

**U.S. Department of Justice**

Office of Justice Programs

*Office of Juvenile Justice and Delinquency Prevention*

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) invites applications for fiscal year (FY) 2016 funding from localities that will embrace integration of the strategies and approaches of OJJDP's three youth violence prevention initiatives to achieve well-being and positive outcomes and from existing OJJDP youth violence prevention grantees that wish to enhance their efforts. This program furthers the Department's mission by leveraging federal resources through alignment, cross learning, and shared outcomes to prevent youth violence.

## **OJJDP FY 2016 Safe and Thriving Communities: Uniting and Enhancing Community-Based Violence Prevention, Defending Childhood, and National Forum Approaches**

**Applications Due: June 21, 2016**

### **Eligibility**

OJJDP will evaluate applications and make awards in two categories:

**Category 1: New Applicants.** Eligible applicants are limited to units of local government, state agencies proposing local initiatives in collaboration with community-based organizations, and federally recognized tribal governments (as determined by the Secretary of the Interior). Existing grantees funded under OJJDP's National Forum on Youth Violence Prevention, Defending Childhood, and Community-Based Violence Prevention initiatives are eligible only under Category 2.

**Category 2: Existing Grantees.** Eligible applicants are existing grantee sites of OJJDP's National Forum on Youth Violence Prevention, Defending Childhood, and Community-Based Violence Prevention initiatives that did not receive funding under the FY 2015 Youth Violence Prevention Enhancement solicitation. (Refer to the matrix, Appendix B, page 52.)

**All Applicants:** To be eligible for consideration for funding under this solicitation, applicants must provide letters of commitment/memoranda of understanding that the chief executive officer (e.g., mayor, county executive, tribal chair), chief of police, superintendent of schools within the locality, and directors of public health, housing, workforce development, economic development, and child welfare (or the equivalent positions) have signed. Letters of commitment/memoranda must indicate an understanding of the goals of the proposal, describe the roles and responsibilities of the signer and/or represented agency, and specify the fiscal and staffing resource commitments made to the collaboration.

OJJDP welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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

## Deadline

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. OJP encourages applicants to **register several weeks before** the registration deadline. In addition, OJP urges applicants to **submit applications no later than 72 hours** prior to the application due date to allow for resolution of potential technical issues. 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 June 21, 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](mailto: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](mailto: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/Safe&ThrivingFAQ.pdf](http://www.ojjdp.gov/grants/solicitations/FY2016/FAQ/Safe&ThrivingFAQ.pdf).

**Note:** On May 6, 2016 at 2 p.m., ET, OJJDP will hold a webinar to review this solicitation and provide an opportunity for applicants to ask questions. The date and time of the webinar and instructions for accessing it are posted [here](#).

Grants.gov number assigned to this announcement: OJJDP-2016-9157

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# Content

A. Program Description .....	4
Overview .....	4
Initiative-Specific Information .....	5
Goals and Objectives .....	9
Deliverables .....	11
Evidence-based Programs or Practices .....	13
B. Federal Award Information.....	13
Type of Award.....	14
Financial Management and System of Internal Controls. ....	14
Budget Information.....	15
Cost Sharing or Matching Requirement Preagreement Cost Approvals. ....	15
Limitation on Use of Award Funds for Employee Compensation; Waiver .....	15
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	16
Costs Associated with Language Assistance (If Applicable).....	16
C. Eligibility Information.....	16
Limit on Number of Application Submissions. ....	16
D. Application and Submission Information .....	16
What an Application Should Include.....	16
How To Apply .....	38
E. Application Review Information.....	41
Selection Criteria.....	42
Review Process .....	42
F. Federal Award Administration Information .....	44
Federal Award Notices.....	44
Administrative, National Policy and Other Legal Requirements.....	44
General Information about Post-Federal Award Reporting Requirements .....	45
G. Federal Awarding Agency Contact(s) .....	46
H. Other Information.....	46
Provide Feedback to OJP .....	46
Application Checklist.....	47
Appendix A: OJJDP Youth Violence Prevention Initiatives .....	49
Appendix B: Matrix of Sites Eligible for Category 2 Funding.....	51

# OJJDP FY 2016 Safe and Thriving Communities: Uniting and Enhancing Community-Based Violence Prevention, Defending Childhood, and National Forum Approaches (CFDA #16.123 and 16.818)

## A. Program Description

### Overview

Youth violence, though lessened nationwide over the past decade, is still all too prevalent. Its consequences are visible, immediate, and horrific. Likewise, the less visible violence that children are exposed to or experience, including family violence, maltreatment, neglect, dating violence, and chronic bullying, is detrimental to them, their families, and their neighborhoods.

Most forms of interpersonal and community violence are intimately connected. They are linked with social and ecological determinants of health and well-being, such as an individual's developmental stage; quality of peer and protective relationships; neighborhood transiency; level of community trauma, including historical trauma and structural racism; prevailing social norms; economic and self-actualization opportunities; alcohol and substance abuse; and contamination from lead and other toxins.<sup>1</sup>

The well-being of children and youth is deeply rooted in the vitality and safety of the homes and communities in which they reside. Those seeking to interrupt cycles of violence and attachment to gangs and support development of healthy, thriving children, youth, families, and neighborhoods must consider a range of determining factors and the availability of assets and opportunities that support positive life trajectories, particularly the impact of children's exposure to violence.

Through three current youth violence initiatives—the National Forum on Youth Violence Prevention, Defending Childhood, and the Community-Based Violence Prevention Program—OJJDP has nurtured cross-sector, multi-level, community-based collaborations that engage a broad spectrum of stakeholders in many places across the country. OJJDP's youth violence initiatives provide a platform for elevating the issue of youth violence and children's exposure to violence to a national level and have created learning opportunities for localities and states engaged in this work.

OJJDP's efforts mirror national, regional, and local efforts that other public and private agencies have funded. These collaborative efforts include, but are not limited to: Cities United, STRYVE (Striving To Reduce Youth Violence Everywhere), Essentials for

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<sup>1</sup> Wilkens, N., Tsao, B., Hertz, M., Davis, R., Klevens, J. 2014. [Connecting the Dots: An Overview of the Links Among Multiple Forms of Violence](#). Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention; Oakland, CA: Prevention Institute.

Childhood, California Cities Gang Prevention Network, and UNITY (Urban Networks to Increase Thriving Youth) through Violence Prevention. These and allied efforts, such as DOJ's Building Neighborhood Capacity Program, Supporting Male Survivors of Violence, and Violence Reduction Network, have advanced and continue to further the collective ability to prevent, reduce, and treat violence and victimization. Yet, they are not sufficient. Continued strategic development and enhancement of youth violence, gang prevention, and community development initiatives are needed to grow and sustain progress nationwide.

This solicitation seeks to support and enhance efforts in more places to help catalyze and further the prevention and response to children's exposure to violence and youth victimization and violence, especially gun and gang violence, through fully comprehensive approaches to violence and the promotion of well-being for youth.

This program is authorized pursuant to paragraph (5) under the Juvenile Justice heading and paragraph (11) under the State and Local Law Enforcement Assistance in the Department of Justice Appropriations Act, 2016 Pub. L. No. 114-113, 129 Stat. 2242, 23087-9.

### **Initiative-Specific Information**

These funds are intended to increase the number of localities and tribes that will initiate or strengthen work to end youth violence, improve well-being, and contribute to public safety, as described in this solicitation. Funding will be available in two categories, described below, for comprehensive approaches that unify the central tenets of OJJDP's existing youth violence initiatives<sup>2</sup> through a shared framework for collective action. (Refer to Appendix A, page 49 for fuller descriptions of OJJDP's three youth violence initiatives.)

Because no one policy or program can completely or effectively respond to youth violence and victimization, OJJDP encourages communities to use the principles set forth in the [Shared Framework for Reducing Youth Violence and Promoting Well Being](#) as a blueprint to stop violence and victimization; address the individual, peer, family, community, and societal level factors; adopt developmentally appropriate, trauma-informed, and healing-based approaches; and build the social capital and community efficacy that characterize safe and thriving communities.

Successful applicants in both categories will join a network of jurisdictions in a community of practice. This network has helped elevate the importance of this work and strengthened the capacities of participants to stem youth violence and improve the well-being of children and youth through shared learning opportunities. Successful applicants will also gain access to strategic and individualized consultation and training and technical assistance resources to help them plan, grow, manage, measure, and sustain their efforts.

The two funding categories are:

**Category 1 Applicants: New Sites.** In this category, OJJDP invites localities to apply for funding to integrate the strategies and approaches of all three OJJDP youth violence

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<sup>2</sup> The Forum promotes a broad and comprehensive strategy, based on increased communication and coordinated action, for preventing and addressing youth violence. The Community-Based Violence Prevention Program focuses on the most serious gun and gang violence through targeted and hot spot interventions. The Defending Childhood initiative addresses children's exposure to violence and the mitigation of the trauma victimized children and youth experience.

prevention initiatives to achieve shared well-being and violence prevention objectives. (Existing OJJDP youth violence prevention grantees are eligible for funding under Category 2 only.)

Applicants must convene a collaborative body that includes representation from affected youth and families, city/county leadership, law enforcement, public health, courts, workforce development, housing and urban development, local schools and colleges, career and technical education institutions, the business community, media, faith institutions, domestic violence programs, rape crisis centers, community-based violence prevention programming and other civic and community-based organizations, and community members to undertake the proposed work. Governance of the collaborative is to be shared between the public and private sectors. A recommended approach is for the mayor's office and a representative from the nonpublic sector to jointly lead the endeavor.

Youth, families, community members, and other nonpublic entities representing or directly serving youth and families must comprise 51 percent of the collaborative body.<sup>3</sup> This will ensure that youth and families, who are the intended recipients of prevention, intervention, and treatment services and immediate beneficiaries, play a substantial role in developing and implementing proposed activities.

The funding will support two phases of work—planning and implementation. Applicants for Category 1 funding may request a maximum of \$1 million in total to support planning and implementation of activities. Of that, OJJDP will make available as much as \$150,000 to selected applicants immediately after award to support planning. OJJDP will determine the amount of planning funds to be available individually, based on each selected applicant's budget request. OJJDP will make the balance of the award funds available for implementation activities after conclusion of the planning phase, contingent upon whether OJJDP accepts the strategic plan.

Selected applicants will have as long as 7 months after obtaining access to planning funds to submit new or revised strategic plans to OJJDP for program office review and approval.

Upon OJJDP's approval of its plan, each grantee will receive access to funding to support implementation activities in fulfillment of the strategic plan.

**Category 2 Applicants: Current Sites.** In this category, OJJDP invites its current eligible youth violence prevention sites to implement new activities to enhance present efforts and build a fully comprehensive approach to address children's exposure to violence, prevent violence and promote the well-being of youth. OJJDP will award funding to successful applicants to incorporate strategies or approaches from those of the three OJJDP youth violence prevention initiatives that the applicant is **not** presently implementing, consistent with a data-driven Strategic Plan. For example, a current National Forum on Youth Violence Prevention site can propose to implement a Community-Based Violence Prevention evidence-based approach, such as the Group Violence Intervention, and/or develop and

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<sup>3</sup> Helpful mechanisms to support youth and family participation may include, with prior approval from OJP, providing stipends or subsistence allowances; reimbursing them to defray the costs of participation (i.e., travel to meetings and events); making available childcare and food; assessing whether the time and location of meetings is conducive to their participation; and/or conducting training on how to be an effective partner in collective work for youth, residents, and professionals. All participant support costs that selected applicants propose may be allowable with prior OJP approval. OJJDP and OCFO will review proposed participant support costs.

implement activities that prevent children’s initial and repeated exposure to violence under Defending Childhood.

The successful Category 2 applicant will propose to implement a comprehensive strategic approach that includes adoption of elements from one or two of the OJJDP youth violence prevention initiatives -- the National Forum on Youth Violence Prevention, Defending Childhood, and Community-Based Violence Prevention program. (Refer to Appendix A, page 49.)

Category 2 applicants may request as much as \$500,000 in total funding to support planning for and implementation of proposed activities the applicant is **not** already implementing.

**All Applicants:** Among other information specified in the Program Narrative section on page 18, applicants must describe the process they propose to use to develop or update their comprehensive, strategic, place-based plan. OJJDP expects applicants will develop or revise this plan after selection and award. The plan must incorporate the elements of the National Forum on Youth Violence Prevention, Defending Childhood, and Community-Based Violence Prevention initiatives, as described in Appendix A, page 49, and align with the [Shared Framework for Reducing Youth Violence and Promoting Well Being](#). In formulating plans, OJJDP encourages applicants to consider implementing the following strategies in their program design:

**Racial Justice and Community Healing.** This encompasses activities to enhance achievement of racial justice and community healing outcomes as part of overall efforts to reduce youth violence. Racial inequity and its legacy of historical trauma are connected to the violence and to the concentration of crime that afflict disadvantaged and minority communities.<sup>4,5</sup>

However, communities can choose to develop a shared understanding and undertake community-wide efforts to examine the issues inherent to race, racialization, and structural racism that will undo the policies and practices that perpetuate racial inequity and work toward eliminating racially biased outcomes.<sup>6</sup> It is critical to undertake any such exploration

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<sup>4</sup> Stolzenberg, L., Elite, D., and D’Alessio, S.J. 2009. “Race, economic inequality, and violent crime.” *Journal of Criminal Justice* 34(3):303-316; Blau, J.R., and Blau, P.M. 1982. “The Cost of Inequality: Metropolitan Structure and Violent Crime.” *American Sociological Review* 47:114-129. See also *Preventing Multiple Forms of Violence: A Strategic Vision for Connecting the Dots*. Atlanta, GA: Division of Violence Prevention, National Center for Injury Prevention and Control, Centers for Disease Control and Prevention, 2016 (p. 5).

<sup>5</sup> “But the racialization of the drug war is intertwined with the racial coding of violence in America. High levels of violence in the African American community have been a criminological topic since the nineteenth century. While the causes of this are many, rooted in poverty and discrimination, the strong association between African Americans and homicide that has developed since the 1960s (with a pattern emerging then of approximately half of all homicide victims and perpetrators being African American) contributes mightily to racial disproportionality in the punishment of drug crimes.” Simon, J. 2011. “Drugs Are Not the (Only) Problem: Structural Racism, Mass Imprisonment, and the Overpunishment of Violent Crime,” in *Race, Crime, and Punishment: Breaking the Connection in America*. Edited by Keith O. Lawrence. Washington, DC: The Aspen Institute.

“In nearly every system that touches the lives of young people there are formal and informal policies and practices as well as cultural norms and stereotypes that contribute to racial disparities. A structural racism lens helps identify factors, even those that may appear neutral at face value, that contribute to racially disparate outcomes,” The Aspen Institute. 2005. *Structural Racism and Youth Development: Issues, Challenges, and Implications*, The Aspen Institute Roundtable on Community Change, Washington, DC: The Aspen Institute.

<sup>6</sup> As stated in DOJ’s [Building Community Trust and Justice Initiative](#), three domains of work hold great promise for concrete progress: **Reconciliation** facilitates frank conversations between communities and law enforcement that allow them to address historic tensions, grievances, and misconceptions between them and reset relationships;

with the full range of community stakeholders, including law enforcement, policymakers, city officials, educators, community leaders, and youth and families, and to obtain the support of trained facilitators to assist with community roundtables, interactive training, and other participatory discussions and inclusive activities that precede taking action.

**Healing and Indigenous Approaches to Trauma.** Trauma from violence that is not recognized and treated has significant ramifications for individuals, families, and communities. Healing-centered and indigenous approaches can provide safe places to integrate and process the trauma, acknowledge and validate the hurt, and connect victims to a positive and supportive network. This can help sustain emotional and psychological healing and restore the dignity and well-being that help support victims through the recovery process. These approaches include hospital-based interventions that engage victims of violent injury as soon as possible while they are recovering in the trauma center or hospital and are culturally specific, indigenous practices. For these programs to be effective, it is critical to have the ongoing engagement and commitment of all stakeholders and staff at the hospital and trauma or healing center.

Applicants considering these approaches can find more information about healing and hospital-based approaches and putting them into practice in the following web resources: The [National Child Traumatic Stress \(NCTS\) Initiative](#); [NCTS Network](#); the [Indian Country Child Trauma Center](#); and the handbook [Key Components to the Effective Implementation of a Hospital-Based Violence Intervention Program](#) on the [website](#) of the National Network of Hospital-Based Violence Intervention Programs.<sup>7</sup> Other examples of hospital-based approaches are [The Violence Intervention Advocacy Program](#) of Boston Medical Center and the Portland Defending Childhood [website](#).

**Youth Employment Strategies.** In addition to providing financial resources, employment can be an effective way to support the positive development of youth. Providing young people jobs helps them develop work skills and build an employment track record, develop responsibility and accountability, foster and improve communication skills, and develop resiliency and confidence. Moreover, viable economic growth in a community and job training and employment opportunities for adults can be important as protective factors for youth violence.

Applicants may wish to consider strategies to reduce specific barriers to employment for youth, many of whom lack experience and access, and to implement, enhance, or expand effective training and educational opportunities leading to successful long-term employment.

**NOTE: All applicants must document the history and impact of relevant past collaborations, as described in Section D. Application and Submission Information, to demonstrate their readiness to engage in collaborative work and collective action.**

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**procedural justice** focuses on how the characteristics of law enforcement interactions with the public shape the public's views of the police, their willingness to obey the law, and actual crime rates; and **implicit bias** focuses on how largely unconscious psychological processes can shape authorities' actions and lead to racially disparate outcomes even where actual racism is not present.

<sup>7</sup> Download [Violence is Preventable: A Best Practices Guide for Launching and Sustaining a Hospital-Based Program to Break the Cycle of Violence](#) from the [National Network of Hospital-Based Violence Intervention Programs](#) website.



OJJDP encourages applicants to be both strategic and realistic in their proposals, recognizing that a thoughtful planning process that involves all key stakeholders is fundamental to ensuring lasting support for and sustaining over time work to reduce violence; transform community norms, culture, and behaviors; and achieve well-being in children, youth, and families.

## Goals and Objectives

For applicants under both categories, the solicitation's long-term goals are to:

- Promote healing and increase the safety, well-being, and healthy development of children, youth, and families.
- Prevent, reduce, and sustain reductions in youth violence, including gun and gang violence and victimization.

Objectives and associated activities are to:

- 1. Elevate youth violence and children's exposure to violence as issues of national significance.** (National Forum and Children Exposed to Violence/Defending Childhood)
  - a. Raise public awareness of the importance of preventing and addressing youth and gang violence, highlighting the individual and societal impacts.
  - b. Educate individuals, families, professionals, and the community broadly on the connections among forms of violence and the value of investing in evidence- and practice-based strategies and approaches for preventing and intervening in youth violence.
- 2. Stop youth gun and gang violence** (National Forum and Community-Based Violence Prevention)
  - a. Intervene in and deter youth gun and gang violence using evidence- and practice-based approaches, notably the [Group Violence Intervention](#), formerly known as the Boston Ceasefire model; [Cure Violence](#); and the [OJJDP Comprehensive Gang Model](#). Refer also to [CrimeSolutionvs.gov](#) and [Gang Prevention: An Overview of Research and Programs](#) for more specifics.
  - b. Work with affected communities to change norms regarding violence.
  - c. Provide alternatives to violence for gangs and individuals in the community who make risky behavior decisions.
  - d. Increase awareness of the perceived risks and cost of involvement in violence among at-risk young people.
- 3. Improve access to, delivery of, and quality of services to promote healing and respond to the needs of children, youth, and families exposed to violence** (Children Exposed to Violence/Defending Childhood)

- a. Develop and implement activities that prevent children’s initial and repeated exposure to violence.
  - b. Advance application of research on the causes and characteristics of childhood exposure to violence and support education and outreach efforts to improve understanding.
  - c. Improve systems and services that identify and assist youth and families who have been impacted by violence to reduce trauma, build resilience, and promote healing.
  - d. Ensure policies, practices, and services incorporate trauma-informed, healing-based, and developmentally appropriate services for children and youth.
- 4. Enhance the capacity of selected applicants to initiate or build on existing work to more effectively prevent youth and gang violence and address children’s exposure to violence.** (National Forum, Community-Based Violence Prevention, and Children Exposed to Violence/Defending Childhood)
- a. Identify the primary local determinants of youth violence—the factors that impede healthy development and/or create conditions that support youth violence and associated trauma, including community and societal level factors.
  - b. Better align or connect youth violence prevention and intervention efforts with well-being promotion.
  - c. Equip all professionals who come in contact with children and youth with the knowledge and skills to identify those exposed to violence and to refer them for screening, assessment, and trauma-informed, healing-based treatment.
  - d. Develop a deeper understanding of the intersections among violence in schools and communities with violence in the home and of the impact of trauma on children, families, and communities and its relationship to the resolution of youth violence.
  - e. Incorporate child and adolescent development principles and public health approaches into their efforts.
  - f. Create a shared understanding of structural racism and its relationship to interpersonal racism, implicit (unconscious) bias, and historical trauma, and incorporate that understanding into implementation activities.
- 5. Expand engagement, collaboration, and collective action to address youth violence, victimization, and trauma.** (National Forum and Children Exposed to Violence/Defending Childhood)
- a. Initiate or strengthen collective action toward transformation of distressed communities.
  - b. Support collaborative structures and governance models that can sustain gains in reducing youth violence and increasing desired outcomes.

- c. Strategically expand partnerships among municipal and tribal leadership; education; health, including public health and mental health; family support and strengthening; social services; early childhood education and development; domestic violence advocacy and services; victim support; substance abuse prevention and treatment; crisis intervention; child welfare; courts; legal services; and law enforcement at tribal, local, state, and federal levels and to do so with youth and families and nonpublic stakeholders, such as faith- and community-based organizations, media, businesses, and philanthropies.

Note that, as detailed in “What An Application Should Include” (page 16), applicants are to:

1. Establish mechanisms and entities to track and monitor implementation. (If possible, identify a partner to assist with the evaluation.)
2. List from among required performance measures (not performance data) those proposed to track progress and monitor outcomes.
3. Link proposed measurable objectives, where possible, to specific activities and related targets (e.g., reduce aggravated assaults by 50 percent within three blocks of Washington High School in the 2016-2017 school year).
4. Include a timeline for proposed activities and a logic model that shows the relationship among inputs, goals, objectives, activities, and outcomes and depicts the underlying theory of change.

### **Deliverables**

For grantees in both categories, the primary and required deliverable is the strategic plan outlining how they will implement the objectives above. As noted, the plan must address the constellation of factors that contribute to violence and the interconnection of all forms of interpersonal violence and reflect an approach that unifies the tenets of OJJDP’s three youth violence initiatives.

Applicants are to describe all other deliverables they propose for this solicitation. Deliverables are the products or outcomes of the strategy(ies) put forth in the project design. OJJDP will review and approve all deliverables before the applicant finalizes them. The applicant’s deliverables are to reflect the vision and principles of the National Forum on Youth Violence Prevention, Defending Childhood, and Community-Based Violence Prevention initiatives as integrated through a unified framework. (Refer to the [Shared Framework for Reducing Youth Violence and Promoting Well Being](#) and the descriptions of the three initiatives in Appendix A, page 49.)

Examples of possible deliverables include:

1. Implementation of evidence- and practice-based approaches to reduce gun and gang violence.
2. Implementation of a communitywide assessment and engagement process to gauge readiness, identify assets and allies for the proposed work, and build a shared understanding, connections, and relationships among the professionals, institutions, and children, youth, and families affected by violence.

3. Local adaptation of existing public education and awareness campaigns or creation and deployment of public education and awareness campaigns on violence prevention and youth well-being.
4. Incorporation of comprehensive conflict resolution education strategies in schools, such as whole school/peaceable school approaches, peer mediation, and peer/youth court models.
5. Establishment or adaptation of curricula to train professionals and residents on children's exposure to violence; preventing and responding to individual, family, and community violence and victimization; and intervening to mitigate the negative consequences of trauma.
6. An analysis of policies and practices that impede or incentivize active participation in racial justice and healing work.
7. A plan to sustain proposed efforts after the project period ends. Refer to [Sustainability Plan Example](#) for a draft framework, which can serve as a reference tool for consideration in the development of sustainability plans.)

**Documenting and monitoring progress.** After award, grantees must provide the following material to document and monitor progress:

1. Semiannual progress reports.<sup>8</sup>
2. Submission of performance measures.
3. Qualitative and quantitative data consistent with the identified objectives.
4. Updated youth violence strategic plan.
5. Deliverables that they propose in the application and OJJDP accepts.

**Youth and 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. To support and sustain this vision, OJJDP is elevating family and youth engagement as a principle and practice through its policy and funding decisions, the development and support of related practice models, and the collection of data to ensure that effective, intentional, and systematic family and youth engagement is implemented and sustained across the nation.

As stated previously, applicants are to ensure youth and families are full participants in the proposed activities.

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<sup>8</sup> OJJDP will require successful applicants proposing Area(s) of Special Focus to include information in their quarterly categorical progress report that details progress made in such area(s).

**Evidence-based programs or practices.** OJP strongly emphasizes the use of data and evidence in policymaking 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](#); 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](#) reports. Applicants should consider incorporating, when applicable, the recommendations identified in the publications above into their program designs.

## B. Federal Award Information

Under Category 1, OJJDP expects to make as many as six awards for a maximum of \$1 million each for a 24-month period. To receive funding, applicants must demonstrate that they are implementing the central tenets of OJJDP's existing youth violence initiatives<sup>9</sup> through a shared framework for collective action. (Refer to Appendix A, page 49 for fuller descriptions of OJJDP's youth violence initiatives.)

Under Category 2, OJJDP expects to make as many as eight awards of as much as \$500,000 for a 24-month period. The requested amount should be based on the cost of implementing the proposed strategies and approaches. (Note that OJJDP will make funds available to applicants selected under Category 1 only through a two-phase process, as described on page 6 under Initiative-Specific Information.) OJJDP will award all funds for a

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<sup>9</sup> The Forum promotes a broad and comprehensive strategy, based on increased communication and coordinated action, for preventing and addressing youth violence. The Community-Based Violence Prevention Program focuses on the most serious gun and gang violence through evidence-based targeted and hot spot interventions. The Defending Childhood initiative addresses children's exposure to violence and the mitigation of the trauma victimized children and youth experience.

project and budget period beginning October 1, 2016. Specifically, funds may be used for activities to:

1. Support development or revision of a long-term, comprehensive, cross-sector strategic plan to reduce youth violence and promote the well-being of children, youth, and families in the designated locality. This may include but is not limited to funds for a project director, funds to host or visit other localities for peer mentoring and support, and funds to support convenings to inform plan development.
2. Put in place policies, programs, and services and take other actions to carry out the strategic plan once OJJDP has approved and accepted it.

All awards will be made as new awards. OJJDP may, in certain cases, provide supplemental funding in future years to awards made under Category 1 of this solicitation to extend and sustain work. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of grantee management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

**Type of award.**<sup>10</sup> 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 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.

**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 entity<sup>11</sup>) 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.

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<sup>10</sup> 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)).

<sup>11</sup> 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.

- (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**

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

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

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

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>12</sup> 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

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<sup>12</sup> 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.

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

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

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP [policy and guidance](#) on conference approval, planning, and reporting. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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

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

## **C. Eligibility Information**

For 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, including supporting documentation, notably the letters of commitment/memoranda of understanding referenced under Eligibility, Page 1. Budget Detail Worksheet and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

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

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

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

**Intergovernmental Review:** This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

## **2. Project Abstract**

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 20-page limit for the program narrative.

The abstract should briefly describe the project's purpose, the population to be served, the category the applicant is applying to, 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 30. All project abstracts should follow the [detailed template](#).

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

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

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

### 3. Program Narrative

Each applicant must submit a program narrative that presents a detailed response to the solicitation goals and objectives; reflects a cohesive approach that unifies the central tenets of the National Forum on Youth Violence Prevention, Defending Childhood, and/or Community-Based Violence Prevention initiatives through a single framework. **To be responsive, the narrative must address the constellation of factors that contribute to violence and the interconnected forms of interpersonal violence.**

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 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.

**Important:** OJJDP will evaluate applications based on how well they strengthen and extend ongoing work or—for existing grantees—previously approved strategic and program plans. In the program design and implementation section, applicants must summarize the current strategy or strategies they are implementing at their site, describe how they will implement additional strategies or approaches to their proposed work to enhance current efforts, explain how they will coordinate their current and proposed efforts to realize the long-term goal of reducing and eliminating youth violence and promoting the well-being of children and families, and set forth a reasonable and realistic budget.

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

- a. **Statement of the problem.** Applicants should succinctly describe the nature and scope of the problem that the program will address, including a basis for any focus area(s) they have proposed. Applicants 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.)

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 reform and improve as many as five critical policies related to joint agency decision making or coordinated delivery of services affecting youth at risk of delinquency or criminality, and ) Refer to Initiative-Specific Information on pages 5 to 9 and to the Solicitation Goals, Objectives, and Deliverables, pages 9 to 12. NOTE: Applicant responses to this section should reflect and incorporate an understanding of the Solicitation Goals, Objectives, and Deliverables into their proposals—and not merely restate the solicitation goals and objectives.

**Performance measures.** To demonstrate program progress and success, and 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](#).

**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.

Performance measures for this solicitation are as follows:

Objective	Performance Measure	Description	Data Grantee Provides
To support planning for and implementation of comprehensive community-based violence prevention initiatives to promote healing and increase the safety, well-being, and healthy development of children, youth, and families; prevent, reduce, and sustain reductions in youth gun and gang violence and victimization; and mitigate the consequences of trauma experienced by children and youth in applicant communities.	Number of stakeholders (task force, coalitions, agencies) actively involved in coordinated activities.	The number of additional stakeholders (government agencies, nonprofit organizations, community groups, etc.) joining in violence prevention efforts during the reporting period. If appropriate to the focus area, identify stakeholders involved in racial justice and community healing activities.	<p>Number of stakeholders actively involved in coordinated activities.</p> <p>Number of stakeholder relationships built during the reporting period.</p> <p>Number of stakeholder relationships built to address racial justice and community healing activities during the reporting period.</p>
	Percent 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	Number of dedicated in-kind, cash, or staffing, contributions obtained during the reporting period.

		contributions from additional sources.	
	Number of memoranda of understanding developed during the reporting period.	A memorandum of understanding 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 the agreement). Include all formal partnering or coordination agreements. Preferred data source is program records.	Number of memoranda of understanding developed during the reporting period.
	Creation and adoption of shared agenda or framework. (Deliverable)	A shared agenda or framework is a set of shared goals and/or a plan of action around violence prevention that is created in cooperation with other stakeholders.	Describe the shared agenda or framework.
	Number of agency policies or procedures created, amended, or rescinded.	The number of cross-program or agency policies or procedures created, amended, 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. Specify policies to address racial justice and structural racism, for example. Preferred data source is program records.	Number of program/ agency policies or procedures created, amended, or rescinded during the reporting period.  Describe the policies specific to the program's focus area.
	Number of media coverage episodes/ events held that are publicized.	Total number of earned media coverage episodes/events related to violence prevention activities during the reporting period.	Total number of media coverage episodes/ events that occurred related to violence prevention activities during the reporting period.

		Examples include, but are not limited to, op-ed articles, letters, interviews, events that draw coverage (press conferences), appearances on broadcast news or issues programs (television), radio, etc.	
	Number of participants trained during the reporting period.	The number of program participants who received formal training related to violence prevention during the reporting period. 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. Other training may include, if appropriate, racial justice education for all those who live and work in the community.	Number of participants trained during the reporting period.  Number of participants trained in racial justice education during the reporting period.
	Percentage of participants trained who reported an increase in knowledge, skills, and/or abilities related to violence prevention.	The number and percent of program participants who reported an increase in knowledge, skills, and/or abilities on one or more of the following subjects: <ul style="list-style-type: none"> <li>• Risk, resiliency, and protective factors.</li> <li>• Trauma and its impact on children, youth, and families.</li> <li>• Adolescent development principles and how to apply them.</li> <li>• Strategies for violence prevention.</li> </ul> Other training may include, if appropriate, racial justice education for all those who live and work in the community.	Number of participants trained during the reporting period.  Of those trained, number of participants who reported an increase in knowledge, skills, and/or abilities related to violence prevention.  Of those trained, number of participants who reported an increase in knowledge, skills, and/or abilities related to racial justice.

	Change in community norms about violence.	Community norms are the values, beliefs, and attitudes shared by most members of a community, including beliefs about what is typical and/or appropriate behavior within that community. Community norms about violence may include attitudes about whether violence is acceptable and/or inevitable, beliefs about how youth should and do behave, etc.	Provide a short description of any change in community norms observed and the method used to track this change.
	Percentage of programs/ initiatives employing evidence-based programs or practices.	The number and percent of programs that implement an evidence-based program or practice. 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 abuse. Model programs can come from many valid sources (Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, State Model Program resources, etc.).	Number of programs implementing an evidence-based program or practice prevention model during the reporting period.  Total number of implementing programs during the reporting period.
	Percentage of youth with whom an evidence-based program or practice was used.	The number and percent of youth served with whom an evidence-based model or program was used. Evidence-based models and programs include those that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	Number of youth served using an evidence-based model or program during the reporting period.  Number of youth served during the reporting period.

	Number of program youth served during the reporting period.	An unduplicated count of the number of individual youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. Program records are the preferred data source.	Number of program youth carried over from the previous reporting period.  New admissions during the reporting period.
	Percent reduction in youth violence as measured by decrease in homicides, other violent incidents, gun crime, gang-related crimes, self-reported violence, and violent injuries.	Youth violence is defined as any violent offense that is committed by or against youth or that otherwise directly impacts youth. Youth are defined as individuals below the upper age of juvenile court jurisdiction, which varies depending on the state.	Provide a short description of any reduction in youth violence observed and the method used to track this change.  Baseline violent crime rate (by type) amongst targeted youth.  Violent crime rate (by type) amongst targeted youth during the reporting period.
	Percentage of youth in the target area who offend/reoffend.	Number of youth in the target area (includes all youth in the target area, served and not served) who have been adjudicated in juvenile and adult jurisdictions for first-time offenses.  Juvenile and adult court records and census data are preferable sources of data.  Number of youth in the target areas (includes all youth in the target area served and not served) who have been adjudicated in juvenile or adult jurisdictions for repeat offenses.  Juvenile and adult court records and census data are preferable sources of data.	Total number of youth in the target area.  Total number of youth in the target area who have offended.  Total number of youth in the target area who have reoffended.



	<p>Percentage of youth who offend (violent offending and nonviolent offending) short and long term.</p>	<p>The number and percentage of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (juvenile court) are the preferred data source.</p> <p>Short term is during the reporting period.</p> <p>Long term is for youth who are tracked 6-12 months after leaving the program.</p>	<p>Total number of program youth served.</p> <p>Number of program youth tracked during the reporting period.</p> <p>Of youth tracked, the number of program youth who had an arrest or delinquent offense during the reporting period.</p> <p>Number of program youth who were committed to a juvenile facility during the reporting period.</p> <p>Number of program youth who were sentenced to adult prison during the reporting period.</p> <p>Number of youth who received another sentence during the reporting period.</p>
	<p>Percentage of program youth with a gun-related offense (short and long term).</p>	<p>The number and percent of program youth with a new arrest or referral to juvenile court during the reporting period as a result of an offense involving, concerning, or resulting from the use or possession of a gun (handgun, firearm, or small arm).</p> <p>Long term is for youth who are tracked 6-12 months after leaving the program.</p>	<p>Total number of program youth served.</p> <p>Number of program youth tracked during the reporting period.</p> <p>Of youth tracked, the number of program youth who had a <b>violent gun-related</b> arrest or delinquent offense during the reporting period.</p> <p>Of youth tracked, the number of program youth who had a <b>nonviolent gun-related</b> arrest or delinquent offense during the reporting period.</p> <p>Number of program youth who were committed to a juvenile facility during the reporting period.</p> <p>Number of program youth who were sentenced to adult prison during the reporting period.</p>

			Number of youth who received another sentence during the reporting period.
	Percentage of program youth who reoffend (violent reoffending and nonviolent re-offending) (short and long term).	The number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (juvenile court) are the preferred data source. Short term is during the reporting period.  Long term is for youth who are tracked 6-12 months after leaving the program.	Total number of program youth served during the reporting period.  Number of program youth tracked during the reporting period.  Of youth tracked, number of program youth who had a new arrest or new delinquent offense during the reporting period.  Number of program youth who were recommitted to a juvenile facility during the reporting period.  Number of program youth who were sentenced to adult prison during the reporting period.  Number of youth who received another sentence.
	Percentage of program youth who re-offend with a gun-related offense (short and long term).	The number and percent of program youth with a new arrest or referral to juvenile court during the reporting period as a result of an offense involving, concerning, or resulting from the use or possession of a gun (handgun, firearm, or small arm). Official records (police, juvenile court) are the preferred data source.	Total number of program youth served.  Number of program youth tracked during the reporting period.  Of youth tracked, number of program youth who had a new violent gun-related arrest or delinquent offense during the reporting period.  Of youth tracked, number of program youth who had a new nonviolent gun-related arrest or delinquent offense during the reporting period.  Number of program youth who were recommitted to a juvenile facility during the reporting period.

			<p>Number of program youth who were sentenced to adult prison during the reporting period.</p> <p>Number of youth who received another sentence.</p>
	<p>Percent decrease in youth victimization as measured by decreases in number and percentage of children exposed to violence.</p>	<p>Exposure to violence includes both direct victimization (e.g., child abuse, neglect, or maltreatment) and indirect victimization (e.g., witnessing domestic violence or community violence). Children may also be exposed to other forms of violence such as violence in the media, terrorism, and war.</p>	<p>Provide a short description of any reduction in youth victimization observed and the method used to track this change.</p> <p>Identify baseline for data.</p> <p>During current reporting period, number of children exposed to violence as defined by data used to establish baseline.</p>
	<p>Percentage of program youth who are victimized (violent victimization and nonviolent victimization) short and long term.</p>	<p>The measure determines the number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. The number of youth tracked should reflect the number of program youth that are followed or monitored for victimization. Ideally, this number should be all youth served by the program during the reporting period (short term) or 6-12 months after the reporting period (long term).</p>	<p>Number of youth in program.</p> <p>Number of program youth who experienced victimization (short and long term).</p> <p>Number of youth who experienced violent victimization (short term and long term).</p> <p>Number of youth who experienced nonviolent victimization (short term and long term).</p>
	<p>Percentage of youth who are revictimized (violent revictimization and nonviolent revictimization).</p>	<p>The measure determines the number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. The number of youth tracked should reflect the number of program youth that are followed or</p>	<p>Number of youth in the program.</p> <p>Number of program youth who experienced re-victimization (short and long term).</p> <p>Number of youth who experienced violent revictimization (short term and long term).</p>

		monitored for victimization. Ideally, this number should be all youth served by the program during the reporting period (short term) or 6-12 months after the reporting period (long term).	Number of youth who experienced non-violent revictimization (short term and long term).
	Percentage of program youth who experience a gun-related victimization (short and long-term).	The number and percent of program youth who were harmed or adversely affected by someone else's criminal actions during the reporting period. Victimization can be physical or psychological; it also includes damage to one's property. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.	Total number of program youth served.  Number of program youth tracked during this reporting period for victimization.  Of youth tracked, the number of program youth who experienced violent gun-related victimization during the reporting period.  Of youth tracked, the number of program youth who experienced nonviolent gun-related victimization during the reporting period.  Percent of youth victimized by a gun-related offense.
	Percent decrease in gang-related incident arrests, homicides, aggravated assaults, robberies (gang).	Percent of program youth who had a new arrest or referral to juvenile court as a result of a gang-related offense.  Gang-related offenses are those committed as a result of association with a gang, defined as a self-formed group of three or more youth with a name, an identity, and an elevated level of involvement in criminal activity.	Number of program youth with a gang-related incident arrests during the reporting period.  Establish baseline - number of program youth with a gang-related incident arrests prior to the current reporting period.
	Number of planning activities conducted (gang).	Activities include meetings held, needs assessments undertaken, and so on, related to reducing gang-related activity.	Number of gang-related planning activities conducted during the reporting period.

	Percent decrease in gun-related incident arrests (by type homicides, aggravated assaults, robberies).	The number and percent of program youth with an arrest or referral to juvenile court during the reporting period as a result of an offense involving, concerning, or resulting from the use or possession of a gun (handgun, firearm, or small arm).	Number of gun-related incident arrests (by type) during the reporting period.  Total number of gun-related incident arrests by program youth baseline.
	Number of planning activities conducted (gun).	Activities include meetings held, needs assessments undertaken, and so on, related to reducing gun violence.	Number of gun-related planning activities conducted during the reporting period.
	Number of program youth exhibiting a change in targeted behavior.	The number and percent of program youth who have exhibited a desired change in target behaviors during the reporting period. Selected target behaviors include number of students obtaining GEDs, graduating from HS, number of young people successfully transitioning to technical careers or college.	Number of program youth served.  Number of youth obtaining GEDs.  Number of youth graduating from high school. Number of youth starting technical careers.  Number of youth starting college.
	Percentage of trainees with increased understanding of risk, resiliency, and protective factors. Percentage of trainees with increased understanding of trauma and its impact on children, youth, and families. Percentage of trainees with increased understanding of adolescent development principles and how to apply them.	The number of trainees demonstrating increased understanding of risk, resiliency and protective factors during the reporting period. Pre and post-test surveys are the preferred data source.  The number of trainees demonstrating increased understanding of trauma and its impact on children, youth, and families during the reporting period. Pre and post-test surveys are the preferred data source.  The number of trainees demonstrating increased understanding of adolescent development principles and how to apply them during the reporting period. Pre and post-test surveys are the preferred data source.	Number of trainees demonstrating increased understanding of risk, resiliency, and protective factors during the reporting period.  Number of individuals trained.  Number of trainees demonstrating increased understanding of trauma and its impact on children, youth and families during the reporting period.  Number of individuals trained.  Number of trainees demonstrating increased understanding of adolescent development principles and how to apply them during the reporting period.

			Number of individuals trained.
	Increase in number of foundations, businesses and philanthropic organizations supporting the initiative through in-kind and financial resources.	Number of foundations, businesses and philanthropic organizations supporting the initiative through in-kind and financial resources added during the reporting period.	Number of foundations, businesses and philanthropic organizations supporting the initiative through in-kind and financial resources added during the reporting period.
	Percent decrease in number of family violence incidents as measured by police reports, court cases.	Number of family violence incidents during the reporting period. Police reports and court records are the preferred data source.	Number of family violence incidents from the previous reporting period. Number of family violence incidents during the reporting period.
	Percent increase in well-being of program youth as measured by increases in selected well-being.	Increase in well-being of youth as measured by increases in selected well-being indicators including number of children ready for school, number of students obtaining GEDs, graduating from HS, number of young people successfully transitioning to technical careers or college.	Baseline: Well-being rate of program youth based upon an in-take assessment.  Number of program youth served.  Number of youth ready for school.  Number of youth obtaining GEDs.  Number of youth graduating from high school.  Number of youth starting technical careers.  Number of youth starting college.

**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 subject’s protection regulations. However, project evaluations that are

intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

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

- c. **Project design and implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on pages 9 to 12. OJJDP encourages applicants to select evidence-based practices for their programs.

Applicants will need to summarize the current strategy or strategies they are implementing at their sites, describe how the proposed strategies will contribute to enhancing current efforts and further attainment of goals and objectives, explain how they will coordinate their proposed efforts to realize the long-term goal of reducing and eliminating youth violence and promoting the well-being of children and families, and set forth a reasonable and realistic budget.

Applicants will need to describe how they will structure the project to coordinate across sectors and agencies, use data strategically and leverage existing resources. Applicants are to 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. (Refer to the [Sustainability Plan Example](#) for a draft sustainability framework, which can serve as a reference tool for consideration in the development of sustainability plans.)

**Logic model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 35.

**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 35. Upon receipt of an award, the recipient may revise the timeline, based on guidance from OJJDP.

- d. Capabilities and competencies.** This section should describe the experience and capability of the applicant organization and any partners, 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 purpose, design or magnitude. Applicants should highlight their experience, capability, and 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.
- e. Letters of commitment/memoranda of understanding.** As described under Eligibility, page 1, applicants must provide letters of commitment/memoranda of understanding that the chief executive officer (e.g., mayor, county executive, tribal chair), chief of police, superintendent of schools within the locality, and directors of public health, housing, workforce development, economic development, and child welfare (or the equivalent positions) have signed. Letters of commitment/memoranda must indicate an understanding of the goals of the proposal, describe the roles and responsibilities of the signer and/or represented agency, and specify the fiscal and staffing resource commitments made to the collaboration.

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

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period. For questions pertaining to budget and examples of allowable and unallowable costs, see the [DOJ Financial Guide](#).

The funding will support two phases of work—planning and implementation. Applicants for Category 1 funding may request a maximum of \$1 million for 24 months to support planning and implementation of activities. Of the awarded amount, OJJDP will make available as much as \$150,000 to selected applicants immediately after award to support planning. OJJDP will determine the amount of the planning funds made available individually, based on each selected applicant's budget request. OJJDP will make the balance of the award funds available after conclusion of the planning phase for implementation activities, contingent upon whether OJJDP accepts the strategic plan.

Category 2 applicants may submit a single budget and supporting budget narrative for as much as \$500,000 over a 24-month period.

For all applicants, planning phase expenses may include costs to host or travel to other localities for peer mentoring and support and the budget must allocate costs for as many



as four individuals to travel to Washington, DC, for one 3-day meeting during the project period.

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

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

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

- c. **Noncompetitive procurement contracts in excess of simplified acquisition threshold.** If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).
- d. **Preagreement cost approvals.** For information on preagreement costs, see Section [B. Federal Award Information](#).

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

Indirect costs are allowed only under the following circumstances:

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

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the

“Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto: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.<sup>13</sup>

## **6. Tribal Authorizing Resolution (if applicable)**

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

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

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

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

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<sup>13</sup> See 2 C.F.R. § 200.414(f).

- The high-risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high-risk status.

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

## 8. Additional Attachments

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

SAMPLE

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

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

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

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

OR

(b) A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse’s work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the

organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - (a) If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

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

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

- c. Logic model (see page 31).
- d. Timeline or milestone chart (see page 31).
- e. Résumés of all key personnel.
- f. Job descriptions outlining roles and responsibilities for all key positions.

- g. Letters of support/memoranda of understanding from partner organizations (see page 32).
- h. Evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- i. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

## 9. Financial Management and System of Internal Controls Questionnaire

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

## 10. Disclosure of Lobbying Activities

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

## How To Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application [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 May 6, 2016 at 2 p.m. ET, OJJDP will hold a webinar to review this solicitation and provide an opportunity for applicants to ask questions. The date and time of the webinar and instructions for accessing it are posted [here](#).

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

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

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

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 ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;#amp;” format.</b>		

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

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

All applicants are required to complete the following steps:

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

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating address and point of contact information for federal assistance applicants, recipients, and sub recipients. 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](http://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 sub recipients. 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-2016-9157.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

**Category 1: New Applicants.** OJJDP-2016-10200

**Category 2: Existing Grantees.** OJJDP-2016-10201

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. Applicants must submit their applications and have received a validation message in Grants.gov by 11:59 p.m. ET on June 21, 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](mailto: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, 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**

As described previously, each application will be evaluated based on the relevance and quality of proposed activities to initiate or strengthen work to end youth violence and improve the well-being of children, youth, families and communities; whether the proposal uses a comprehensive approach that unifies the central tenets of OJJDP's existing youth

violence initiatives<sup>14</sup> through a single, shared framework for collective action; and how each proposed area of focus will enhance current efforts and lead to further attainment of goals and objectives. Proposals must also describe how current and proposed efforts will be structured and coordinated and set forth a reasonable and realistic budget. To ensure reviewers understand the context and capacity of the applicant jurisdictions, applicants are to: summarize the current efforts and role of participants involved in their youth violence prevention and reduction work.

### **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 15 percent of the entire score in the application review process.

1. Statement of the Problem (15 percent).
2. Goals, Objectives, and Performance Measures (10 percent).
3. Project Design and Implementation (30 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.<sup>15</sup> (15 percent).

For more, see *What an Application Should Include*, page 16, for detail on the criteria that the 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

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<sup>14</sup> The Forum promotes a broad and comprehensive strategy based on increased communication and coordinated action for preventing and addressing youth violence. The Community-Based Violence Prevention Program focuses on the most serious gun and gang violence through targeted and hot spot interventions. The Defending Childhood initiative addresses children's exposure to violence and the mitigation of the trauma victimized children and youth experience.

<sup>15</sup> 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.

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 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 p.m. ET on the award date (by September 30, 2016). Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

### **Administrative, National Policy and Other Legal Requirements**

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

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

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document

contains award terms and conditions that specify national policy requirements<sup>16</sup> 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.

OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, 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 operations.
- Reviewing and approving major project-generated documents and materials used in the provision of project services.
- Providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

### **General Information about Post-Federal Award Reporting Requirements**

Recipients must submit quarterly financial reports and semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with

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<sup>16</sup> 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)).

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](mailto: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](mailto: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 Safe and Thriving Communities: Uniting and Enhancing Community-Based Violence Prevention, Defending Childhood, and National Forum Approaches

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

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS number (see page 39)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 39)

##### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 40)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 40)

##### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 40)
- \_\_\_\_\_ Select the correct Competition ID (see page 40)
- \_\_\_\_\_ Download Funding Opportunity and Application Package
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 38)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read [OJP policy and guidance](#) on conference approval, planning, and reporting (see page 16)

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

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been validated or rejected (see page 40)

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

- \_\_\_\_\_ contact the Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) regarding technical difficulties.  
Please refer to the section: Experiencing Unforeseen Grants.gov Technical Issues  
(see page 41)

#### General Requirements:

- \_\_\_\_\_ Review "[Other Requirements](#)" webpage

#### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$1 million for Category 1 applicants and \$500,000 for Category 2 applicants.

#### Eligibility Requirement:

##### Category 1:

- \_\_\_\_\_ Unit of local government, state agency proposing local initiatives in collaboration with community-based organizations, or a federally recognized tribal government in a locality where youth violence, including youth gun and gang violence, represents a significant issue.

\_\_\_\_\_ Not an existing grantee funded under OJJDP's National Forum, Defending Childhood, and Community Based Violence Prevention initiatives.

**Category 2:**

\_\_\_\_\_ Existing National Forum on Youth Violence Prevention, Defending Childhood, or Community-Based Violence Prevention initiative grantee site that did not receive funding under the FY 2015 Youth Violence Prevention Enhancement solicitation.

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 17)
- \_\_\_\_\_ Project Abstract (see page 17)
- \_\_\_\_\_ Program Narrative (see page 18)
- \_\_\_\_\_ Budget Detail Worksheet and Narrative (see page 32)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 33)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 34)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 34)
- \_\_\_\_\_ Additional Attachments (see page 35)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications
  - \_\_\_\_\_ Research and Evaluation Independence and Integrity logic model
  - \_\_\_\_\_ timeline or milestone chart
  - \_\_\_\_\_ résumés of all key personnel
  - \_\_\_\_\_ job descriptions outlining roles and responsibilities for all key positions
  - \_\_\_\_\_ letters of support/memoranda of understanding from partner organizations
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (see page 38)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 38)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable)(see page 15)



## **Appendix A: OJJDP Youth Violence Prevention Initiatives**

### **The National Forum on Youth Violence Prevention**

The National Forum on Youth Violence Prevention (Forum) was created to build the capacity of localities across the country to more effectively address youth violence through multi-disciplinary partnerships, balanced approaches, data-driven strategies, comprehensive planning, and sharing common challenges and promising strategies. The Forum is a strategy for federal and local collaboration that encourages its member jurisdictions to review and improve internal decisionmaking structures, policies, and practices; increase communication; and implement strategic, coordinated action to change the way they do business. Forum communities develop a comprehensive strategy to drive their efforts across the neighborhoods of interest.

The Forum's goals are to:

- Elevate youth and gang violence as an issue of national significance.
- Enhance the capacity of participating localities to more effectively prevent youth and gang violence.
- Expand engagement, collaboration, and coordination to promote systems and policy change in addressing youth violence at the national, state, and local levels.

Find more information, visit the Forum's [webpage](#).

### **Defending Childhood**

Defending Childhood seeks to create a comprehensive service delivery system that strategically expands existing partnerships in municipal and tribal leadership; education; health, including public health and mental health; family support and strengthening; social services; early childhood education and development; domestic violence advocacy and services; victim support; substance abuse prevention and treatment; crisis intervention; child welfare; courts; legal services; and law enforcement at tribal, local, state, and federal levels. Through comprehensive planning, communities improve access to, delivery of, and quality of services to children and families and respond to their needs at any point of entry into relevant systems (e.g., legal, social services, medical, law enforcement, community-based supports, and culturally competent and linguistically specific service providers).

The goals of the Defending Childhood initiative are to:

- Develop and implement activities in families and communities that prevent children's initial and repeated exposure to violence.
- Advance scientific inquiry on the causes and characteristics of childhood exposure to Violence and supporting education and outreach efforts to improve understanding.
- Improve systems and services that identify and assist youth and families who have been impacted by violence to reduce trauma, build resilience, and promote healing.

For more information, visit the Defending Childhood [website](#).

## **Community-Based Violence Prevention**

The Community Based-Violence Prevention program seeks to replicate evidence-based programs and strategies to reduce violence in targeted communities. Grantees tailor their interventions to the high-risk activities and behaviors of carefully selected community members who are likely to be involved in violent activities, specifically gang and gun violence, in the immediate future. This intervention includes improved coordination of existing resources and activities that support multiple complementary antiviolence strategies. Violence reduction approaches must engage faith- and community-based organizations/leaders to intervene in conflicts or potential conflicts and promote alternatives to violence. These approaches also involve law enforcement in their youth violence prevention efforts.

This initiative supports evidence-based models<sup>17</sup> and local coordinated and multidisciplinary approaches to gang and violence prevention, intervention, suppression, and reentry efforts.

Goals of the Community-Based Violence Prevention program are to:

- Change community norms regarding violence.
- Provide alternatives to violence when gangs and individuals in the community make risky behavior decisions.
- Increase awareness of the perceived risks and cost of involvement in violence among at-risk young people.

For more information, view the Community-Based Violence Prevention [program solicitation](#).

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<sup>17</sup> Evidence-based approaches to intervene in and deter youth gun and gang violence include the Group Violence Intervention, formerly known as the Boston Ceasefire model (<http://nnscommunities.org/our-work/strategy/group-violence-intervention>); Cure Violence (<http://cureviolence.org/>); and the OJJDP Comprehensive Gang Model (<https://www.nationalgangcenter.gov/comprehensive-gang-model>). (Refer also to [CrimeSolutions.gov](#) and [Gang Prevention: An Overview of Research and Programs](#) for more specifics.)

## Appendix B: Matrix of Sites Eligible for Category 2 Funding<sup>18</sup>

City or Tribe and State	Defending Childhood	National Forum	CBVPP
Baltimore (MD)		X	X
Baton Rouge (LA)			X
Chicago (IL)		X	
Cleveland (OH)		X	
Cuyahoga County (OH)	X		
Detroit (MI)		X	X
Grand Forks (ND)	X		
Kansas City (MO)			X
Los Angeles (CA)			X
Memphis (TN)		X	
Minneapolis (MN)		X	
Multnomah County (OR)	X		
Newark (NJ)			X
Newport News (VA)			X
Philadelphia (PA)		X	X
Prince Georges County (MD)			X
Rosebud Sioux Tribe (SD)	X		
Salinas (CA)		X	
Seattle (WA)		X	
Shelby County (TN)	X		
Syracuse (NY)			X
Washington (DC)			X

<sup>18</sup> Note that the 11 OJJDP youth violence prevention jurisdictions that received funding under the FY 2015 Youth Violence Prevention Enhancement solicitation are *not* eligible for any funding under this solicitation. Ineligible jurisdictions are: Boston, MA; Brooklyn, NY; Camden, NJ; Chippewa Cree Tribe, MT; Denver, CO; Long Beach, CA; Louisville, KY; New Orleans, LA; Oakland, CA; Portland, ME; and San Jose, CA.