

\_\_\_\_\_ Budget Narrative (see page 17)

\_\_\_\_\_ Employee Compensation Waiver request and justification (see page 8)

\_\_\_\_\_ Read [OJP policy and guidance](#) on “conference” approval (see page 9)

\_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 21)

\_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 17)

\_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 17)

\_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 18)

\_\_\_\_\_ Additional Attachments (see page 18)

\_\_\_\_\_ Applicant Disclosure of Pending Applications

\_\_\_\_\_ Research and Evaluation Independence and Integrity

\_\_\_\_\_ Logic Model

\_\_\_\_\_ Timeline

\_\_\_\_\_Financial Management and System of Internal Controls Questionnaire (see page 21)