



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 the fiscal year (FY) 2016 Smart on Juvenile Justice: Reducing Out-of-Home Placement Program. This program furthers the Department's mission by decreasing the use of secure confinement for justice system-involved youth through the use of alternatives to incarceration that have been shown to produce better youth outcomes.

OJJDP FY 2016 Smart on Juvenile Justice: Reducing Out-of-Home Placement Program

Applications Due: May 25, 2016

Eligibility

Eligible applicants are limited to states that are currently in compliance with the core requirements of the Juvenile Justice and Delinquency Prevention Act (the Act). Pursuant to the Act, at 42 U.S.C. 5603(7), the term "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, Guam, the Commonwealth of the Northern Mariana Islands, the Virgin Islands, and American Samoa. Only the agency that the chief executive (e.g., the governor) of each state designates is eligible to apply for these funds.

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

OJJDP welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. 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, among other considerations, the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time (ET) on May 25, 2016.

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

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

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email 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 or TTY: 301-240-6310 (Hearing impaired only), by email at grants@ncjrs.gov, or by [web chat](#). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday. Answers to frequently asked questions that may assist applicants are posted at www.ojjdp.gov/grants/solicitations/FY2016/FAQ/outofhomeFAQ.pdf.

Grants.gov number assigned to this announcement: OJJDP-2016-8970

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OJJDP FY 2016 Smart on Juvenile Justice: Reducing Out-of-Home Placement Program (CFDA # 16.540)

A. Program Description

Overview

The FY 2016 Smart on Juvenile Justice: Reducing Out-of-Home Placement program will strengthen and expand the use of community-based alternatives to out-of-home placement and minimize approaches based solely on control and deterrence in favor of individualized treatment and services.

Legislative Authority: 42 U.S.C. §5633(d).

Program-Specific Information

In October 2013, OJJDP's Census of Juveniles in Residential Placement found that approximately 54,000 youth were being held in some form of detention or out-of-home placement, the majority of whom were held in public facilities.¹ Detention or out-of-home placement is often used when a youth is charged or adjudicated for a serious offense and there is a risk to public safety. However, the most recent national data show that more than 60 percent of youth in 2013 were held in placement for a nonperson offense or a status offense.² Most of these youth pose little risk to public safety and can be effectively supervised and receive services or treatment in their communities. Progress has been made, but considerable work remains to be done to reform systems so that youth contact with the juvenile justice system is rare, fair, and beneficial to them.

OJJDP is committed to advancing system-wide reform of juvenile justice in keeping with the adolescent developmental approach described in the National Academy of Sciences reports issued in 2013³ and 2014.⁴ The developmental approach emphasizes not only holding a

¹ Out-of-home placement typically refers to the back end of the system, and the Census of Juveniles in Residential Placement also includes youth who are detained in local facilities. Alternatively, use "residential facility." OJJDP Statistical Briefing Book. [Online](#). Released on April 27, 2015.

² OJJDP Statistical Briefing Book. [Online](#). Released on July 31, 2015; In the Census of Juveniles in Residential Placement, person offenses include aggravated assault, criminal homicide, robbery, simple assault, violent sexual assault and other person offenses, such as kidnapping and reckless endangerment. Nonperson offenses include all other offenses reported to the Census (e.g., property offenses, drug offenses, public order offenses, and technical violations). Status offenses are acts considered illegal only because the person committing them is of juvenile status. In the Census, this includes curfew violations, incorrigibility, running away, truancy, etc. See a full list of offenses reported to the Census at: <http://www.ojjdp.gov/ojstatbb/ezacjrp/asp/glossary.asp>

³ National Research Council. 2013. [Reforming Juvenile Justice: A Developmental Approach](#). Committee on Assessing Juvenile Justice Reform, R.J. Bonnie, R.L. Johnson, B.M. Chemers, and J.A. Schuck, Eds. Committee on Law and Justice, Division of Behavioral and Social Sciences and Education. Washington, DC: The National Academies Press

⁴ National Research Council. 2014. [Implementing Juvenile Justice Reform: The Federal Role](#). Committee on a Prioritized Plan to Implement a Developmental Approach in Juvenile Justice Reform, Committee on Law and Justice, Division of Behavioral and Social Sciences and Education. Washington, DC: The National Academies Press.

youth accountable for status and delinquent offenses and protecting public safety, but also striving to determine why the youth is engaging in such behavior and how to restore his or her pathway to positive development. A key consideration in this reform effort is identifying the individual needs and backgrounds of youth coming in contact with the juvenile justice system, with a recognition that many of these girls and boys have been exposed to violence and other traumatic events across the domains of family, peers, intimate partners, and the community. As highlighted in the June 2013 OJJDP Bulletin, the Northwestern Juvenile Project found that 93 percent of the youth in a juvenile detention facility in Cook County, IL, had experienced at least one trauma, 57 percent were exposed to trauma six or more times, and more than 1 in 10 detainees had post-traumatic stress disorder (PTSD), which tended to co-occur with other psychiatric disorders.⁵

OJJDP has a longstanding tradition of working to protect children from being victimized and exposed to trauma-producing situations. OJJDP supported the National Survey of Children's Exposure to Violence to measure the extent and nature of exposure to violence, crime, and abuse that children endure and its consequences on their lives.⁶ In addition, OJJDP supported the Attorney General's Defending Childhood Initiative and the National Task Force on Children Exposed to Violence, which developed recommendations for launching a coordinated national response.⁷

The term "trauma" has come to encompass a broad spectrum of experiences, and children exposed to trauma, when compared with adults, tend to suffer more negative and sustained effects when exposed to multiple types of traumatic events (polyvictimization), particularly when on a repeated or chronic basis. Some children and youth appear to have greater resiliency in terms of overcoming exposure to a traumatic event, but others may experience a wide range of possible clinical manifestations of trauma disorder. A traumatized youth coming to the attention of juvenile justice practitioners may display one or more of the following: aggression, anger, anxiety, conduct disorder, depression, distrust, hyperarousal, impaired information processing, impulse control problems, oppositional-defiant behavior, problems with personal boundaries, sleep problems, somatic complaints, substance use, and suicide ideation and/or attempts. As the National Center for Mental Health and Juvenile Justice has noted, traumatized youth entering the juvenile justice system may be appropriate candidates for diversion to behavioral health treatment. The Center further suggests key elements for trauma screening, assessment, and treatment of youth coming to the attention of the juvenile justice system through the establishment of a continuum of services and collaboration across youth service providers, including behavioral health, education, and child protection.⁸

⁵ Abram, K.M., Teplin, L.A., King, D.C., Longworth, S.L., Emanuel, K.M., Romero, E.G., McClelland, G.M., Dulcan, M.K., Washburn, J.J., Welty, L.J., and Olson, N.D. 2013. [*PTSD, Trauma, and Comorbid Psychiatric Disorders in Detained Youth*](#). Beyond Detention Bulletin Series. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

⁶ Finkelhor, D., Turner, H., Shattuck, A., Hamby, S., and Kracke, K. 2015. [*Children's Exposure to Violence, Crime, and Abuse: An Update*](#). National Survey of Children's Exposure to Violence Bulletin Series. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

⁷ Listenbee, R.L., Torre, J., Boyle, G., Cooper, S.W., Deer, S., Durfee, D.T., James, T., Lieberman, A., Macy, R., Marans, S., McDonnell, J., Mendoza, G., and Taguba, A. 2012. [*Report of the Attorney General's National Task Force on Children Exposed to Violence*](#). Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

⁸ National Center for Mental Health and Juvenile Justice at Policy Research Associates, Inc. and the Technical Assistance Collaborative, Inc. as part of the 2014-15 Policy Academy-Action Network Initiative.

Current evidence from the research literature suggests that, in general, juvenile institutions do not reduce reoffending and may increase it for certain youth.⁹ Several meta-analyses that have synthesized the results of experimental and quasi-experimental studies that compare outcomes for similar individuals in institutional and noninstitutional settings support this finding.¹⁰ Several recent jurisdictional studies focused on adjudicated youth have found that recidivism outcomes among groups at similar risk to reoffend were equal or better for youth in community supervision programs when compared to those released from placement.¹¹ Research has shown that the inappropriate use of out-of-home placement for youth who pose a low or moderate risk to public safety can actually contribute to worse life outcomes, including increased justice system involvement. Screening and assessment with a validated risk and needs assessment tool is important in determining whether out-of-home placement is the appropriate response to a young person's behavior. The assessment process also helps identify the social, physical, and mental health needs to be addressed and treated.

This solicitation will support states as they conduct systematic and in-depth analyses of the use of out-of-home placement for youth to determine whether a more effective, cost-efficient community-based alternative is available.

OJJDP will support innovative, community-based programming that is trauma-informed and developmentally appropriate to prevent and reduce the numbers of youth entering out-of-home placement. Through targeted discretionary funding, OJJDP will fund a broad range of programs and initiatives, including diversion, alternatives to detention, alternatives to placement, and other evidence-based programs identified in OJJDP's [Model Programs Guide](#).

Goals, Objectives, and Deliverables

The goal of this program is to incentivize states to implement reforms to reduce their use of out-of-home placement. The objectives are to:

[Strengthening Our Future: Key Elements to Developing a Trauma-Informed Juvenile Justice Diversion Program for Youth with Behavioral Health Conditions](#). Effort sponsored by the John D. And Catherine MacArthur Foundation and SAMHSA.

¹⁰ For example: Aizer, A., and Doyle Jr., J.J. 2015. "Juvenile Incarceration, Human Capital and Future Crime: Evidence From Randomly-Assigned Judges." *The Quarterly Journal of Economics* 130(2):759–803; Mulvey, E.P., et al. 2010. "Trajectories of desistance and continuity in antisocial behavior following court adjudication among serious adolescent offenders." *Development & Psychopathology* 22:453–475; Loughran, T.A., et al. 2009. "Estimating a dose-response relationship between length of stay and future recidivism in serious juvenile offenders." *Criminology* 47(3):699–740.

¹¹ Lipsey, M.W., and Cullen, F.T. 2007. "The effectiveness of correctional rehabilitation: A review of systematic reviews." *Annual Review of Law and Social Science*, 3:297–320. See also: Nagin, D.S., Cullen, F.T., and Jonson, C.L. 2009. "Imprisonment and Reoffending," *Crime and Justice: A Review of Research* 38:115–200; Smith, P., Goggin, C., and Gendreau, P. 2002. "[The Effects of Prison Sentences and Intermediate Sanctions on Recidivism: General Effects and Individual Differences](#)"; Villettaz, P., Gillieron, G., and Killias, M. 2015. "The Effects on Re-offending of Custodial vs. Non-custodial Sanctions: An Updated Systematic Review of the State of Knowledge." Campbell Systematic Reviews.

¹² For example: Fabelo, T., et al. 2015. "[Closer to Home: An Analysis of the State and Local Impact of the Texas Juvenile Justice Reforms](#)." New York, NY: Council of State Governments Justice Center; Latessa, E.J., Lovins, B., and Lux, J. 2014. "[Evaluation of Ohio's RECLAIM Programs](#)." Cincinnati, OH: University of Cincinnati.

- Use validated risk and needs assessment instruments to more effectively determine whether out-of-home placement is the appropriate and necessary response to delinquent/criminal incidents.
- Develop a continuum of community-based alternatives to detention and placement in jurisdictions that have identified a need through a comprehensive resource inventory. Typical services include, but are not limited to:
 - Education and tutorial services.
 - Service learning programs.
 - Substance use education and counseling.
 - Job skills training.
 - Mental health treatment.
 - Crisis intervention.
 - Family counseling, parenting skills development, and supports for rebuilding family relationships.
- Develop and implement policies and procedures that will reduce the use of out-of-home placement. For example, minimizing the use of out-of-home placement as a sanction for technical violations of probation or parole, eliminating the use of mandatory sentencing guidelines, or establishing protocols/programs that reduce the racial and ethnic disparities in the system resulting in overrepresentation of minorities in secure placement.
- Develop and implement reform strategies, such as realignment and/or reinvestment, to reduce the use of out-of-home placement.¹²

Deliverables under this program will include developing and implementing strategic plans that will address reducing the use of out-of-home placement. The plans should be based upon a thorough assessment of the use of secure confinement and a community resource inventory with identifiable reductions over a 3-year project period.

Family Engagement. OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system. Applicants should describe how the proposed program will include a family engagement component.

Evidence-Based Programs or Practices

¹² Butts, J.A., and Evans, D.N. 2011. [*Resolution, Reinvestment, and Realignment: Three Strategies for Changing Juvenile Justice*](#). New York, NY: Research and Evaluation Center, John Jay College of Criminal Justice, City University of New York.

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website and OJJDP's [Model Programs Guide](#) website are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Additional Resources

OJJDP encourages applicants to review the recommendations from the [Attorney General's National Task Force on Children Exposed to Violence](#) and the [Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence](#) and the National Research Council's [Reforming Juvenile Justice: A Developmental Approach](#) and [Implementing Juvenile Justice Reform](#) and consider incorporating the recommendations into their applications, where applicable.

Performance Partnership Pilots. Applicants under this OJJDP program may also be eligible to apply for or participate as a partner in the Performance Partnership Pilots program authorized by Section 526 of Division H of P.L. 113-76, and further extended through subsequent appropriations acts for fiscal years 2015 and 2016, including Section 219 of Division B of P.L. 113-235 and Section 219 of Division B of P.L. 114-113. This program seeks to identify cost effective, outcome-focused strategies at the state level that support improved outcomes for justice system-involved youth (individuals between the ages of 14 and 24 who are low income and either homeless, in foster care, involved in the juvenile justice system, unemployed, or not enrolled in, or at risk of dropping out of an educational institution). The program is particularly designed for organizations that have multiple sources of federal funding from the participating agencies. Find more information about the program and the application process [here](#).

B. Federal Award Information

OJJDP expects to make as many as four awards of as much as \$250,000 for an estimated total of \$1 million for a 36-month project period, beginning on October 1, 2016.

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 Award¹³

OJJDP expects to make any award from this announcement in the form of a grant.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity¹⁴) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) 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 recipient’s (and any subrecipient’s) compliance with statutes, 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 recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

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

Budget Information

¹³ 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)).

¹⁴ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

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

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

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.¹⁵ The 2016 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining 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

¹⁵ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

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. 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 conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

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

C. Eligibility Information

For additional eligibility information, see the title page.

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

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or that do not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

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

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include résumés in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP’s Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

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

2. Project Abstract

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

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

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

The abstract should briefly describe the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Note on Project Evaluations on page 17. All project abstracts should follow the [detailed template](#).

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. This public posting would allow other possible funders to become aware of such proposals.

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

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

3. Program Narrative

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

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

The following sections should be included as part of the program narrative:

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., alternatives to incarceration, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

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

- b. Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program’s goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program’s intent to change, reduce, or eliminate the problem noted in the previous section and outline the project’s goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to reduce the number of youth who receive a disposition of out-of-home placement by 75 youth, to provide alternatives to confinement for 50 youth.)

Performance Measures. To demonstrate program progress and success, as well as, 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. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#). Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
Maximize the reduction of the use of out-of-home placement by incentivizing states and localities to implement evidence-based juvenile justice systems reforms.	Number and percentage of programs/initiatives employing evidence-based programs or practices.	Report the number and percentage of programs/initiatives employing evidence based programs or practices. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP’s Model Programs Guide, SAMHSA’s Model Programs, state model program resources, etc.).	Number of programs/initiatives employing evidence based programs or practices. Total number of programs/initiatives.

	Number and percentage of youth with whom an evidence-based program or practice was used.	The number and percentage of youth served with whom an evidence-based program or practice was used. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	The number of youth served using an evidence-based program or practice. Total number of youth served during the reporting period.
Develop non-secure, community-based alternatives to detention and placement in jurisdictions that have identified a need through a comprehensive resource inventory.	Number of program youth served during the reporting period.	An unduplicated count of the number of individual youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period. New admissions during the reporting period. Number of youth served by gender, race, and ethnicity during the reporting period.
	Number of services provided to youth.	This measure is designed to assess both need and program capacity. Report the number of youth who are assessed as needing various types of services during the reporting period and also the number of youth who actually receive various services during the reporting period. Program records are the preferred data source.	Number of youth assessed as needing various types of services during the reporting period. Number of youth enrolled in various types of services during the reporting period.
	Number and percentage of program youth who were adjudicated during the reporting period (short and long term).	The number and percentage of participating program youth who were adjudicated for a new delinquent offense during the reporting period or 6-12 months post program completion. This does NOT include technical violations and is appropriate for any youth-serving program. A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.	Number of program youth who were committed to a juvenile residential facility as a result of a new adjudication during the reporting period. Number of youth sentenced to adult prison as a result of a new adjudication during the reporting period. Number of youth given some other sentence as a result of a new adjudication during the reporting period.

		Official records (police, juvenile court) are the preferred data source.	Number of program youth tracked for adjudications during this reporting period.
Minimize the practice of using secure placement as a sanction for technical violations of probation or parole.	Number and percentage of program youth who had technical violations during the reporting period (short and long term).	<p>The number and percentage of program youth who had a violation of the terms of their supervision (commonly referred to as a technical violation) during the reporting period or 6-12 months post program completion. A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages.</p> <p>The number of youth tracked should reflect the number of program youth that are followed or monitored for arrests or offenses during the reporting period.</p> <p>Program records are the preferred data source.</p>	<p>Number of program youth who were committed to a juvenile residential facility as a result of a technical violation during the reporting period.</p> <p>Number of youth who were sentenced to adult prison as a result of a technical violation during the reporting period.</p> <p>Number of youth who received some other sentence as a result of a technical violation during the reporting period.</p> <p>Number of program youth tracked for technical violations during the reporting period.</p>
	Number and percentage of program youth completing program requirements.	<p>The number and percentage of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet before program completion.</p> <p>The total number of youth includes those youth who have exited successfully as well as those who have exited unsuccessfully.</p> <p>Program records are the preferred data source.</p>	<p>Number of program youth who exited the program having completed all program requirements during the reporting period.</p> <p>Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully).</p>
	Number and percentage of program youth exhibiting desired change in the targeted behavior (short and long term).	The number and percentage of youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion. The behavior targeted will depend on specific program goals and activities and may include antisocial behavior,	<p>Number of program youth served during the reporting period with the noted behavioral change.</p> <p>Total number of program youth receiving services for the target behavior during the reporting period.</p>

		family relationships, social competence, etc.	
	Number of youth placed in out of home care.	An unduplicated count of the number of youth who were placed in out of home care during the reporting period.	Number of youth served during the reporting period. Number of youth placed in out of home care during the reporting period.
	Average length of stay for youth in out of home care.	The average length of time (in days) that youth remain in out of home care during the reporting period. Program records are the preferred data source.	Total number of days between entering and exiting out of home care during the reporting period. Number of youth placed in out of home care during the reporting period.

OJJDP does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

Note on Project Evaluations. Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

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

- c. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use

to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 6. OJJDP encourages applicants to select evidence-based practices for their programs.

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

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 21.

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

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 21. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to OJJDP Administrator Robert L. Listenbee. During the review process, OJJDP will consider only letters that are submitted by the due date and with the full application.

4. Budget Detail Worksheet and Budget Narrative

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

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

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

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

- c. 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, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- a. The applicant has a current, federally approved indirect cost rate or
- b. The applicant is eligible to use and elects to use the *de minimis* indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of cognizant federal agency, see the Glossary of Terms in the [Financial Guide](#). For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the *de minimis* indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the *de minimis* rate) and its election. If the applicant elects the *de minimis* method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.¹⁶

6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

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

OJP seeks this information to ensure appropriate federal oversight of any grant award.

¹⁶ See 2 C.F.R. § 200.414(f).

Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/ memoranda of understanding when assessing “capabilities/competencies.” Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

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

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

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

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

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.” 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 subrecipients 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 subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

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

- c. Logic model (see page 18).
- d. Timeline or milestone chart (see page 18).
- e. Résumés of all key personnel.
- f. Job descriptions outlining roles and responsibilities for all key positions.
- g. Letters of support/memoranda of understanding from partner organizations (see page 18).

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, all applicants (other than an individual) are to download, complete, and submit this [form](#).

9. Disclosure of Lobbying Activities

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

How To Apply

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

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

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

Note on File Names and File Types. Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#amp;#x26;” format.		

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

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

All applicants are required to complete the following steps:

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

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply [online](#). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. **The information transfer from SAM to Grants.gov can**

take as long as 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 Prevention Allocation to States," and the funding opportunity number is OJJDP-2016-8970.
- 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. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. ET on May 25, 2016.

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 \(Federal Service Desk\)](#) to report the technical issue and receive a tracking number. The applicant must e-mail the Response Center at grants@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 (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take as long as 48 hours.)
- 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, browser incompatibility, etc.

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

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

1. Statement of the Problem (20 percent).
2. Goals, Objectives, and Performance Measures (5 percent).
3. Project Design and Implementation (45 percent).
4. Capabilities and Competencies (20 percent).
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives

should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹⁷ (10 percent).

See What an Application Should Include, page 11, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as critical elements.
- Applicants will be checked against the System for Award Management (SAM).

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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding.

¹⁷ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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 award recipients.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ, or other federal regulations that will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information,

OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

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

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements¹⁸ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements that may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

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

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 Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

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

¹⁸ 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)).

G. Federal Awarding Agency Contact(s)

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

For 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 résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email 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

FY 2016 Smart on Juvenile Justice: Reducing Out-of-Home Placement Program

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 25)

_____ Acquire or renew registration with SAM (see page 25)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 26)

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

To Find Funding Opportunity:

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

_____ Download Funding Opportunity and Application Package

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 24)

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

_____ Read OJP [policy and guidance](#) on conference approval, planning, and reporting

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

_____ (1) application has been received,

_____ (2) application has either been validated or rejected (see page 26)

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

_____ contact the Response Center at grants@ncjrs.gov regarding technical difficulties (see page 26)

General Requirements:

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

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$250,000.

Eligibility Requirement:

_____ State or territory that is currently in compliance with the core requirements of the Juvenile Justice and Delinquency Prevention Act.

_____ Agency that the chief executive of the state (e.g., the governor) has designated as eligible to apply for these funds

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 12)

_____ Intergovernmental Review (see page 12)

_____ Project Abstract (see page 12)

_____ Program Narrative (see page 13)

_____ Budget Detail Worksheet and Narrative (see page 19)

_____ Indirect Cost Rate Agreement (if applicable) (see page 20)

- _____ Applicant Disclosure of High Risk Status (see page 20)
- _____ Additional Attachments (see page 21)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Research and Evaluation Independence and Integrity
 - _____ logic model
 - _____ timeline or milestone chart
 - _____ résumés of all key personnel
 - _____ job descriptions outlining roles and responsibilities for all key positions
 - _____ letters of support/memoranda of understanding from partner organizations
- _____ Financial Management and System of Internal Controls (see page 24)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 24)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 10)

