



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) Evaluations of Trauma-Informed Care in Juvenile Justice Settings/Girls' Trauma-Informed Programs. This project furthers the Department's mission to advance reform in the juvenile justice system through the evaluation of trauma-informed approaches for screening, assessment, and intervention of youth in the juvenile justice system.

OJJDP FY 2016 Evaluations of Trauma-Informed Care in Juvenile Justice Settings/ Girls' Trauma-Informed Programs

Applications Due: May 23, 2016

Eligibility

States (including territories), units of local government, federally recognized Indian tribal governments (as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), and institutions of higher education (including tribal institutions of higher education) are eligible to apply. For-profit organizations must agree to forgo any profit or management fee. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

This solicitation has two categories. While applicants may submit more than one unique application under this solicitation, they may not submit the same application under both categories. Applicants must clearly indicate under which category they are applying in their project abstract.

- Category 1: Evaluation of Trauma-Informed Care in Juvenile Justice Settings.
- Category 2: Evaluation of Trauma-Informed, Gender Specific Girls' Programs.

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 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.

Applicants should also review and consider the "Duplicate Applications" note under [How To Apply](#) in Section D. Application and Submission Information.

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. 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 23, 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 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 or TTY: 301-240-6310 (hearing impaired only), by e-mail 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/EvalTraumaJJFAQ.pdf.

Grants.gov number assigned to this announcement: OJJDP-2016-9120
Release date: March 21, 2016

Contents

A. Program Description	4
Overview	4
Program-Specific Information	4
Goal, Objectives, Deliverables, and Expected Scholarly Products.....	7
B. Federal Award Information.....	9
Type of Award	10
Financial Management and System of Internal Controls.....	10
Budget Information	11
Cost Sharing or Match Requirement.....	11
Preagreement Cost (also known as Preaward Cost) Approvals.....	11
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	11
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	12
Costs Associated with Language Assistance (if applicable).....	12
C. Eligibility Information.....	12
Limit on Number of Applications Submissions	12
D. Application and Submission Information	13
What an Application Should Include	13
How To Apply	25
E. Application Review Information.....	28
Selection Criteria	28
Review Process.....	30
F. Federal Award Administration Information	31
Federal Award Notices	31
Administrative, National Policy, and other Legal Requirements	31
General Information About Post-Federal Award Reporting Requirements	33
G. Federal Awarding Agency Contact(s)	33
H. Other Information.....	33
Provide Feedback to OJP.....	33
Application Checklist	35

OJJDP FY 2016 Evaluations of Trauma-Informed Care in Juvenile Justice Settings/ Girls' Trauma-Informed Programs (CFDA #16.540 and 16.830)

A. Program Description

Overview

This solicitation will support two or more rigorous evaluations focused on the integration of trauma-informed care for youth who have come into contact with the juvenile justice system. Currently, national recognition is growing regarding the importance of providing trauma-informed care to this population to facilitate healing and to reduce retraumatizing experiences within the juvenile justice system. To inform the development, adaptation, and/or replication of evidence-based practices, the process of implementation and the impact of trauma screening, assessment, and treatment throughout juvenile justice settings must be evaluated.

This solicitation includes funding for one or more evaluation(s) under each of two categories. Category 1 applicants may propose to evaluate trauma-informed care approaches serving both boys and girls in contact with the juvenile justice system. Category 2 applicants will focus on evaluating gender-specific programming for girls in the juvenile justice system.

OJJDP will require applicants in both categories to document that they have established a collaborative partnership with a program implementer(s) currently delivering trauma-informed care to youth in contact with the juvenile justice system. Applicants are to design and conduct rigorous evaluations that examine the program design, implementation fidelity, and program impact on youth outcomes. OJJDP expects the evaluation applicant and the collaborating jurisdiction/trauma-informed care practitioner to work closely throughout the application and evaluation. Funding under this initiative will support only research/evaluation-related expenses; OJJDP will not fund costs associated with routine service delivery under this solicitation.

Authorizing Legislation: This program is authorized pursuant to the Department of Justice Appropriations Act, 2016, Pub. L. No. 114-113; 129 Stat. 2242, 2310.

Program-Specific Information

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 2013¹ and 2014.² The developmental approach emphasizes not only holding a 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.³

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.⁴ 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.⁵

Progress is being made in terms of establishing a conceptual framework for assessing and treating trauma. One approach is referred to as the three "Es" of trauma:

"Individual trauma results from an **event**, series of events, or set of circumstances that is **experienced** by an individual as physically or emotionally harmful or life threatening and that has lasting adverse **effects** on the individual's functioning and mental, physical, social, emotional, or spiritual well-being."⁶

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

¹ 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.

² 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.

³ 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.

⁴ 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.

⁵ 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.

⁶ Substance Abuse and Mental Health Services Administration. 2014. [SAMHSA's Concept of Trauma and Guidance for Trauma-Informed Approach](#). HHS Publication No. (SMA) 14-4884. Rockville, MD: Substance Abuse and Mental Health Services Administration.

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.⁷

A considerable body of research and demonstration efforts is ongoing regarding treatment of childhood trauma. To date, the focus of rigorous evaluation on approaches regarding youth involved in the juvenile justice system has been somewhat limited.⁸ As the juvenile justice field seeks to better understand the genesis of these behaviors and strategies for healing, OJJDP invites applicants to apply under Category 1 to advance our understanding through rigorous evaluation of theoretically sound trauma intervention strategies for youth involved in the juvenile justice system.

Additionally, a recent study of Adverse Childhood Experiences among 64,300 youth involved in the Florida juvenile justice system indicates that the experiences of boys and girls varies in terms of exposure to traumatic events. Adverse Childhood Experiences include the following childhood experiences that are associated with chronic disease in adulthood: emotional, physical, and sexual abuse; emotional and physical neglect; violent treatment toward the mother; household substance abuse and mental illness; parental separation or divorce; and having an incarcerated household member. The researchers compared the prevalence of the Adverse Childhood Experiences indicators by gender and found that females reported a higher prevalence rate on every indicator, with the most striking distinction being sexual abuse, which was reported 4.4 times more frequently by females than males.⁹ Consequently, the proposed Category 2 evaluation will focus on trauma-informed care for girls in the juvenile justice system.

⁷ 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. [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.

⁸ Ford, J.D., Kerig, P.K., and Olafson, E. 2014. [Evidence-Informed Interventions for Posttraumatic Stress Problems with Youth Involved in the Juvenile Justice System](#). Effort funded by SAMHSA. National Child Traumatic Stress Network: Los Angeles, CA.

⁹ Baglivio, M.T., Epps, N., Swartz, K., Huq, M.S., Sheer, A., Hardt, N.S. 2014. "[The Prevalence of Adverse Childhood Experiences \(ACE\) in the Lives of Juvenile Offenders](#)." *OJJDP Journal of Juvenile Justice* 3, no.2, 1-23.

Goal, Objectives, Deliverables, and Expected Scholarly Products

The goal of this research initiative is to advance evidence-based practices for trauma-informed care of youth in the juvenile justice system, with an additional emphasis in Category 2 on gender-specific programming for girls.

The objectives for the evaluation efforts should include, but are not limited to:

- Conducting a process evaluation to document the juvenile justice jurisdiction's and service delivery practitioners' implementation of trauma-informed services, treatment, and/or programming, including trauma screening, assessment, referral, and care delivery.
 - Identify the key stakeholders (e.g., juvenile justice practitioners, mental health treatment providers, child welfare practitioners, schools, parents, and youth) to be engaged in the trauma-informed care intervention and strategies to minimize retraumatization of youth throughout juvenile justice system involvement.
 - Develop data collection strategies to capture feedback from stakeholders and participants.
 - Develop data collection strategies, as appropriate, to assess system response to trauma, in terms of trauma screening, assessment, referral, and treatment and its interface with juvenile justice processing or diversion.
 - Examine the quality of the program design, implementation, and program fidelity, including documentation of the costs of delivering services/treatment.
- Conducting a rigorous impact evaluation of the identified, trauma-informed intervention. The applicant should provide a detailed explanation of the research design, including why it is a scientifically valid and feasible approach and how it includes the most reasonable and rigorous methods available for the program.
 - Develop subject sampling procedures for treatment and control/comparison youth, using sufficient design rigor to assess program impact (in terms of an interdisciplinary range of mental health, social, behavioral, educational, and juvenile justice outcomes). OJJDP encourages subject randomization when feasible.
 - Develop reliable, valid data collection protocols for individual subjects and the associated consent procedures, with attention paid to fulfilling requirements for the protection of human subjects and privacy. This includes collecting and triangulating data from multiple sources and modalities. Applicants shall address the feasibility of gathering data on relevant outcomes from multiple sources, such as youth, parents, teachers, and/or administrative records.
 - Mitigate and monitor threats to external validity that would limit generalizability of the findings and threats to internal validity, including contamination of participants and measurement attrition.

- Examine the characteristics of subjects and subgroups within the population, particularly in terms of trauma-related indicators, delinquency, and juvenile justice and child welfare involvement.
- Document the individual subject's service delivery experience in terms of the type of trauma-informed care, dosage, and duration.
- Assess the impact of trauma-informed care on youth outcomes, for a suggested minimum follow-up period of 18-months from the point of treatment entry.
- Translating process and impact evaluation findings into meaningful feedback and recommendations to inform policy makers and practitioners as they strive to provide effective trauma-informed care to boys and girls in juvenile justice settings.

Applicants should describe all planned deliverables and scholarly products. Successful applicants will submit relevant reports and deliverables to OJJDP. These will be a part of their progress reporting or special reports and include the following:

- A draft implementation plan with the application and a detailed evaluation plan within 12 months of the award period start date. OJJDP will review and approve the plan with a timeline.
- 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.)
- Practitioner friendly interim reports highlighting the project's progress and interim findings, as OJJDP requires.
- A detailed progress report to OJJDP every 6 months describing the status of the program evaluation, methodological and implementation issues, progress toward the project goals, and any other relevant issues to the project's completion.
- Electronic copies of (1) a final, technical report and abstract highlighting key findings suitable for publication in a refereed journal; and, as OJJDP requires, (2) 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.
- All new materials, protocols, procedures, manuals, evaluation-related training materials, etc., developed under this program.
- 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), or book(s) in the academic press.

B. Federal Award Information

This solicitation has two categories.

- Category 1: Evaluation of Trauma-Informed Care in Juvenile Justice Settings.
- Category 2: Evaluation of Trauma-Informed, Gender Specific Girls' Programs.

OJJDP expects to make one or more award(s) under Category 1 and one or more award(s) under Category 2 of as much as \$500,000 per award (for a total of as much as \$1 million under this solicitation) for a project period of as long as 5 years. While applicants may submit more than one unique application under this solicitation, they may not submit the same application under both categories. Applicants must clearly indicate under which category they are applying in the project abstract.

For planning purposes, the anticipated start date for awards is October 1, 2016.

All evaluation applicants must document that they have a partnership with a jurisdiction and/or practitioner organization that: (1) has an established and ongoing trauma-informed screening, assessment, and care program for youth coming into contact with the juvenile justice system at one or more system settings; (2) has a commitment to collaborate fully in the implementation of the proposed rigorous evaluation design; (3) has clearly documented the accessibility of necessary evaluation data; and (4) has clearly documented (historically) the adequacy of the human subject referral and caseflow numbers to ensure the attainment of proposed sample size (of treatment and control/comparison youth) under this evaluation effort.

Applicants may propose a single or multi-site evaluation under either category. **Category 2 evaluations must focus on gender-specific and trauma-informed programming for girls in the juvenile justice system.**

The project period should consist of two phases. OJJDP strongly encourages applicants to include an initial planning and piloting phase (as long as 1 year) to work with the collaborating jurisdiction and practitioners to examine ongoing trauma screening, assessment, referral, and care delivery and consider if any adjustments or fine-tuning would enhance the strength, fidelity, and evaluability of the program approach. Evaluators may have to work with the jurisdiction and practitioners in their development of guidance and staff training on program implementation and evaluation procedures. This planning and piloting phase would also allow time to develop all of the evaluation data collection protocols, establish the process for identification and assignment of youth to the treatment condition or control/comparison group (generally, services as usual), reassess the projected client flow and sample size, pilot test data collection protocols, and assess the quality and accessibility of reliable, valid data on various outcome measures.

The second phase of the evaluation would be the implementation of the full scale process and impact assessment, with completion of data collection with a suggested minimum of an 18-month follow-up on outcome measures from the point of trauma-informed treatment entry, analysis of data, and reporting of findings on screening, assessment, and trauma-informed service delivery.

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 Award¹⁰

OJJDP expects to make all awards from this solicitation in the form of grants.

Note: OJJDP will require any recipient of an award under this solicitation to comply with Department of Justice regulations on confidentiality and human subjects' protection, as applicable. See "Evidence, Research, and Evaluation Guidance and Requirements" under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

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 entity¹¹) 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](#).

¹⁰ 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)).

¹¹ 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.

Budget Information

This solicitation is limited to providing support for costs directly related to the conduct of the evaluation.

OJJDP will not fund:

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

Cost Sharing or Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Preagreement Cost (also known as Preaward 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.¹² 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

¹² 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.

excess of this compensation limitation is paid with nonfederal 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 applicants submit a waiver request and justification with their applications, they should anticipate that OJP will request that they 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. 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 or matching requirements, see [Section B. Federal Award Information](#).

Limit on Number of Applications 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 *résumés/curriculum vitae* of key personnel. For purposes of this solicitation, key personnel means the principal investigator or project director and any and all co-principal investigators. 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,” “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 (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.

All applicants must document in their application abstract that they have a partnership with a jurisdiction/service provider that has agreed to collaborate in the conduct of this evaluation effort. The abstract must also indicate whether this applicant is applying

under Category 1 or 2. Applicants may not submit the same application under both categories.

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 brief description of:

- The purpose of the project, the category the applicant is applying under, the problem to be addressed, and the anticipated relevance to juvenile justice policy, practice, and theory.
- Potential strategies to complete the explicit goals and objectives of the project.
- Key partners involved.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative. 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 applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding 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. 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 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) 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 include the following:

- a. **Title page** (not counted against the 30-page program narrative limit) should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and e-mail address) for both the applicant organization and the principal investigator or project director).
- b. **Table of contents and figures** (not counted against the 30-page program narrative limit).
- c. **Main body** of the program narrative 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 project objectives.** Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., need for effective programming for youth in juvenile justice system experiencing trauma disorders). 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.

The applicant should describe its understanding of the goal and objectives outlined under Goal, Objectives, and Deliverables on page 7. Applicants must clearly describe the evaluation/research questions they will address and how the evaluation will address existing gaps in the literature and will inform future policy and practice. Applicants must describe how they have established cooperation with the juvenile justice jurisdiction(s) and service provider(s) to be the focus of this evaluation.

- (2) **Project design and implementation.** Applicants should provide a detailed description of the strategy to implement this evaluation project and address key evaluation/research questions. Design elements should follow directly from the evaluation project's goal and objectives noted on page 7, and the data to be collected should clearly support these ends. Applicants should describe the evaluation methodology in detail and demonstrate the validity and usefulness of the data that they will collect. Applicants should consider the rigor and soundness of the methodology and analytical and technical approaches for the proposed

evaluation and address the feasibility of the proposed project and potential challenges.

Category 2 applicants must further clearly address the gender-specific screening, assessment, and programming concerns for girls.

Applicants should address the major activities of their proposed evaluation and how they will implement them. Components should include the following, as applicable:

- Linkage, coordination, and cooperation with program partners and sites, including discussion of how evaluators will provide interim evaluation feedback to collaborating partners to inform the implementation of the program model.
- Methodology that clearly identifies the hypotheses to be tested and how the methodology will maximize the applicant's ability to test the hypotheses, with use of the most rigorous evaluation design possible for the program model and target population being assessed.
- Recruitment and retention of evaluation subjects, including justification of the adequacy of the sample size to produce sufficient statistical power to detect program effects, anticipated challenges, such as attrition, and how the applicant will address them.
- Description of quantitative and qualitative data collection and analysis methods and the tools to be used, addressing the applicant's expertise in these techniques under "Capabilities/Competencies."
- Discussion of the development/use of culturally and gender appropriate tools that are both reliable and valid measures of key outcomes, such as trauma indicators, delinquency, and risk behaviors.
- Inclusion of immediate, short-term and sustained (e.g., minimum 1-year post treatment onset) assessment of appropriate outcomes.
- How the applicant will provide programmatic sites with the training and support to collect the data that the evaluation requires.
- Other anticipated limitations and barriers in the evaluation approach.
- Procedures for collecting, managing, storing, and transmitting data and identifying software and data verification procedures and procedures to remove identifying information from data prior to submission to OJJDP for transfer to the National Archive of Criminal Justice Data.
- Logic model linking evaluation questions, data elements, data sources, data collection strategies, and analytical techniques (see "Logic Model," below).

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 22.

Potential impact. Applicants should describe the potential impact of the project and how it may inform or improve juvenile justice-related policy, practice, and theory in the United States. This includes a description of:

- How the proposed approach will assist OJJDP, juvenile justice practitioners, and trauma services providers in building evidence regarding the implementation and effectiveness of trauma-informed services for youth in the juvenile justice system to improve the well-being of traumatized and victimized youth, and increase public safety.
- How applicants will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7, with attention paid to how findings would be effectively disseminated to the target audience.

(3) **Capabilities/competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar scope, design, and magnitude.

Applicants should address:

- Experience and capacity to work with local programs on conducting an evaluation.
- Experience and capacity to conduct a rigorous evaluation.
- Expertise in the field of juvenile justice reform and trauma informed care for youth.

Applicants are encouraged to subaward with organizations or individuals that have complementary skills and experiences for completing a project of this scope and size.

Applicants should also highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section.

Applicants should 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.

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

Objective	Performance Measures	Description	Data Grantees Provides
Completion of a rigorous evaluation.	Number of new policies, procedures, strategies, or interventions evaluated.	The number of policies, procedures, strategies, or interventions evaluated by type.	Number of new policies, procedures, strategies, or interventions evaluated.
	Number of gaps identified as a result of research.	The number of gaps identified as a result of research which would further information about evidence-based practices.	Number of gaps identified.
	Number of documents published.	Documents published may include 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 documents published.

d. **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 résumés of the principal investigator and any and all co-principal investigators. In addition, *curriculum vitae*, résumés, 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](#) 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 “Goal, Objectives, Deliverables, and Expected Scholarly Products” under “Program-Specific Information,” above, for definition of scholarly products.)
- Data archiving plan. Applicants should anticipate that OJJDP will require (through special award conditions) that they submit data sets resulting in whole or in part from projects funded under this solicitation for archiving with the National Archive of Criminal Justice Data.

Applicants should include a brief statement (less than one page) labeled “Data Archiving Plan” that documents how they will comply with OJJDP data archiving requirements. Grantees must work with OJJDP and/or its designee (e.g., [National Archive of Criminal Justice Data](#)) to develop a plan to archive the research data for public use, with a specific schedule, tasks, and milestones. The plan will be due to OJJDP as part of the implementation plan within 12 months of the project period start date. See the NACJD Guide to Social Science Data Preparation and Archiving for information about what is included in a data archiving plan.

- Letters of cooperation/support or administrative agreements from organizations collaborating in the project, such as law enforcement and correctional agencies (if applicable).
- Letters of support/memoranda of understanding. As described on page 9, applicants should submit signed and dated letters of support or memorandum of understanding to demonstrate they have a practitioner-researcher partnership with the jurisdiction(s)/service provider(s) to collaborate in the evaluation effort and any other partners designated in the proposal that include the following:
 - Expression of support for the program and a statement of willingness to participate and collaborate with it.

- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- Estimate of the percent of time that the partner will devote to the planning and operation of the project.

4. Budget Detail Worksheet and Budget Narrative

- a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. (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. The Budget Detail Worksheet should be broken down by year.

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 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.¹³

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should submit, at a minimum, an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully executed legal documentation.

¹³ See 2 C.F.R. § 200.414(f).

7. Applicant Disclosure of High Risk Status

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

- The federal agency that currently designated the applicant as high risk.
- Date the applicant was designated high risk.
- The high risk point of contact name, phone number, and 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. 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.

8. Additional Attachments

- a. Applicant disclosure of pending applications.**¹⁴ 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.

¹⁴ Typically, the applicant is not the principal investigator; rather, the applicant, most frequently, is the institution, organization, or company in which the principal investigator is employed.

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.

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

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

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

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

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

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant 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 to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

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

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

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/web/grants/register.html.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. 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 are 16.540, titled "Juvenile Justice and Delinquency Prevention_Allocation to States" and 16.830, titled "Girls in the Juvenile Justice System." The funding opportunity number is OJJDP-2016-9120.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1: Evaluation of Trauma-Informed Care in Juvenile Justice Settings.
Competition ID. OJJDP-2016-9168.

Category 2: Evaluation of Trauma-Informed, Gender Specific Girls' Programs.
Competition ID. OJJDP-2016-9169.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive 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. Applicants must submit their applications and have received a validation message in Grants.gov by 11:59 p.m. ET on May 23, 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 GMS 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 up to 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

Peer reviewers will evaluate applications that meet the minimum requirements of being responsive to the Project-Specific Information and Goals, Objectives, and Deliverables outlined on pages 4-8 of this solicitation.

Statement of the Problem and Objectives (Understanding of the problem, the objectives, and their importance) – 20 percent

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

Project Design and Implementation (Quality and technical merit) – 40 percent

1. Feasibility of the proposed project.
2. Strategy to implement this evaluation project and address key evaluation/research questions.
3. Soundness of program/research methods and analytic and technical approach to addressing and fulfilling the stated objective for the process evaluation.
4. Strength of the impact evaluation, including the research design, methodology, and sampling strategy, including the validity and usefulness of the data that they propose to collect; the rigor and soundness of the methodology; and analytical and technical approaches for the proposed evaluation.
5. Proposed strategies to monitor potential shortcomings, threats, or issues to proposed project design and feasibility of proposed actions to minimize and/or mitigate them.
6. Likelihood of proposed approach to address the key objectives outlined under the Program-Specific Information and Goals, Objectives, and Deliverables sections.

Potential Impact – (Potential for a significant scientific or technical advance(s) that will improve criminal/juvenile justice in the United States) – 15 percent

1. Potential for significantly improved understanding of the stated criminal/juvenile justice problem.
2. Potential for an innovative solution to address (all or a significant part of) the stated criminal/juvenile justice problem.
3. Potential for external validity, replicability, and scalability.

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of the applicant organization and proposed project staff) – 25 percent

1. Qualifications and experience of proposed project staff (that is, the principal investigator or project director, 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 implement and 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.

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.

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.

The OJJDP Administrator will make all final award decisions. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, planned scholarly products, proposed budgets, past performance (including scholarly products) under prior OJJDP and OJP awards, research independence and integrity, strategic priorities, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by e-mail 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. ET on the award date (by September 30, 2016). 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 requirements¹⁵ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases.

OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

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

Human Subjects and Privacy Certificate

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

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

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

¹⁵ 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)).

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 non-budgetary components of the Research Performance Progress Report (RPPR) [template/format](#). 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 Submit Final Summary of the Work Conducted Under the Award. The successful grantee is expected to submit a final, detailed report documenting the program 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

As discussed earlier, OJJDP requires recipients of an award under this solicitation to submit to NACJD all data sets that result in whole or in part from the work funded by OJJDP, along with associated files and any documentation necessary to allow for future efforts by others to reproduce the project’s findings and/or to extend the scientific value of the data set through secondary analysis. All data sets and necessary documentation are to be submitted 90 days prior to the end of the project period. For more information, see the “Program Narrative” section of What an Application Should Include.

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

OJJDP FY 2016 Evaluations of Trauma-Informed Care in Juvenile Justice Settings/Girls' Trauma-Informed Programs

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 26)

_____ Acquire or renew registration with SAM (see page 26)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 27)

_____ Acquire AOR confirmation from the E-Biz POC (see page 27)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 27)

_____ Select the correct Competition ID (see page 27)

_____ Download Funding Opportunity and Application Package (see page 27)

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

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

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

After Application Submission, Receive Grants.gov Email Notifications That:

_____ (1) application has been received,

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

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

_____ contact the Response Center at grants@ncjrs.gov regarding technical difficulties.

_____ Please refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 28)

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 \$500,000.

Eligibility Requirement:

_____ State, territory, unit of local government, federally recognized Indian tribal government.

_____ Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization.

_____ Institution of higher education, including tribal institution of higher education.

What an Application Should Include:

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

_____ Project Abstract (see page 13)

_____ Program Narrative (see page 14)

_____ Budget Detail Worksheet and Narrative (see page 20)

- _____ Indirect Cost Rate Agreement (if applicable) (see page 21)
- _____ Tribal Authorizing Resolution (if applicable) (see page 21)
- _____ Applicant Disclosure of High Risk Status (see page 22)
- _____ Additional Attachments (see page 22)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Research and Evaluation Independence and Integrity
 - _____ logic model
 - _____ timeline or milestone chart
 - _____ résumés of all key personnel
 - _____ job descriptions outlining roles and responsibilities for all key positions
 - _____ letters of support/memoranda of understanding from partner organizations
 - _____ evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
 - _____ evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
- _____ Financial Management and System of Internal Controls Questionnaire (see page 25)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 25)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 11)