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 OJJDP Fiscal Year (FY) 2016 Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Sex Trafficking Initiative. This initiative furthers DOJ's mission by supporting efforts to provide mentoring services for child victims of commercial sexual exploitation and domestic sex trafficking.

OJJDP FY 2016 Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Sex Trafficking Initiative

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). Eligible applicants must initiate mentoring services to youth who are 17 years old or younger. Recipient organizations, including for-profit organizations, must agree to forgo any profit or management fee.

OJJDP welcomes applications that involve two or more eligible entities; however, one eligible entity must be the lead applicant and the others must be proposed as subrecipients. The lead applicant must be the entity with primary responsibility for administering the funding and managing the entire project. OJJDP will consider only one application per lead applicant; however, subrecipients may be part of multiple proposals.

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

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on March 7, 2016.

All applicants are encouraged to read this Important Notice: Applying for Grants in Grants.gov.

For additional information, see How To Apply in D. Application and Submission Information.

Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail the Response Center at grants@ncjrs.gov 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/MentoringCSEDSTFAQ.pdf.

Grants.gov number assigned to this announcement: OJJDP-2016-9143

Release Date: December 30, 2015
Update Date: January 7, 2016

Contents

OJJDP FY 2016 Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Sex Trafficking Initiative
(CFDA #16.726 and #16.543)

A. Program Description

Overview

This program supports efforts of eligible applicant organizations to develop or enhance their mentoring capacity, facilitate outreach efforts, and increase the availability of direct services for child victims (17 years old or younger) of commercial sexual exploitation and domestic sex trafficking. Under this initiative, OJJDP expects successful applicants to join current and previously funded grantees and to work with OJJDP's training and technical assistance provider to develop or enhance mentoring service models and mentor training based on best practices to focus on the needs of girls and boys, including lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth who are at risk or are victims of commercial sexual exploitation and domestic sex trafficking; develop or update strategies to recruit and maintain mentors to serve this target population; begin or enhance efforts to identify and enroll girls and boys, including LGBTQ youth who are in need of services; and provide needed services to these youth.

This program is authorized by an Act appropriating funds for the Department of Justice, FY 2016.

Program-Specific Information

The commercial sexual exploitation of children involves crimes of a sexual nature committed for financial gain or other economic reasons. These crimes include trafficking for sexual purposes, prostitution, sex tourism, mail-order-bride trade, early marriage, pornography, stripping, and performing in sexual venues, such as live sex shows or clubs. Children may engage in or be coerced into prostitution to meet their daily needs for food and shelter; they may be controlled through physical, verbal, or sexual abuse; they may receive threats of violence against their families; or they may have pornographic images taken and used against them as extortion.

Research on child victims of commercial sexual exploitation and domestic sex trafficking suggests that these children have a different constellation of risk factors, vulnerabilities, service needs, and challenges than other youth populations. They are sexually, physically, and mentally abused; socially isolated; afraid; and ashamed. They can become overwhelmed and revictimized when engaging with the justice system or when serving as witnesses in criminal cases against their exploiters. They often feel that returning to the streets is their only option.

Research and evaluation findings on mentoring programs indicate that the length, frequency, and quality of mentoring relationships are important components of program success across a variety of mentoring programs. Other studies indicate that mentoring may be even more effective for youth with high-risk behavior (i.e., running away, substance abuse, etc.) related to child maltreatment, accelerating their social development and decreasing the likelihood that they will become depressed or engage in violence. Efforts that build or enhance mentoring programs,

focusing on these high-risk youth and providing appropriate support services, can empower them to develop their full potential.

The Institute of Medicine report _Confronting Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States_, published in 2013, included the following findings and conclusions on service provision to child victims/survivors of commercial sexual exploitation and domestic sex trafficking in Part II: Current and Emerging Strategies, Chapter 6: Victim and Support Services:

- **Finding 6-1:** These children are in need of services.

- **Finding 6-5:** Services and resources are scarce and, when available, these services are unevenly spread geographically, and service providers vary in their ability to provide the specialized care for these victims/survivors.

- **Finding 6-7:** Few service providers address the needs of male victims of commercial sexual exploitation and domestic sex trafficking.

In response to these findings and conclusions, this initiative supports direct services and targeted training for professionals working with these youth. Furthermore, funding to continue and/or develop commercial sexual exploitation and domestic sex trafficking mentoring sites will create practices and strategies that can be evaluated, as IOM's Recommendation 4 supports, and can be replicated, if determined to be effective.

Goals, Objectives, and Deliverables

The goal of this program is to support the development or enhancement of mentoring service models and mentor training based on best practices to focus on the needs of girls and boys, including LGBTQ youth, who are at risk or are victims of commercial sexual exploitation and domestic sex trafficking.

These program models should use existing and/or create new community collaboratives and partnerships that address local needs and use local resources most effectively for this target population.

Specific deliverables include:

- Implement or enhance efforts to identify girls and boys, including LGBTQ youth, who are at risk for or victims of commercial sexual exploitation and domestic sex trafficking. This may include street outreach efforts, partnerships with organizations that serve the youth community, and/or collaboration with key stakeholders in the community.

- Develop or enhance mentor service models for girls and boys, including LGBTQ youth, who are at risk for or victims of commercial sexual exploitation and domestic sex trafficking. Qualified mentor programs involve structured relationships between an adult (counselor, case manager, trained volunteer, and/or survivor) and the youth mentee in one-on-one and/or group sessions. These sessions may include structured and informal activities that relate to social competence, life skills, victim support, job skill development, mental health, substance abuse, and other related subjects. Research indicates that youth participating in

mentoring relationships that last 12 months or longer demonstrated improvement compared to those with shorter relationships.

- Indicate how their mentoring practices and proposed activities align with each of the six evidence-based standards in the Elements of Effective Practice for Mentoring, as highlighted on OJJDP's National Mentoring Resource Center website. These standards include recruitment, screening, training, matching, monitoring and support, and closure.

- Implement or enhance baseline training for mentors and provide ongoing development and support after the initial training is complete. Initial orientation trainings must include specific information about youth who are victims of or at risk for commercial sexual exploitation and domestic sex trafficking. However, training must go beyond a one-shot model to provide for the continuous development and support of mentors to help them enhance their knowledge and abilities, while they build relationships with their young mentees, respond to their needs, and support their healing.

- Develop or enhance direct services to girls and boys, including LGBTQ youth, who are at risk for or victims of commercial sexual exploitation and domestic sex trafficking. This may include services, such as intensive case management, court advocacy, appropriate shelter, safety planning, mental health treatment, medical care, dental care, substance abuse treatment, acquiring identification or benefits, specialized educational services/GED, job training, employment assistance, transportation, victim advocacy, and other support services, such as accompanying the victim during his/her participation in a criminal prosecution against the youth, when appropriate. These services should serve to stabilize the target youth:

  o Within the first 48-72 hours of identification, to decrease the likelihood that they will leave the program and return to the streets.

  o After the initial 48-72 hours, to finalize intake, match mentees with mentors, and provide support to motivate youth over time to increase the likelihood that they will remain engaged in supportive services.

- Include public awareness activities as part of their projects and discuss how their strategies will raise awareness of commercial sexual exploitation and domestic sex trafficking of youth.

OJJDP expects successful applicants, in partnership with OJJDP's training and technical assistance provider, to join previously funded grantees in the development of evidence-informed or evidence-based practices and strategies that can be evaluated and replicated, if determined to be effective. OJJDP expects successful applicants to participate in an annual peer learning collaborative meeting, which they should include in their budget.

Evidence-Based Programs or Practices

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

- Improving the quantity and quality of evidence that OJP generates.

- Integrating evidence into program, practice, and policy decisions within OJP and the field.

- Improving the translation of evidence into practice.

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

Additional Resources

OJJDP encourages applicants to review the recommendations from the Attorney General's National Task Force on Children Exposed to Violence and the Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence, the National Research Council's Reforming Juvenile Justice: A Developmental Approach and Implementing Juvenile Justice Reform, and the Institute of Medicine and the National Research Council's Confronting Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States, and to consider incorporating the recommendations into their applications, where applicable.

B. Federal Award Information

OJJDP expects to make as many as 10 awards of as much as $450,000 for an estimated total of $4,500,000 for a 36-month project period, beginning October 1, 2016.

OJJDP may, in certain cases, provide supplemental funding in future years to awardees under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award[1]
OJJDP expects to make any award from this solicitation in the form of a grant.

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

Financial Management and System of Internal Control
Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity[2]) 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 nonfederal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission.

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the nonfederal entity's compliance with 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 nonfederal entity considers sensitive, consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

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

Budget Information

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

Preagreement Cost Approvals
Pre-agreement 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

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[2] 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.

appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver
With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.[3] The 2016 salary table for SES employees is available at the Office of Personnel Management website. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
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 such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

The provision of food and/or beverages to youth as part of programmatic activity is not subject to the above restriction because such activity does not fall within the definition of a conference, training, or meeting. The use of grant funds for this purpose must not exceed an amount that is reasonable.

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.

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[3] 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.

Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

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

C. Eligibility Information

For additional eligibility information, see the title page.

Cost sharing or match requirement. For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

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

D. Application and Submission Information

What an Application Should Include

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

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

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

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memorandums 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**

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

- Written for a general public audience.

- Submitted as a separate attachment with "Project Abstract" as part of its file name.

- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in the "Note on project evaluations" on page 16. All project abstracts should follow the [detailed template]().

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

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

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

3. **Program Narrative**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced

and will count toward the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

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

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

a. **Statement of the Problem**. Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., the commercial sexual exploitation/domestic sex trafficking of children). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem.

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

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

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

   Program objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and be measurable.

   Performance measures. To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post

award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT), located at www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
Reduce the likelihood of commercial sexual exploitation and domestic sex trafficking victimization and increase the likelihood of positive outcomes for mentoring participants.	Percentage of youth with whom an evidence-based program or practice was used.	The number and percentage of youth with whom an evidence-based practice was used. Evidence-based practice models include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, the Substance Abuse and Mental Health Services Administration's Model Programs, and state model program resources).	Number of youth served using an evidence-based model or program. The number of youth served during the reporting period.
	Number of youth identified as commercial sexual exploitation and domestic sex trafficking victims during the reporting period.	The measure determines the number of program youth who are identified as commercial sexual exploitation and domestic sex trafficking victims during the reporting period. Include race and ethnicity information for victims.	The number of youth identified as commercial sexual exploitation and domestic sex trafficking victims. Number of youth identified as commercial sexual exploitation and domestic sex trafficking victims by race and ethnicity during the reporting period.
Enhance training for mentors and provide ongoing	Number of youth identified as being at risk for commercial sexual exploitation and domestic sex trafficking victimization.	The measure determines the number of program youth who are identified as being at risk for commercial sexual exploitation and domestic sex trafficking victimization during the reporting period. Include race and ethnicity information for program youth at risk for victimization.	The number of youth identified at risk for commercial sexual exploitation and domestic sex trafficking victimization during the reporting period. Number of youth identified as being at risk for commercial sexual exploitation and domestic sex trafficking victimization by race and ethnicity during the reporting period.

development and support after the initial training is complete.	Percentage of program mentors who successfully complete training.	The number and percentage of program mentors who successfully complete training during the reporting period. Program records are the preferred data source.	Number of mentors who successfully complete training during the reporting period. Total number of program mentors who began training during the reporting period.
	Percentage of trained program mentors with increased knowledge of the program area.	The number of trained program mentors who demonstrate increased knowledge of the program during the reporting period. Program records are the preferred data source.	Number of trained mentors who demonstrate increased knowledge of the program during the reporting period. Number of trained program mentors.
	Percentage increase in the number of program mentors recruited.	Number of new mentors recruited during the reporting period. Recruited mentors are those who have completed requirements to be ready for training. Program records are the preferred data source.	The increase in number of program mentors recruited (ready for training) during the reporting period. Number of mentors carried over from the previous reporting period.
	Number of mentors retained.	The number of program mentors retained within the reporting period. Program records are the preferred data source.	Number of mentors who left the program during the reporting period. Total number of mentors in the program during the reporting period.
	Percentage increase in youth enrolled since the beginning of the program.	Increase in the number of youth enrolled (being mentored) since the beginning of the program.	Number of youth enrolled at the beginning of the reporting period. Number of new youth added during the reporting period.
	Percentage of mentoring programs with active partners.	The percentage of mentoring programs with active partners representing the following types of groups: nonprofit service organizations and/or faith-based organizations; private industry; secondary education provider; and postsecondary education provider or vocational training provider; other active partners.	Number of mentoring programs with active partners. Number of mentoring programs.
Enhance direct services to girls and boys, including LGBTQ youth, who are at risk for or victims of commercial sexual exploitation and domestic sex trafficking.	Percentage of program youth completing program requirements.	The number and percentage of youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source. The total number of	Number of program youth who exited the program having completed program requirements. Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully).

		youth includes those who exited successfully and unsuccessfully.	
	Percentage of program youth who exhibit desired change in the targeted behavior.	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion. Self-report or staff ratings are the most likely data sources.	Number of youth who exhibit a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.).

Total number of youth receiving services for target behavior during the reporting period or 6-12 months post program completion. |
| | Percentage of program youth who were victimized. | The measure determines the number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. | Number of program youth who were victimized.

Number of program youth tracked during the reporting period for victimization. |
| | Percentage of program youth who are revictimized. | The revictimization measure counts the number of youth who experienced subsequent victimization. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.

The number of youth tracked should reflect the number of program youth that are followed or monitored for revictimization. Ideally, this number should be all youth that the program serves during the reporting period or 6-12 months post program completion. | Number of program youth who were revictimized.

Number of program youth tracked during the reporting period for revictimization. |

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

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

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

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge," in 45 C.F.R. § 46.102(d) of the U.S. Department of Health and Human Services regulations[4]. For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP Funding Resource Center webpage. Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

c. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on pages 5-6. OJJDP encourages applicants to select evidence-informed or evidence-based practices for their programs.

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

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. See sample logic models here. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 19.

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

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19. Upon receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

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[4] www.hhs.gov/ohrp/humansubjects/guidance/45cfr46.html#46.102

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

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

- Expression of support for the program and a statement of willingness to participate and collaborate with it.

- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

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

4. **Budget Detail Worksheet and Budget Narrative**

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

Successful applicants are expected to participate in an annual 2-day peer learning collaborative meeting, which they should include in their budget. Applicants should plan for two travel days and lodging for two nights.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide.

a. **Budget Detail Worksheet.** Find a sample Budget Detail Worksheet here. Applicants who submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

b. **Budget Narrative.** The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

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

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

c. **Noncompetitive Procurement Contracts In Excess of Simplified Acquisition Threshold.** If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the [Financial Guide](#).

d. **Preagreement Cost Approvals.** For information on preagreement costs, see [Section B. Federal Award Information](#).

5. **Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only under the following circumstances:

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

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

In order 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.[5]

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

7. **Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another Federal grantmaking 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 grantmaking agency, the applicant must e-mail the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designates the applicant as high risk.

- Date the applicant was designated high risk.

- The high risk point of contact name, telephone number, and e-mail address, from that federal agency.

- Reasons for the high-risk status.

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

8. **Additional Attachments**

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

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[5] See 2 C.F.R. § 200.414(f).

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

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

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

- The federal or state funding agency.

- The solicitation name/project name.

- The point of contact information at the applicable funding agency.

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

Applicants should append the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. **Research and Evaluation Independence and Integrity.** If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

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

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

<div align="center">OR</div>

    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 issue to consider is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

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

    a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

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

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

  c. Logic model (see page 16).

  d. Timeline or milestone chart (see page 16).

  e. Résumés of all key personnel.

  f. Job descriptions outlining roles and responsibilities for all key positions.

  g. Letters of support/memorandums of understanding from partner organizations (see page 17).

  h. Evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

  i. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

9. Financial Management and System of Internal Controls Questionnaire

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

10. Disclosure of Lobbying Activities

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

How To Apply

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

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

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

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

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

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

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable Data Universal Numbering System (DUNS) and System for Award Management (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 number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online 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 is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

   Access information about SAM registration procedures here.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. Access more information about the registration process here.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance numbers for this solicitation are 16.726, titled "Juvenile Mentoring Programs," and 16.543, titled "Missing Children's Assistance," and the funding opportunity number is OJJDP-2016-9143.

6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **<u>Important:</u>**

OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. See Note on File Names and File Types under How To Apply.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov Customer Support Hotline or the SAM Help Desk to report the technical issue and receive a tracking number. Then applicant must e-mail the Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time.

- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.

- Failure to follow each instruction in the OJP solicitation.

- Technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding webpage.

E. Application Review Information

Selection Criteria
The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual

criteria. For example, the first criteria, Statement of the Problem, is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent)

2. Goals, Objectives, and Performance Measures (10 percent)

3. Project Design and Implementation (40 percent)

4. Capabilities and Competencies (25 percent)

5. Budget: Complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[6] (5 percent)

See What an Application Should Include, page 10, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet the basic minimum requirements. For purposes of assessing whether applicants have met the 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 applicant.

- Applications must request funding within programmatic funding constraints (if applicable).

- Applications must be responsive to the scope of the solicitation.

- Applications must include all items designated as "critical elements."

- Applicants will be checked against the General Services Administration's Excluded Parties List.

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

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

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

1. Financial stability and fiscal integrity.

2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.

3. History of performance.

4. Reports and findings from audits.

5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.

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

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

F. Federal Award Administration Information

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

Administrative, National Policy, and Other Legal Requirements

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

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

- Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

- Standard Assurances

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[7] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements that may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

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

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

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[7] *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)).

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

G. Federal Awarding Agency Contact(s)

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

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

H. Other Information

Provide Feedback to OJP

To assist OJP improve its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review and/or 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 e-mail account will not forward your résumé. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OJJDP FY 2016 Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Sex Trafficking Initiative

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 24)
_____Acquire or renew registration with SAM   (see page 24)
To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password   (see page 24)
_____Acquire AOR confirmation from the E-Biz POC   (see page 24)
To Find Funding Opportunity:
_____Search for the Funding Opportunity on Grants.gov   (see page 24)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov e-mail notifications (optional)   (see page 23)
_____Read Important Notice: Applying for Grants in Grants.gov
After application submission, receive Grants.gov e-mail notifications that:
_____(1) Application has been received
_____(2) Application has either been validated or rejected (see page 24)
If no Grants.gov receipt, and validation or error notifications are received:
_____Contact the Response Center at grants@ncjrs.gov regarding technical difficulties
                                                                                            (see page 25)

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 $450,000.

Eligibility Requirement:

_____State, territory, unit of local government, including federally recognized 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 10)
_____Project Abstract   (see page 11)
_____Program Narrative   (see page 11)
_____Budget Detail Worksheet and Narrative   (see page 17)
_____Employee Compensation Waiver request and justification   (see page 9)

_____Read OJP policy and guidance on conference approval, planning, and reporting
    available [here.](#) (see page 9)

_____Disclosure of Lobbying Activities (SF-LLL)   (see page 22)

_____Indirect Cost Rate Agreement (if applicable)   (see page 18)

_____Tribal Authorizing Resolution (if applicable)   (see page 19)

_____Applicant Disclosure of High Risk Status   (see page 19)

_____Additional Attachments   (see page 19)

    _____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.

_____Accounting System and Financial Capability Questionnaire (if applicable) (see page 22)