



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for the fiscal year (FY) 2016 Defending Childhood State Policy Initiative. This program furthers the Department's mission by providing technical assistance that helps selected states develop or modify and implement policy and practice designed to help children and youth exposed to violence and their families, consistent with recommendations from the Attorney General's National Task Force on Children Exposed to Violence.

OJJDP FY 2016 Defending Childhood State Policy Initiative Applications Due: May 10, 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 should they apply.*

OJJDP welcomes applications that involve two or more entities that will carry out the funded Federal award activities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire Defending Childhood State Policy Initiative. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations. OJJDP may also elect to provide supplemental funding to the successful applicant, dependent on performance and the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time (ET) on May 10, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#). For additional information, see How To Apply in section D. Application and Submission Information.

Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (Hearing impaired only), by e-mail at grants@ncjrs.gov, or by [web chat](#). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. Answers to frequently asked questions that may assist applicants are posted at www.ojjdp.gov/grants/solicitations/FY2016/FAQ/DCSPFAQ.pdf.

Grants.gov number assigned to this announcement: OJJDP-2016-9154

Release date: March 11, 2016

Contents

A. Program Description.....	5
Overview.....	5
Project-Specific Information	5
Goals and Objectives.....	6
Deliverable.....	7
Evidence-Based Programs or Practices.....	10
B. Federal Award Information	11
Type of Award.....	11
Financial Management and System of Internal Controls	12
Budget Information.....	12
Cost Sharing or Match Requirement	12
Preagreement Cost (Also Known as Preaward Cost) Approvals	12
Limitation on Use of Award Funds for Employee Compensation; Waiver	13
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.....	13
Costs Associated with Language Assistance (if applicable)	14
C. Eligibility Information	14
Limit on Number of Application Submissions	14
D. Application and Submission Information.....	14
What an Application Should Include.....	14
How To Apply	28
E. Application Review Information	31
Selection Criteria.....	31
Review Process	31
F. Federal Award Administration Information	33
Federal Award Notices.....	33
Administrative, National Policy, and Other Legal Requirements.....	33
General Information about Post-Federal Award Reporting Requirements	35
G. Federal Awarding Agency Contact(s).....	35
H. Other Information	35
Provide Feedback to OJP	35
Application Checklist.....	36
Appendix A: List of Smart on Juvenile Justice States and States with Youth Violence Prevention Sites.....	38

OJJDP FY 2016 Defending Childhood State Policy Initiative (CFDA #16.818)

A. Program Description

Overview

Each year in the United States, millions of children and youth are exposed to violence in their homes, schools, and communities. A national survey estimates exposure rates at about two out of every three children.¹ Left unaddressed, trauma caused by exposure to violence can put these children and youth at an increased risk for future victimization, failure in school and employment, and involvement in the juvenile and criminal justice systems. Trauma caused by exposure to violence also can have long-term medical implications, including increased likelihood of mental health problems, stroke, diabetes, heart disease, cancer, and premature death.²

Although the human consequences of children and youth's exposure to violence are indeed significant, the economic ramifications are equally problematic. The Report of the Attorney General's National Task Force on Children Exposed to Violence states that the "predicted incremental cost of violence and abuse on the healthcare system alone ranges from \$333 billion to \$750 billion annually, or up to 37.5 cents of every dollar spent on healthcare."

In spite of emerging research that deftly describes the problem and prescribes several evidence-based solutions, there remains a significant gap in the application of this knowledge to state policy and practice. To help remedy this gap, OJJDP is undertaking initiatives with a limited number of states to help them improve their policies and practices related to the identification, screening, assessment, and treatment of children and youth exposed to violence. This solicitation will select a training and technical assistance provider that will invite applications from states interested and capable of undertaking this work in close collaboration with OJJDP and with the states that have already participated in this initiative (California, Michigan, and Massachusetts).

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

Project-Specific Information

¹ Finkelhor, Turner, Ormrod, Hamby, and Kracke, 2009 <http://www.unh.edu/ccrc/pdf/DOJ-NatSCEV-bulletin.pdf>

² The full cite is: Edwards, V.J., Anda, R.F., Dube, S.R., Dong, M., Chapman, D.F., Felitti, V.J. 2005. The wideranging health consequences of adverse childhood experiences. In K. Kendall-Tackett and S. Giacomoni (eds.) *Victimization of Children and Youth: Patterns of Abuse, Response Strategies*, Kingston, NJ: Civic Research Institute; Felitti, V.J., Anda, R.F., Nordenberg, D., Williamson, D.F., Spitz, A.M., Edwards, V., Koss, M.P., Marks, J.S. 1998. "[Relationship of childhood abuse and household dysfunction to many of the leading causes of death in adults: the adverse childhood experiences \(ACE\) study.](#) *American Journal of Preventive Medicine*14:245–258.

OJJDP will fund the successful applicant to work with as many as four states³ to implement and facilitate statewide policy and practice initiatives that will advance the ability of those states to:

- Ensure that all at-risk children and youth are screened and assessed at each point of contact across youth-serving systems, with a particular focus on the juvenile justice and child welfare systems.
- Provide evidence-based, trauma-informed treatment services to children and youth exposed to violence.
- Identify mechanisms to blend and braid funding sources to support identification, screening, assessment, and treatment services.
- Improve outcomes for children and youth exposed to violence.

To qualify as a participating state, the governor's office must lead this work.

Goals and Objectives

The goal of the Defending Childhood State Policy Initiative is to increase the number of states that have put in place model public policy initiatives that reduce the impact of children's exposure to violence and have adopted and implemented other pertinent recommendations of the Attorney General's National Task Force on Children Exposure to Violence.

Objectives for the successful applicant are to:

1. Work with OJJDP to identify and select as many as four states to undertake such policy and practice initiatives.
2. Develop a process and tools to help states create and refine strategic action plans to carry out, measure effectiveness, and sustain the work, including activities to identify, braid, blend, and leverage additional federal, state, local, and private funding.
3. Provide or broker the training and technical assistance to support selected states in implementing and sustaining their plans.

More specifically, this initiative aims to provide or coordinate and broker direct technical assistance to states selected to participate toward achieving the following:

- **Statewide strategic plan.** The successful applicant will help each selected state develop a comprehensive and coordinated plan detailing action steps to implement a statewide effort to identify, screen, assess, and treat children and youth who have witnessed or experienced violence in the home, school, or community. **Note:** To

³ Excluding the three states already participating in the work through the Defending Childhood State Policy Initiative (California, Massachusetts, and Michigan).

accomplish this, the applicant will facilitate states' work with national subject matter experts. These experts will help states identify effective and evidence-based treatments and interventions. The applicant will also work with federal representatives to identify funding streams that support the implementation of those practices across systems.

- **Increased impact through collective action.** The successful applicant will encourage and support a collaborative approach by the state to the development and implementation of statewide plans.
- **Better outcomes for children and youth.** The successful applicant will work with participating states to improve their ability to identify and treat children and youth exposed to violence and to implement cross-systems, trauma-informed approaches for doing so.
- **Development of sustainable policies and programs.** The successful applicant will work with states and federal representatives to identify creative ways to braid and blend funding from private, state, and/or federal sources for the purpose of sustainability.

Key components

Key components to be emphasized in this project include:

- **Collaborative decisionmaking.** Significant and meaningful collaboration among seniorlevel policymakers and all relevant child and youth-serving agencies is essential to effective and sustained efforts.
- **Identification, screening, and assessment.** A growing body of research exists that links early identification of children's exposure to violence with better outcomes. Children and youth must be screened for exposure to violence using research-based practices at all points of contact with the juvenile justice, child welfare, education, health, and such other places where children and youth come to the attention of the public sector. The results of these screenings must drive timely access to specialized assessment to determine the extent of the need for treatment and services.
- **Evidence-based practices.** Emerging research shows that there are effective, evidence-based practices and interventions that produce better outcomes for children and youth exposed to violence. Best practice includes adopting cross-systems, traumainformed approaches to working with children, youth, and families and use of traumaspecific treatment services and programs.
- **Funding and sustainability.** To ensure access to screening, assessment, and effective treatment services, states and localities need to braid and blend existing funding sources. In addition, identification of other funding mechanisms will ensure sustainability of programs and practices.

Deliverables

The successful applicant overseeing this initiative is required to:

- Propose an application process that will be administered after award to identify as many as four states interested in and capable of developing and/or improving statewide policies and practices to identify, screen, assess, and treat children and youth who suffer from trauma precipitated by violence in their homes, schools, or communities. After award, the successful applicant will work with OJJDP to refine the proposed application process.

Preference in selection will be given to states that have used or are using a traumainformed perspective in the reform of their juvenile justice system. (The three states currently participating in the State Policy Initiative—California, Michigan, and Massachusetts—will be excluded from application.)

- Design and conduct an onsite preassessment with each selected state to help shape the approach and next steps to be taken, including drafting a strategic plan to guide the development and implementation of the state’s proposed policy and practice initiatives.
- Conduct follow up site visits with state in coordination with OJJDP staff and leading national experts as a prelude to the state’s strategic planning process. These site visits will provide information for identifying policies and practices requiring change or replication and for determining gaps and opportunities to improve the effectiveness of state and local service systems for children exposed to violence.
- Work with each participating state to help them constitute a cross-agency team of as many as 10 high-level officials who will lead the state’s effort.

Either the state’s governor or a senior staff member in the governor’s office with the formal authority to convene the other members must lead the team. Seven of the remaining slots must include senior-level officials from each of the sectors listed below. NOTE: If selected states have grantee sites of OJJDP’s youth violence prevention programs or receive grants under the Smart on Juvenile Justice Initiative (refer to the matrix in Appendix A), they must fill two slots with representatives from among these grantees. The team must be composed as follows:

1. Team lead: State governor or governor’s senior staff member
2. Education
3. Mental health
4. Substance abuse
5. Public health
6. Juvenile justice
7. Child welfare

8. Senior state budget official or Medicaid director
9. Project director of a Defending Childhood Initiative pilot site, National Forum on Youth Violence Prevention site, Community-Based Violence Prevention program site, or Smart on Juvenile Justice Initiative located in the state.
10. An individual with relevant experience or expertise who worked with the project director listed in number 9.

If selected states do not have any grantees under OJJDP funded programs then the last two representatives should instead be:

9. A senior leader or manager responsible for state level trauma-focused programs that serve children and youth exposed to violence.
 10. Representative from a sexual assault/domestic violence coalition.
- Construct a technical assistance plan outlining steps to help each state develop an action-oriented strategic plan to implement the recommendations from the [Attorney General's National Task Force on Children Exposed to Violence](#) and to make, document, and sustain the policy and practice changes that will ensure state and local service systems are trauma-informed and effective in identifying, screening, assessing, and treating children's exposure to violence, including such activities as policy and fiscal gap and opportunity analyses. State strategic plans are to emphasize innovative ways to provide the most effective treatment and services to children in need, integration of equity and racial justice principles and practices, and built-in support for cross-systems collaboration. Technical assistance plans are to describe the range of onsite, electronic, and web-based modalities, technical assistance providers, timeframe for delivery of technical assistance and expected outcomes.
 - Plan and convene as many as two 2- to 3-day Defending Childhood State Policy Meeting(s) with teams from each participating state. These meeting(s) will provide state teams with information on pertinent research, evidence-based practices, effective intervention strategies, and model policies and provide opportunities for facilitated discussions with leading national experts who will provide constructive feedback on states' pre-meeting work and/or states' preliminary plans and shared learning through peer-to-peer exchange.
 - Provide follow up technical assistance using on-the-ground, electronic, and web-based modalities to support selected states in the implementation, documentation, and sustainability of their policy and practice initiatives as outlined in their strategic plans.

Family Engagement

OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system. For example, to engage families, the training and technical assistance provider could assist the states in identifying and involving family members in

planning efforts and hold community meetings or webinars with youth, families, other community members, and county supervisors and/or city mayors to ensure incorporation of the perspectives of family members in the strategic plan, spread awareness, provide information, and request feedback on the strategic plan.

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 identification and translation of evidence into practice through training and technical assistance support.

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

Additional Resources

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

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 the 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 information to OJJDP NTTAC 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 collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to NTTAC on all training events (e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

B. Federal Award Information

OJJDP expects to make one award of as much as \$500,000 for an 18-month project period, beginning on October 1, 2016.

OJJDP may provide supplemental funding in future years under this solicitation. With supplemental funding, the project period may be extended for a total of 36 months. 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 Award⁴

OJJDP expects to make one award from this announcement in the form of a cooperative agreement, which is a particular type of grant used when OJJDP intends to have ongoing substantial involvement in key award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in 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 announcement.

⁴ 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 entity⁵) 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](#).

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 (also known as Preaward Cost) Approvals

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

⁵ 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.

OJP does not typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, preagreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as preagreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁶ 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 applicants submit a waiver request and justification with their applications, they should anticipate that OJP will request that they adjust and resubmit the budget.

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

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP [policy and guidance](#) on conference approval, planning, and reporting. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference,

⁶ 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.

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

Costs Associated with Language Assistance (if applicable)

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

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

C. Eligibility Information

For eligibility information, see the title page.

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

Limit on Number of Application Submissions

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

D. Application and Submission Information

What an Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or that do not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and 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 preapplications, 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 of 20 pages 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 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. The abstract should describe how the applicant will measure progress toward these goals.

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 20 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 20,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced

and will count in the 20-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 20-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 elements: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) capabilities/competencies; and (4) budget as detailed next. 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.

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., challenges associated with supporting statewide policy change to reduce the impact of trauma resulting from children's exposure to violence). 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 goals of the proposed design and identify its objectives. When formulating the proposal's goals and objectives, applicants should factor in the performance measures that OJJDP will require successful applicants to provide. (Refer to the section below.) NOTE: Applicant responses to this section should reflect and incorporate an understanding of the *Goals, Objectives, and Deliverables*, pages 5 to 8, into their proposals and not merely restate the solicitation goals and objectives.

Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include: to support reform of as many as five critical policies related to joint agency decisionmaking or coordinated delivery of services affecting youth traumatized by exposure to violence; to produce toolkits to support use of blended, braided, and leveraged fiscal strategies; and to plan and convene states as many as two times for peer-to-peer shared learning sessions.)

Performance Measures. To demonstrate program progress and success, as well as, to assist the Department with fulfilling its responsibilities under the Government

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

Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Description	Data Grantee Provides
To provide a full range of comprehensive training and technical assistance to promote the well-being of children and youth, the families and communities in which they reside, and enhance public safety through the prevention and reduction of violence.	Number of training requests received. Percentage of training requests 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 requests received, how many were completed.
	Number of technical assistance requests received. Percentage 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 received, how many were completed.

	<p>Number of program materials developed during the reporting period.</p>	<p>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. Diversity should also be identified. Program records are the preferred data source.</p>	<p>Number of program materials developed during the reporting period.</p> <p>Number of program materials related to cultural or racial and ethnic diversity developed during the reporting period.</p>
--	---	---	--

	<p>Number of planning or training events held during the reporting period.</p>	<p>This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.</p>	<p>Number of planning or training events held during the reporting period.</p>
--	--	--	--

	<p>Number of people trained during the reporting period.</p>	<p>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. Examples include, but are not limited to, training on risk, resiliency, and protective factors; trauma and its impact on children, youth, and families; and adolescent development principles and how to apply them. Training on cultural or race and ethnic issues should also be identified.</p> <p>Include any training from any source or medium received during the reporting period as long as receipt of training can be verified.</p>	<p>Number of people trained during the reporting period.</p> <p>Number of people trained on cultural or racial and ethnic diversity during the reporting period.</p>
	<p>Percentage of people exhibiting increased knowledge of the program area(s) during the reporting period.</p>	<p>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.</p>	<p>Number of people exhibiting an increase in knowledge posttraining.</p> <p>Number of people trained during the reporting period.</p>
	<p>Number of program policies changed, improved, or rescinded during the reporting period.</p>	<p>This measure represents the number of crossprogram 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.</p>	<p>Number of program policies changed, improved, or rescinded during the reporting period.</p>

	Percentage of organizations reporting improvements in operations based on training and technical assistance.	The number and percentage of organizations reporting improvements in operations as a result of training and technical assistance 1 to 6 months post-service.	Number of organizations reporting improvements in operations based on training and technical assistance during the reporting period. Number of organizations served by training and technical assistance during the reporting period.
	Percentage 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 evidencebased program and/or practice during or after the training and technical assistance. Evidencebased 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.	Number of programs served by training and technical assistance that reported implementing an evidence- based program/practice. Number of programs served by training and technical assistance.
	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.	Enter the number of program materials disseminated during the reporting period. Number of program materials related to cultural or racial and ethnic diversity disseminated during the reporting period.

	Number of trainings conducted by type during the reporting period.	Indicate the type of training conducted during the reporting period. Choose all that apply.	<p>Select Yes or No: Y N</p> <p><input type="checkbox"/> Risk, resiliency, and protective factors.</p> <p><input type="checkbox"/> Trauma and its impact on children, youth, and families.</p> <p><input type="checkbox"/> Adolescent development principles and how to apply them. <input type="checkbox"/> Strategies for violence prevention.</p> <p><input type="checkbox"/> Other training.</p> <p>If yes to "other training," describe the type of training conducted during the reporting period.</p>
	Number of stakeholders (task force, coalitions, agencies).	The number of additional stakeholders (government agencies, nonprofit organizations, community groups, etc.) joining in violence prevention efforts during the reporting period.	Number of stakeholder relationships built during the reporting period.
	Percentage increase in leveraged resources (in-kind, cash, staffing).	The percent increase in resources leveraged during the reporting period. Leveraged resources include those that are matched by cash or in-kind contributions from additional sources.	<p>Number of new leveraged resources obtained during the reporting period.</p> <p>Total number of leveraged resources available during the reporting period.</p>
	Number of memoranda of understanding developed during the reporting period.	A memorandum of understanding (MOU) is an interagency agreement whose purpose is to enable all parties to facilitate the conduct of certain efforts of mutual interest (e.g., specifying the types of information to be shared, stating the terms of the agreement, and including the signatures of all parties to	Number of MOUs developed during the reporting period.
		the agreement). Include all formal partnering or coordination agreements. Preferred data source is program records.	

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

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

Note on Project Evaluations

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

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

- c. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on pages 5-8. OJJDP encourages applicants to select evidence-based practices for their programs.

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

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 24. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

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

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

- Expression of support for the program and a statement of willingness to participate and collaborate with it.
- Description of the partner’s current role and responsibilities in the planning process and expected responsibilities when the program is operational.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to OJJDP Administrator Robert L. Listenbee.

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.

The successful applicant will include in their budget/budget narrative:

- Travel and lodging expenses for each state representative and subject matter expert to attend the Defending Childhood State Policy Meeting. The proposed site of the meeting is Washington, DC.
- The daily rate and hours estimated for each proposed external subject matter expert. (Be prepared to work with OJJDP to confirm subject matter experts and submit the required documentation, e.g., résumé, proof of comparable current daily rate billing, and cover letter that seeks approval if the daily rate for any approved expert exceeds the OJP daily rate of \$650.)

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

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

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

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

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

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

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

In order to use the *de minimis* indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the *de minimis* rate) and its election. If the applicant elects the *de minimis* method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁷

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.

⁷ See 2 C.F.R. § 200.414(f).

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 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 SA Mentoring Program/ North County Youth Mentoring Program	MPLE 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 name “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. Résumés of all key personnel.
- c. Timeline or milestone chart (see page 21).
- d. Job descriptions outlining roles and responsibilities for all key positions.
- d. Letters of support/memoranda of understanding from partner organizations (see page 21).
- e. Evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- f. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

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 to evaluate the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

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 **800518-4726** 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 ensure all required documents are attached in the mandatory category.

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

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 organization until the applicant organization has complied with all applicable DUNS and SAM requirements. If an applicant organization 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 at www.dnb.com. A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

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

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.818, titled Children

Exposed to Violence,” and the funding opportunity number is OJJDP-2016-9154.

- 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. Applicants must submit their applications and have received a validation message in Grants.gov by 11:59 p.m. ET on May 10, 2016.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must e-mail the Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s).

Note: OJJDP does not automatically approve requests. After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take 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, firewalls, browser incompatibility, etc.

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

E. Application Review Information

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 10 percent of the entire score in the application review process.

1. Statement of the Problem. (10 percent)
2. Goals, Objectives, and Performance Measures. (10 percent)
3. Project Design and Implementation. (35 percent)
4. Capabilities and Competencies. (30 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.⁸ **Note:** The amount of funding proposed for direct services and costs in contrast to expenses proposed under indirect costs will be one factor in the review of applications. (15 percent)

See What an Application Should Include, page 13, 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.

⁸ 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.

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

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

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

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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 award recipients.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

F. Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

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

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

- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁹ 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. OJJDP’s role will include the following tasks:

- Reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project.
- Reviewing and approving major project-generated documents and materials used in the provision of project services.
- Providing guidance in planning significant project meetings and participating in project sponsored training events or conferences.

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.

⁹ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

General Information about Post-Federal Award Reporting Requirements

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

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

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 Defending Childhood State Policy 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 26)

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

Register with Grants.gov:

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

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

Find Funding Opportunity:

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

_____ Download Funding Opportunity and Application Package

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

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

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

After application submission, receive Grants.gov email notifications that: _____ (1)
application has been received,

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

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

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

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

General Requirements:

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

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$500,000.

Eligibility Requirement:

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

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

What an Application Should Include:

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

_____ Project Abstract (see page 14)

_____ Program Narrative	(see page 14)
_____ Budget Detail Worksheet and Narrative	(see page 21)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 22)
_____ Applicant Disclosure of High Risk Status	(see page 23)
_____ Additional Attachments	(see page 24)
_____ Applicant Disclosure of Pending Applications	
_____ résumés of all key personnel	
_____ job descriptions outlining roles and responsibilities for all key positions	
_____ letters of support/memoranda of understanding from partner organizations	
_____ evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.	
_____ evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.	
_____ Financial Management and System of Internal Controls	(see page 25)
_____ Disclosure of Lobbying Activities (SF-LLL)	(see page 25)
_____ Employee Compensation Waiver request and justification	(see page 12)

Appendix A: List of Smart on Juvenile Justice States and States with Youth Violence Prevention Sites

- Colorado
- District of Columbia
- Georgia
- Hawaii
- Illinois
- Kentucky
- Louisiana
- Maine
- Maryland
- Minnesota
- Missouri
- Montana
- New Jersey
- New York
- North Dakota
- Ohio
- Oregon
- Pennsylvania
- South Dakota
- Tennessee
- Virginia
- Washington
- West Virginia