



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for its fiscal year (FY) 2016 Faith and Community-Based Youth Violence Prevention Training and Technical Assistance Initiative. This program furthers the Department's mission by providing cross-functional technical assistance to organizations of all faiths and to community-based institutions that are working collaboratively with OJJDP youth violence prevention program sites.

OJJDP FY 2016 Faith and Community-Based Youth Violence Prevention Training and Technical Assistance Initiative

Applications Due: April 12, 2016

Eligibility

Eligible applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). Recipient organizations must agree to forgo any profit or management fee.

OJJDP strongly encourages 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 serve as the fiscal and administrative lead, and other project partners must be proposed as subrecipients. Furthermore, applicant entities must provide information on how they will implement, coordinate, and track project management duties between project partners.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on April 12, 2016.

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

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

Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must 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, 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 can be found at www.ojjdp.gov/grants/solicitations/FY2016/FAQ/FaithCBTTAFAQ.pdf.

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OJJDP FY 2016 Faith and Community-Based Youth Violence Prevention Training and Technical Assistance Initiative (CFDA #16.123 and 16.818)

A. Program Description

Overview

Throughout our nation's history, faith and community-based organizations have served both as sources of comfort and vehicles of support for those in need. Grieving families and others who have suffered victimization often turn to leaders of these organizations in times of need.

These organizations are often effective at gaining the trust of high-risk youth and their families, a core competence that allows faith and community-based organizations to directly provide aid and help connect these young people and their families with other supports through the public service sector. Faith and community-based organizations can help provide a second chance to youth who offend and/or who are victims after a tragedy and restore hope in these youth to undertake positive life changes and move toward healing. These organizations are critical partners in local efforts to prevent and intervene in youth violence and promote well-being of children and youth.

The relationship between the federal government and faith and community-based groups has strengthened over the past two decades. These organizations have equal opportunity to access federal resources, and the White House Office of Faith-based and Neighborhood Partnerships—in collaboration with the 12 federal agencies that have a Center for Faith-Based and Neighborhood Partnerships—works to improve collaboration between the federal government and faith-based and community organizations to better serve Americans in need. The DOJ Center for Faith-Based and Neighborhood Partnerships engages faith and community-based groups on programs and initiatives across the justice spectrum, ranging from youth violence prevention to victim assistance to prisoner reentry. OJJDP is partnering with the DOJ Center for Faith-Based and Neighborhood Partnerships to enhance the capacity of faith and community-based institutions through this solicitation.

In furtherance of this goal, **OJJDP invites proposals from eligible organizations to broker, coordinate, and provide relevant training and technical assistance to organizations representing various faith traditions and community-based organizations that are engaged with or seek to engage with OJJDP's three youth violence prevention initiatives**—Defending Childhood, National Forum on Youth Violence Prevention, and Community-Based Violence Prevention Program—OJJDP is funding in 39 sites nationwide. (Refer to the matrix on page 7.)

This program is authorized pursuant to the Department of Justice Appropriations Act, 2016, P.L. 114-113.

Program-Specific Information

Strong evidence exists that, by working in partnership, stakeholders in communities can intervene effectively in the lives of young people to reduce or prevent their involvement in violence and promote their well-being. Faith and community-based organizations are key stakeholders and have been instrumental in facilitating and maintaining youth violence prevention and intervention.

No simple model exists of how to build a faith or community-based program that effectively connects with at-risk youth. There are three discernible steps that many successful programs seem to follow: (1) Focus on building relationships with young people and their families, (2) engage them in available programs and services, and (3) where appropriate, refer them to other resources for assistance. With a kindred spirit of hope and promise, these faith and community-based organizations establish trust and provide inspiration.

However, though faith and community-based organizations can bring leadership, knowledge, and long-term commitment to supporting children, youth, and families, many can benefit from strategic and coordinated training and technical assistance tailored to their particular needs. While all organizations have unique needs, a 2002 assessment of faith-based organizations that Public Private Ventures conducted concluded the following:

- They generally appear to be open to exploring partnerships with other groups.
- Their weaknesses include inadequate personnel policies, hiring practices, fiscal management, and fund-raising capacities; a general lack of program knowledge; and uncertainty as to how to communicate with the secular world.
- They tend to avoid proselytizing. Instead, they demonstrate their beliefs through their support of those in need. Their credibility with the community and other sectors is high.

Although not addressed in the Public Private Ventures assessment, many community-based organizations share some of these characteristics. In general, organizations may benefit from support in these overarching domains:

- Strategic planning, board and leadership development.
- Administrative management, including human resource management, fiscal management, legal safeguards, and internal controls.
- Fundraising.
- Volunteer recruitment, management, and support.
- Effective use of technology and social media.
- Effective use of data.

With respect to youth violence prevention, faith and community-based organizations may benefit from developing knowledge and capacity in the following areas:

- The relationship between historical racial trauma, community violence, and achievement of justice and wellbeing outcomes.
- The connections among all forms of interpersonal violence and victimization.
- Evidence- and practice-based programming, especially regarding children's exposure to violence, trauma, and developmental approaches.
- How to build productive partnerships with law enforcement, public health, and schools.
- The application of knowledge and capacity in their outreach and delivery of services and supports.

Understanding Youth Violence Prevention

OJJDP's youth violence prevention work is grounded in its vision of a nation where all children are healthy, educated, and free from violence and a set of values and core principles for action to reduce youth violence and enhance child and youth well-being that reflects and is derived from both the public health and youth justice approaches. This [Shared Framework for Reducing Youth Violence and Promoting Well Being](#) integrates and aligns the various approaches that OJJDP uses with its youth violence prevention programs—the National Forum for Youth Violence Prevention, Defending Childhood, and the Community-Based Violence Prevention Program. Through these initiatives, OJJDP has created cross-sector, multi-level, community-based collaborations that engage a broad spectrum of local leaders, law enforcement executives, educators, youth-serving practitioners, agency heads from various public systems, and families and youth in collective action to prevent and reduce youth violence, change community norms, and promote child and youth well-being.

Purpose

The FY 2016 Faith and Community-Based Youth Violence Prevention Training and Technical Assistance Initiative will make available and deploy strategic and tailored training and technical assistance to faith and community-based leaders and organizations in OJJDP's 39 youth violence prevention efforts (see matrix on page 7). OJJDP expects that the training and technical assistance will focus on the youth violence domains listed above with support in selected instances concerning the overarching domains (see above) and will help strengthen the ability of faith and community-based organizations to serve as key partners in this neighborhood-based youth violence and well-being promotion work. Importantly, OJJDP will expect the selected training and technical assistance provider(s) to assist in strengthening relationships among organizations of all faiths and community-based organizations with law enforcement and other civic and private sector agencies and to assist the organizations as they implement and replicate best practices and evidence-based programs, including developmentally appropriate and trauma-informed services.

City or Tribe & State	Defending Childhood Sites	National Forum on Youth Violence Prevention Sites	Community-Based Violence Prevention Sites
Baltimore (MD)		X	X
Baton Rouge (LA)			X
Boston (MA)	X	X	X
Brooklyn (NY)			X
Camden (NJ)		X	X
Chicago (IL)		X	
Chippewa Cree Tribe (MT)	X		
Cleveland (OH)		X	
Cuyahoga County (OH)	X		
Denver (CO)			X
Detroit (MI)		X	X
Grand Forks (ND)	X		
Kansas City (MO)			X
Long Beach (CA)		X	
Los Angeles (CA)			X
Louisville (KY)		X	
Memphis (TN)		X	
Minneapolis (MN)		X	
Multnomah County (OR)	X		
Newark (NJ)			X
New Orleans (LA)		X	
Newport News (VA)			X
Oakland (CA)			X
Philadelphia (PA)		X	X
Portland (ME)	X		
Prince George's County (MD)			X
Rosebud Sioux Tribe (SD)	X		
Salinas (CA)		X	
San Jose (CA)		X	
Seattle (WA)		X	
Shelby County (TN)	X		
Syracuse (NY)			X
Washington (DC)			X
Total Programs	8	15	16

For information on awards made under each program solicitation, see [here](#).

Goals, Activities, and Deliverables

The goal of this program is to enhance the ability of supported faith and community-based organizations to serve as key partners in the neighborhood-based youth violence prevention and well-being promotion work in OJJDP's 39 violence prevention communities.

Note: The successful applicant will work closely with OJJDP program staff, the DOJ Center for Faith-based and Neighborhood Partnerships, and the site project directors to provide technical assistance consistent with this goal and to establish and grow a national community of practice. The community of practice is intended to provide a virtual place for faith and community leaders to exchange strategies, collaborate, work on common issues, and share knowledge with peers and federal staff through regular telephone and online meetings, access to shared web portals, and other e-communication.

Proposed activities and deliverables in the application are to include the following:

- Preliminary work plan to establish the structure for this training and technical assistance project, carry out proposed activities, and complete deliverables to include a description of the project management lead and dedicated team and plans to sustain faith and community-based organizations' capacity for the long term absent federal fund support. (After award, the successful applicant will revise this preliminary work plan in collaboration with federal staff.)
- Assessment of the readiness, training and technical assistance needs, capacities, and challenges that faith and community leaders and institutions face related to the program goal.
- Description of plans to make available anticipated training and technical assistance to the sites directly and/or brokered through partner entities or other contractual or consultant arrangements. (Note that the grantee(s) will develop and complete a final training and technical assistance plan post-award based on the needs/capacity assessment and will include plans for individualized and group or shared assistance.)
- Support of a community of practice of faith and community leaders and institutions engaged in youth violence prevention/well-being promotion work to include peer-to-peer mentoring and coaching. This will entail organizing, facilitating, and documenting regular project calls, meetings, and webinars; visits to local faith and community-based organizations, and meetings with relevant training and technical assistance providers, all in conjunction with OJJDP program staff.
- Description of plans to support and execute a minimum of one convening of faith and community-based organizations and project site representatives from all 39 youth violence prevention sites and as many as two regional or cluster meetings. Other meetings, such as tracks at joint youth violence prevention initiative meetings or other relevant DOJ and training and technical assistance provider meetings, may be proposed within existing budget parameters. (The successful applicant will work with OJJDP to handle meeting logistics and agenda planning. Some site participants will cover their own travel costs. Refer to the budget section for more guidance.)
- Creation of web-based and other tools and training materials to help supported organizations institutionalize capacity development.
- Description of the proposed system to fulfill, track, and measure technical assistance needs and requests from supported faith and community organizations, including information on how project management duties and activities will be implemented, coordinated, and tracked between coapplicants/program partners.

Training and Technical Assistance

Proposed training and technical assistance is to address content (subject matter) and skills development delivered through a full range of training and technical assistance modalities, including onsite; electronic and web-based, such as trainings of trainers, webinars, and web-based curricula; resource materials; and tools.

OJJDP recognizes that broad expertise is needed to support the faith and community-based sector. Therefore, the successful applicant will address how they will structure and resource (budget) the project to meet anticipated needs through brokering, partnering, and direct provision of training and technical assistance. After award, the successful applicant will revise its preliminary project work plan in collaboration with OJJDP and the youth violence prevention sites and then complete the needs assessment to inform development of a comprehensive plan and delivery of the training and technical assistance.

In the proposal, the successful applicant will take into account that a central function of this work is to assist in strengthening relationships among community and faith-based organizations with law enforcement and other civic and private sector agencies and to help these organizations implement and replicate best practices and evidence-based programs that are developmentally appropriate for children and youth and are trauma-informed and healing-based.

The following is a list of topics gleaned from work with each program site and illustrates additional, diverse support requirements and knowledge that the successful applicant will address in its proposal:

- Children's exposure to violence in the home, school, or community and the consequences of that trauma.
- The societal and community determinants of violence and the connections among forms of violence (child maltreatment, family and intimate partner violence, sexual violence, and gang and gun violence).
- The relationship between historical racial trauma, community violence, and achievement of justice and wellbeing outcomes.
- Issues pertinent to youth affected by multiple public systems (e.g., child welfare, juvenile justice, special education, and special health care).
- The individualized and culturally specific needs of particular youth populations (e.g., Hispanic; lesbian, gay, bisexual, transgender, and questioning youth; girls; and Native American youth).

Skills building training and technical assistance will vary and may include such general and specific matters as the following:

- Crisis intervention and trauma response.
- Psychological first aid.

- Case management.
- Volunteer recruitment and management.
- Funds development.
- Staff, board, and leadership development.
- Strategic planning.
- Governance and organizational development.
- Media relations.
- Educating policy makers and legislators.
- Mediation.

Within the first 30 days of access to award funds, OJJDP will expect the successful applicant to:

- Develop or update a comprehensive database of all project leads and points of contact to facilitate communication and information-sharing efforts.
- Initiate the assessment of the training and technical assistance needs and capacities of each signature program grantee to include analysis of individual and shared needs.
- Participate in OJJDP-convened meetings or conference calls with Developmental Services Group, OJJDP's youth violence training and technical assistance provider; OJJDP's National Training and Technical Assistance Center; the National Gang Center; National Network for Safe Communities, the program developers of Cure Violence and Group Violence Intervention; and other key training and technical assistance providers, as identified or directed, to discuss the goals of this project and, as needed, facilitate development of memoranda of understanding.

Within the first 60 days of access to award funds, OJJDP will expect the successful applicant to:

- Finalize memoranda of understanding or other joint letters or agreements regarding the applicant's plans to coordinate with the above named key training and technical assistance providers.
- Complete the needs assessment and provide OJJDP with a report on the assessment and recommendations for structuring the provision of integrated and specific training and technical assistance to the signature programs to include proposed subject matter expert consultants.
- Submit a revised work plan and draft training and technical assistance plan in line with the assessment to OJJDP for review and comment.

- Establish a system for proper tracking and documentation of training and technical assistance request fulfillment.

Within the first 90 days of access to award funds, the successful applicant will:

- Initiate and/or continue implementation of training and technical assistance in accord with the revised work plan.

OJJDP Training and Technical Assistance Awardee Standards

OJJDP has developed the *Core Performance Standards for Training, Technical Assistance, and Evaluation* to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding. For additional information, go to OJJDP's [NTTAC website](#).

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP Funded Webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit to OJJDP NTTAC information in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and upload the files onto NTTAC's Online University.
- **Training Information Sharing.** The Office of Justice Programs (OJP) will be collecting information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form and submit information to NTTAC on all training events (i.e. name of requestor, description of request, dates of event, etc.) 30 days in advance of the event date and report additional data as OJJDP requires.

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

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

Additional Resources. OJJDP encourages applicants to review recommendations from the [Attorney General's National Task Force on Children Exposed to Violence](#); recommendations from the [Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence](#); the recommendations of the National Research Council's [Reforming Juvenile Justice: A Developmental Approach](#) and [Implementing Juvenile Justice Reform](#). Applicants should consider incorporating, when applicable, the recommendations identified in the publications above into their program designs.

B. Federal Award Information

OJJDP expects to make one cooperative agreement of as much as \$1.435 million for as long as 18 months, beginning on October 1, 2016.

OJJDP may provide supplemental funding for as long as 2 additional years in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, 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 Award¹.

OJJDP will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used when OJJDP expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in decisions concerning implementation of the grant but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation.

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 Controls. Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity²) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

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

Budget Information

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

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

OJP does not typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, preagreement costs could be paid from grant funds consistent with a grantee’s approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs

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.

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.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 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 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 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

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.

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 eligibility information, see the title page.

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

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

D. Application and Submission Information

What an Application Should Include

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

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

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

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

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

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

Intergovernmental Review: This funding opportunity (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 against the page limit for the program narrative.

The abstract should briefly describe the project’s purpose, the population to be served, and the activities that the applicant will implement to achieve the project’s goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research as described in Note on Project Evaluations on page 20.

3. Program Narrative

Refer also to Program-Specific Information, pages 5-6, to develop the program narrative.

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

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

structure and activities will accomplish the goals and objectives identified in the previous section.

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

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the issue that the program will address (e.g., challenges inherent to: (a) making available effective strategic, coordinated technical assistance as described in the Goals section of this solicitation and (b) determining and documenting the impact of technical support on site success. The applicant should use data to discuss the issue, demonstrate the nature and scope of the issue, and describe the relationship of training and technical assistance to proposed efforts. Applicants should describe particular issues related to the population of interest (faith and community-based organizations) and results of any previous or current attempts to address the problem.

Applicants should describe relevant outcomes and research or evaluation studies that relate to subject matter expertise outlined in the solicitation and contribute to the applicant's understanding of how this information can be used to inform the provision of technical assistance.

- b. **Goals, Activities, Deliverables.** Applicants should describe their solution(s) to the solicitation's goals and be specific in explaining how the program will undertake the activities to produce the deliverables and outcomes specified in this solicitation. This section should consist of specific, quantifiable statements of the project's intended results. They should be clearly linked to the problem identified in the preceding section and measurable.

Performance Measures. To demonstrate program progress and success, as well as, to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#).

Note: 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 award reporting requirements. In 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.

Performance measures for this solicitation are listed as following:

Objective	Performance Measure	Description	Data Grantee Provides
To provide training and technical assistance to help build capacity of individual faith and community-based leaders and institutions to serve as leaders and key actors in neighborhood-based youth violence and well-being promotion work across the Youth Violence Prevention communities.	Number of training requests received. Percent of training request completed.	This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received during the reporting period. Of those training request received, the number of training requests completed.
	Number of technical assistance requests received. Percent of technical assistance requests completed.	This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period. Of those technical assistance requests, the number of technical assistance requests completed.
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms, such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during the reporting period. Number of program materials related to cultural or racial and ethnic diversity developed during the reporting period.
	Number of planning or training events held.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include	Number of planning or training events held during the reporting period.

		creation of task forces or inter-agency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	
	Number of people trained.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Preferred data source is program records.	Number of people trained during the reporting period. Number of people trained on cultural or racial and ethnic diversity during the reporting period.
	Number of program policies changed, improved, or rescinded during the reporting period.	This measure represents the number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Preferred data source is program records.	Number of program policies changed, improved, or rescinded during the reporting period.
	Percent of people exhibiting increased knowledge of the program area(s) during the reporting period.	This measure represents the number of people who exhibit an increased knowledge of the program area(s) after participating in training. Use of pre and post-tests is preferred.	Number of people exhibiting an increase in knowledge post-training. Number of people trained during the reporting period.

	Percent of organizations reporting improvements in operations based on training and technical assistance.	The number and percent of organizations reporting improvements in operations as a result of training and technical assistance 1 to 6 months post-service.	<p>A. Number of organizations reporting improvements in operations based on training and technical assistance during the reporting period.</p> <p>B. Number of organizations served by training and technical assistance during the reporting period.</p> <p>C. A/B.</p>
	Percent of those served by training and technical assistance who reported implementing an evidence-based program and/or practice* during or after the training and technical assistance.	Number and percent of programs served by training and technical assistance that reported implementing an evidence-based program and/or practice during or after the training and technical assistance. Evidence based programs and practices 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 use.	<p>A. Number of programs served by training and technical assistance that reported implementing an evidence-based program/practice.</p> <p>B. Number of programs served by training and technical assistance.</p> <p>C. A/B.</p>
	Number of program materials disseminated during the reporting period.	This measure represents the number of program materials disseminated during the reporting period. The number of program materials related to cultural or racial and ethnic diversity should also be identified.	<p>Enter the number of program materials disseminated during the reporting period.</p> <p>Number of program materials related to cultural or racial and ethnic diversity disseminated during the reporting period.</p>

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

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

- c. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and deliverables identified in the previous section. Applicants should describe how they will complete the activities stated in the Goals, Activities, and Deliverables section on page 7.

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, activities, and design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 24.

Timeline. Applicants are to submit a realistic timeline or milestone chart that lists 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 24. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

Expertise/Program/Practices Matrix. Applicants should submit a matrix of the expertise and evidence-based programs and practices that they could tap for providing technical assistance, as stipulated in Additional Attachments, page 24.

- d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization, coapplicants and partners, as well as that of any contractors or subgrantees the applicant will rely on to implement and manage this effort, highlighting any previous experience implementing projects of similar design or magnitude. If applicable, applicants should highlight their experience/capability/capacity to manage contracts, consultant agreements or sub awards, including details on their system for fiscal accountability. Management, staffing patterns and accountability should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of key project staff and explain the program’s organizational structure and operations. Applicants should include a copy of an organizational chart showing how the project will be organized and the larger supporting organizational structure within which the project resides. OJJDP expects the applicant to propose a project director who will dedicate no less than 85 percent of his/her time to this project.

Letters of Support/Memoranda of Understanding. In submitting a joint application, as described under Eligibility, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for co-applicants as well as for all key partners. They must 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.

Among the key partners are: OJJDP's youth violence training and technical assistance provider, Developmental Services Group; OJJDP's National Training and Technical Assistance Center, operated by ICF International; the National Gang Center, operated by Institute for Intergovernmental Research; the program developers of Cure Violence (Cureviolence.org) and the Group Violence Intervention (National Network for Safe Communities); and other key training and technical assistance providers, as identified or directed.

4. Budget Detail Worksheet and Budget Narrative

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

For the purposes of this submission, applicants should factor in one national meeting of all 39 Defending Childhood, National Forum for Youth Violence Prevention, and Community-Based Violence Prevention Program teams (three people per site maximum) to be held in Washington, DC, and as many as two regional or cluster meetings that will focus on specific, cross-cutting issues and include a subset of approximately 20 program sites (two people per site maximum) and be held in other parts of the country outside Washington, DC. The successful applicant will also work with OJJDP to develop a cost sharing plan that will allocate a portion of the costs of attending meetings, specific to travel, to the program sites.

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

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

allocable, and necessary for project activities).

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

Note: A factor in evaluating this selection criterion will be the proportion of funding expended directly on program services.

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

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

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

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

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). For assistance with identifying your cognizant agency, 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 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.⁴

6. Applicant Disclosure of High Risk Status

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

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

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

7. Additional Attachments

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

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

⁴ See 2 C.F.R. § 200.414(f).

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

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

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

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

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

- b. Logic model (see page 21).
- c. Timeline or milestone chart (see page 21).
- d. Résumés of all key personnel.
- e. Job descriptions outlining roles and responsibilities for all key positions.
- f. Letters of support/memoranda of understanding from partner organizations (see page 22).
- g. Evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- h. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
- i. Draft outline of the structure for the training and technical assistance needs assessment (see page 10).

- j. Matrix of the expertise and evidence-based programs and practices that the applicant could tap to provide technical assistance (see page 21).
- k. Detailed performance measures data collection plan describing how they will collect the data to assess effectiveness of all training and technical assistance activities under this award (see page 17).

8. Financial Management and System of Internal Controls Questionnaire

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

9. Disclosure of Lobbying Activities

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

How To Apply

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

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

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

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

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” 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 DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

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

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

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

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance numbers for this solicitation are 16.123, titled "Community-Based Violence Prevention Program;" and 16.818, titled "Children Exposed to Violence." The funding opportunity number is OJJDP-2016-9153. .
6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. ET on April 12, 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. 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. (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.

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 10 percent of the entire score in the application review process.

1. Statement of the Problem (10 percent).
2. Goals, Activities, Deliverables, and Performance Measures (20 percent).
3. Project Design and Implementation (30 percent).
4. Capabilities and Competencies (25 percent).
5. Budget (15 percent): 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 ⁵ Note that the amount of funding proposed for direct services and costs will be one factor in the review of applications.

⁵ 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.

See What an Application Should Include, page 15, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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

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

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

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding.

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

1. Financial stability and fiscal integrity.

2. Quality of management systems and ability to meet the management standards prescribed in the [Financial Guide](#).
3. History of performance.
4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official. The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date. 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 requirements⁶ 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](#).

As stated above, OJJDP anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OJJDP.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

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

⁶ 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).

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 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 Faith and Community-Based Youth Violence Prevention Training and Technical Assistance 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 27)
- _____ Acquire or renew registration with SAM (see page 27)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 28)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 28)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 28)
- _____ Download funding opportunity and application package
- _____ Sign up for Grants.gov email notifications (optional) (see page 26)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)
- _____ Read [OJP policy and guidance](#) on conference approval, planning, and reporting. (see page 14)

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

- _____ (1) application has been received,
- _____ (2) application has either been validated or rejected (see page 28)

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 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 \$1.435 million.

Eligibility Requirement:

- _____ Nonprofit or for-profit organization, including tribal nonprofit and 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 15)
- _____ Project Abstract (see page 16)
- _____ Program Narrative (see page 16)
- _____ Budget Detail Worksheet and Narrative (see page 22)
- _____ Employee Compensation Waiver request and justification (see page 14)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 23)

- _____ Applicant Disclosure of High Risk Status (see page 23)
- _____ Additional Attachments (see page 24)
 - _____ Applicant Disclosure of Pending Applications
 - _____ 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.
 - _____ draft outline of the structure for the individualized training and technical assistance assessment
 - _____ matrix of the expertise and evidence-based programs and practices that could be tapped for providing technical assistance
- _____ Detailed performance measures data collection plan describing how they will collect the data to assess effectiveness of all training and technical assistance activities under this award
- _____ Financial Management and System of Internal Controls Questionnaire (see page 26)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 26)