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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for the fiscal year (FY) 2016 Defending Childhood American Indian/Alaska Native Policy Initiative: Supporting Trauma-Informed Juvenile Justice Systems for Tribes. This program furthers the Department's mission and helps fulfill the call to action of the Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence.

## OJJDP FY 2016 Defending Childhood American Indian/Alaska Native Policy Initiative: Supporting Trauma-Informed Juvenile Justice Systems for Tribes Applications Due: July 6, 2016

### Eligibility

There are two categories of funding available through this solicitation.

**Category 1: Tribal Sites.** Eligible applicants are limited to federally recognized Indian tribal governments, as determined by the Secretary of the Interior.

**Category 2: Training and Technical Assistance.** Eligible applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). *Recipient organizations must agree to forgo any profit or management fee should they receive an award.*

For Category 2, 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 lead applicant and the other(s) must be proposed as subrecipient(s). The lead applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Note that the entity designated as the applicant or lead must be eligible, as described in the prior paragraph. Collaborating entities, including nontribal organizations, may be proposed as subrecipients. 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. OJJDP may also elect to provide supplemental funding to successful applicants in both categories, dependent on performance, intended use of funds, and the availability of appropriations.

## Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time (ET) on July 6, 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/TribalDefendingChildhoodFAQ.pdf](http://www.ojjdp.gov/grants/solicitations/FY2016/FAQ/TribalDefendingChildhoodFAQ.pdf).

OJJDP will hold a solicitation review webinar to provide a detailed overview of the solicitation and allow interested applicants to ask questions. The webinar will cover both categories in this solicitation and is scheduled for May 25, 2016 from 2:00-3:30 p.m. ET. Interested applicants can participate in the entire call, but it is not necessary or required. Preregistration to participate in the webinar is required. Register at: <http://ojjdpтта.adobeconnect.com/e3r4a8czofj/event/registration.html> and follow the instructions. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the email subject line as either Questions for American Indian/Alaska Native Policy Initiative Webinar: Category 1 (Tribal Sites) **OR** American Indian/Alaska Native Policy Initiative Webinar: Category 2 (Training and Technical Assistance).

Grants.gov number assigned to this announcement: OJJDP-2016-9165

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# OJJDP FY 2016 Defending Childhood American Indian/Alaska Native Policy Initiative: Supporting Trauma-Informed Juvenile Justice Systems for Tribes (CFDA #16.731 and 16.818)

## A. Program Description

### Overview

In 2014, the Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence (hereinafter referred to as the advisory committee) reported that the vast majority of American Indian and Alaska Native children live in communities with alarming rates of homelessness, extreme poverty, suicide, alcohol and drug abuse, sexual assault, historical/intergenerational trauma, and other types of violence. This exposure is relentless, and the resources to address these problems are limited. While the advisory committee heard a number of stories about victimization, members also heard about the importance of restoring traditional ceremonies and ancestral wisdom as an essential aspect of returning well-being to indigenous people and their children.

Based on the needs expressed to the advisory committee through a series of hearings and listening sessions, the members produced the report "[Ending Violence So Children Can Thrive](#)" that included 31 recommendations for executive branch agencies and Congress. This solicitation directly addresses Recommendations 4.2, 4.4, and 4.5, which call for tribal alternatives to detention, including use of facilities where children and youth can find safety and easily access services (safe houses); development or revision of tribal juvenile codes to promote trauma-informed, culturally specific and individually tailored care for youth; and wider application of culturally adapted, evidence-based, trauma-informed screening, assessment, and treatment services in tribal juvenile justice and related systems.

This program is authorized pursuant to paragraph (3)(A) under the Juvenile Justice heading and paragraph (11) under the State and Local Law Enforcement heading in the Department of Justice Appropriations Act, 2016 Pub. L. No. 114-113, 129 Stat. 2242, 2307, 2309.

### Project-Specific Information

This American Indian/Alaska Native Policy Initiative (policy initiative) is designed to increase the capacity of tribes to enhance their juvenile justice and related child serving systems, such as child welfare and education, and to improve the lives of tribal youth exposed to violence. This program solicitation has two categories: Category 1 Tribal Sites and Category 2 Training and Technical Assistance. The proposed enhancements that Category 1 sites will implement and the Category 2 training and technical assistance provider will support must align with key recommendations from the advisory committee report, including:

**Recommendation 4.2.** Tribes should receive federal, state, and private funding and technical assistance to develop or revise trauma-informed, culturally specific tribal codes to improve their juvenile justice systems.

**Recommendation 4.4.** Federal, tribal, and state justice systems should use detention of American Indian/Alaska Native youth only when they are a danger to themselves or the community. Detention centers should be close to the child’s community and provide trauma-informed, culturally appropriate, and individually tailored services, including reentry services. Alternatives to detention, such as safe houses, should be significantly developed in American Indian/Alaska Native urban and rural communities.

**Recommendation 4.5.** Federal, tribal, and state justice systems and service providers should make culturally appropriate, trauma-informed screening, assessment, and care the standard in juvenile justice systems.

### **Category 1 Applicants (Tribal Sites)**

Under Category 1, funding is available to support as many as four federally recognized tribes to enhance their juvenile justice and related child serving systems to make them trauma-informed. The selected tribes will work with the Category 2 training and technical assistance provider to complete an initial planning phase (needs assessment) that leads to implementation of programs, practices, and resources that support their self-identified goals.

### **Category 2 Applicants (Training and Technical Assistance Provider)**

OJJDP will award funds to the successful applicant under Category 2 to provide training and technical assistance to tribes funded under Category 1. Training delivery will span a range of modalities, including training of trainers, strategic consultation, web-based, distance-learning and online technologies, facilitation of tribe-to-tribe peer mentoring, regular in-person convenings, and development of resources and tools. In response to needs that each tribal site identifies as a part of its locally driven plan, the selected training and technical assistance provider will make assistance available in the following areas: tribal review and analysis of their policies and practices, including tribal juvenile codes; development of safe houses and other alternatives to detention; incorporation of traditional practices and wisdom into tribal child-serving systems; and how to sustain work after funding under this solicitation ends. Note, however, that grantees may not use federal funds, either directly or indirectly, to support or advocate for the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, without the express prior written approval of OJP.

The training and technical assistance provider will work in partnership with OJJDP to accomplish the goals, objectives, and deliverables identified below. Applicants should clearly demonstrate their knowledge and experience in implementing training and technical assistance activities similar to those listed under the Category 2 Goals and Objectives as well as their expertise in supporting a range of American Indian/Alaska Native communities or tribal-based organizations and/or in supporting partnerships involving a range of tribal communities or tribal-based organizations on issues related to youth justice and child welfare issues.

OJJDP expects to make one award under Category 2.

Overall, the following are guiding principles for this initiative:

- **Better outcomes for children and youth.** Research shows that interventions with children exposed to violence can help mitigate the harmful impacts of such exposure.

The ultimate aim of this work is to improve outcomes for American Indian/Alaska Native children exposed to violence.

- **Collaborative decisionmaking.** OJJDP believes that significant and meaningful collaboration and joint decisionmaking among tribal leaders and all relevant tribal youth serving agencies and staff, as informed by the voices of youth with current or past tribal justice system involvement, is requisite to the success of these efforts.
- **Culturally specific and evidence-based practices.** The harsh realities of exposure to violence and intergenerational trauma are significant. Tribal experts have described the importance of healing through application of tribal values and ceremony and the revitalization of tribal language. Applying emerging research and integrating and adapting trauma-informed, healing-based, and culturally specific practices to tribal systems can support the health and well-being of tribal youth.
- **Sustainability.** Stakeholders in selected tribes, the training and technical assistance provider, and OJJDP will invest significant human and fiscal resources in this effort. To ensure long-term success, OJJDP encourages tribes, from inception of their work and planning, to consider and incorporate measures that will help sustain the work advanced under this initiative after this funding and training and technical assistance support end. Successful applicants will use or support tribes' use of a [framework](#) for sustainability or other relevant approaches to help continue efforts. Activities to support sustainability might include, but are not limited to, identifying or leveraging funds to (1) establish safe houses and alternatives to detention for youth in the tribal community that are close to home, and (2) expand tribal capacity to (a) provide culturally adapted, trauma-informed services; (b) continuously review juvenile codes and policies for improvement; and/or (c) establish a cadre of trained staff to conduct ongoing professional development that can help ensure continuity and consistency in the delivery of tribal services across staffing transitions.

### **Solicitation Goals, Objectives, and Deliverables**

The goal of this initiative is to increase the number of federally recognized tribes that have instituted programs, services, and enhancements to their juvenile justice and related child serving systems that improve life outcomes for system-involved or at-risk youth and reduce the impact of their children's exposure to violence in alignment with the three aforementioned advisory committee recommendations. To meet this goal, OJJDP will provide grant funding to support both tribal sites (Category 1) and a training and technical assistance provider (Category 2).

Objectives and deliverables for Category 1 are to:

1. Adopt trauma-informed, healing-based, and culturally specific policies and practices that are aligned with the three advisory committee recommendations listed above to improve tribal juvenile justice and related child serving systems. These enhancements may include the development of culturally specific and trauma-informed alternatives to incarceration and diversion programs where youth can easily access services; develop or revise relevant tribal codes to respond effectively to youth returning from detention or treatment facilities; and promote policies and practices to better identify, screen, assess, and treat children and youth for exposure to violence.

2. Work with the selected training and technical assistance provider to complete a needs assessment and legislative and fiscal analyses. As a part of a legislative analysis, participating tribes will review and assess the extent to which each of their policies and legal codes support culturally relevant and trauma-informed interactions with tribal youth at risk for or in contact with tribal child-serving systems, particularly status offenders. The fiscal analysis will help tribes identify the resources available to support and sustain this work and to inform joint decisionmaking across tribal agencies.
3. Designate an **onsite project coordinator** to serve as the primary point of contact or lead support for planning and implementation and as the liaison with the training and technical assistance provider and OJJDP. This position will be critical to ensure that daily activities are monitored and implemented and that barriers to implementation are brought to the attention of the training and technical assistance provider and OJJDP in a timely manner. Grant funding can be used to support all or a portion of this position.
4. Constitute one or more working teams to create or enhance a local plan for the tribe's juvenile justice and related child-serving systems, provide oversight to implement this plan, and work collaboratively with the training and technical assistance provider. In conjunction with the following guidelines, each tribe will decide the final composition of its working team(s) taking into account group members' authority, experience, and expertise. It is possible that some members on the proposed planning team may also be on the implementation team.

Working team guidelines:

1. Applicants should identify 6 to 14 tribal representatives to actively participate in the working teams.
2. OJJDP strongly encourages tribes to organize two working teams that include a planning team and an implementation team.
3. **Planning team.** OJJDP anticipates that tribes, in the first year of the initiative, will focus on planning, including conducting a needs assessment and legislative and fiscal analyses. The planning team will lead these activities, and membership should include, *at a minimum*, a tribal leader, juvenile justice director, tribal judge, parents, youth (including youth council members), cultural leader, mental health provider, educator, and community program director/afterschool program and school system representative.
4. **Implementation team.** The implementation team will ensure success and sustainability of the planned initiative. Membership on the implementation team should include a tribal leader, juvenile justice director, tribal judge, child welfare director, prosecutor, public defender, and school system representative.
5. As a part of the application, all identified team members must submit letters of commitment indicating their role on the team and commitment to the overall initiative.
6. The onsite project coordinator will work with both working teams and OJJDP.
7. Tribes may use or modify an existing multi-disciplinary team to meet this requirement to constitute either the planning or implementation teams. If a tribe will use an existing team, the applicant must submit letters of commitment from all members.



8. Following the planning period, tribes can use available grant funding to support the development of program activities that are aligned with the recommendations from the advisory committee to enhance their child-serving systems and make them more responsive to the needs of children exposed to violence.
9. Participate and contribute to as many as three American Indian/Alaska Native Policy Initiative convenings that the training and technical assistance provider and OJJDP will schedule.

Objectives and deliverables for Category 2 are to:

1. Work with participating tribes to conduct a needs assessment and legislative and fiscal analyses. As part of a legislative analysis, participating tribes will review and assess the extent to which each of their policies and legal codes support culturally relevant and trauma-informed interactions with tribal youth at risk for or in contact with tribal child serving systems, particularly status offenders. The fiscal analyses will help tribes identify the resources available to support and sustain this work and to inform joint decisionmaking across tribal agencies.
2. Design and implement a technical assistance approach for Category 1 tribal sites with their collaboration. This includes delivery of (1) an individual and cross-site assessment of training and technical assistance needs, (2) individual and cross-site plans to provide training and technical assistance in response to assessment results, and (3) development and delivery of training and technical assistance plans.
3. Create material resources and tools to help strengthen Category 1 tribal sites' efforts to develop trauma-informed, culturally appropriate services that address prevention, treatment, and healing for youth, based on tribal culture and promising local practices. This is to include development of a tribal-specific practice curriculum for the creation of trauma-informed child-serving systems. These materials will create a foundation to help Category 1 tribal sites implement trainings of trainers that will build local capacity and enable them to ensure consistency and help sustain gains across staff transitions. Applicants should refer to Chapter 3 of the advisory committee report, which includes information relevant to this deliverable.
4. Develop a report on lessons learned and gains that Category 1 tribal sites have made to be completed during the last 6 months of the project. This report will inform OJJDP and tribes about improvements to and approaches for developing trauma-informed child-serving systems.
5. To plan and convene as many as three, 2-day in-person gatherings to support the selected tribes' planning and implementation efforts and foster peer-to-peer sharing and learning. The technical assistance provider will hold one convening within the first year after access to award funds to help facilitate the beginning of peer learning and planning activities. The technical assistance provider will schedule the remaining two gatherings to align with the proposed training plan as a part of the submitted application. The dates for all convenings will be coordinated with participating tribes and OJJDP. For budgeting purposes, applicants are to plan that one meeting will be held in Washington, DC, and the other two at locations equally accessible for all participants. The convenings are to include OJJDP, the successful applicant, and as many as four members of each participating tribe's implementation team (one of which must be the coordinator), all of

whom will provide input for the agendas. These meetings will frame best practices in culturally adapted, trauma-informed tribal justice system reform and facilitate exchange of shared challenges and successes and peer learning among participants.

The successful applicant will employ a range of modalities, including onsite consultation, in-person meetings, conference calls, and electronic or web-based learning to support the tribes in achieving the objectives and deliverables listed under Category 1. To a lesser extent, in conjunction with OJJDP, technical assistance may also include helping tribes meet federal award management and reporting requirements.

This means the selected provider will:

- Coordinate closely with OJJDP over the course of the initiative to support participating tribes.
- Work closely with Category 1 project site grantees and OJJDP to develop, initiate, and sustain a shared learning community among all participants to support their attainment of goals and objectives.

### **Family Engagement**

OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system. For example, to engage families, the training and technical assistance provider could help tribes identify and involve family members (including those who have previously been involved in the juvenile justice system) in planning efforts and hold community meetings and webinars with youth, families, other community members, tribal program directors, and tribal leaders to ensure incorporation of the perspectives of family members in the strategic plan, spread awareness, provide information, and request feedback on their proposal.

### **Evidence-Based Programs or Practices**

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

- Improving the quantity and quality of evidence OJP generates.
- Integrating evidence into program, practice, and policy decisions within OJP and the field.
- Improving the identification and translation of evidence into practice through TTA support.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or

intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website and OJJDP's [Model Programs Guide](#) website are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Additional Resources**

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

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

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

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and upload the files onto NTTAC's Online University.

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

## **B. Federal Award Information**

**Category 1: Project Sites.** OJJDP expects to make as many as four awards of as much as \$437,500 each for a 36-month project period, beginning on October 1, 2016.

**Category 2: Training and Technical Assistance.** OJJDP expects to make one award of as much as \$1 million for a 36-month project period, beginning on October 1, 2016.

Under Category 2, OJJDP intends to provide to the successful applicant supplemental funding for as much as \$1 million per year for 2 additional years in years two and three of the project period, **subject to the availability of funding, grantee performance, and additional factors**. This supplemental funding, which would extend the project period to as long as 5 years, would be to provide training and technical assistance to additional Category 1 award recipients in future years. Additional considerations regarding supplemental funding include, among other factors, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

#### **Type of Award<sup>1</sup>**

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

#### **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>2</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.
- (c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.

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<sup>1</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>2</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.

- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

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

## **Budget Information**

### **Cost Sharing or Match Requirement**

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

### **Preagreement Cost (also known as Preaward Cost) Approvals**

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

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>3</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 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.

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<sup>3</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.

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, Budget Detail Worksheet, and Budget Narrative.

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

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

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

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

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

### 2. Project Abstract

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

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

The abstract should briefly describe the project's purpose, the category the application is applying under, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The applicant will use any portion of the project budget to conduct research as described in "Note on Project Evaluations" on page 25.

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

Category 1 applicants should indicate, in the project abstract template, whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

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

### 3. Program Narrative

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

The program narrative should address the following elements: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; (4) capabilities/competencies; and (5) budget as detailed next. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.



- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., children exposed to violence, juvenile crime or victimization, overuse of secure detention, lack of local diversion services or alternatives to detention, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Applicants should describe the target population and any previous or current attempts to address the problem. Applicants should delineate an understanding of the challenges of this work and of the strategies for bridging them.

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

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed design and identify its objectives. When formulating the proposal's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide. (See following section.)

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 the following: development of culturally adapted curricula to educate Tribal justice practitioners on trauma and trauma-informed services; timely selection of participating Tribes, etc.) Refer also to the Project-Specific Information and Goals, Objectives, and Deliverables sections on pages 7 to 10.

**NOTE:** Applicant responses to this section should reflect and incorporate an understanding of the solicitation goals and objective into their proposals—and not merely restate them.

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

**NOTE:** OJJDP does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. In responding to this solicitation, applicants should indicate an understanding of these requirements in the Goals, Objectives and Performance

Measures section of the Program Narrative, 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.

**Category 1 Performance Measures**

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Description</b>	<b>Data Grantee Provides</b>
Identify the needs and improve outcomes for tribal youth by creating and sustaining programs and policies that are culturally adapted, and trauma-informed with a focus on the juvenile justice system.	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.	<p>A. Number of program youth carried over from the previous reporting period.</p> <p>B. New admissions during the reporting period.</p>
	Number and percent 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 (CrimeSolutions.org, OJJDP's Model Programs Guide, SAMHSA's Model Programs, State Model Program resources, etc.).	<p>A. Number of programs implementing an evidence-based program or practice prevention model during the reporting period.</p> <p>B. Total number of implementing programs during the reporting period.</p> <p>C. Percent (A/B).</p>

	<p>Number and percent of youth with whom an evidence-based program or practice was used.</p>	<p>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 (CrimeSolutions.org, Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).</p>	<p>A. Number of youth served using an evidence-based model or program during the reporting period.</p> <p>B. Number of youth served during the reporting period.</p> <p>C. Percent (A/B).</p>
	<p>Number and percent of program youth who offend during the reporting period (short and long term).</p>	<p>The number and percent 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 (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period for short term and long term is for youth who are tracked 6-12 months after leaving the program.</p> <p>A youth may be "committed" to a juvenile facility anytime that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences."</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p>	<p>A. Total number of program youth served.</p> <p>B. Number of program youth tracked during the reporting period.</p> <p>C. Of youth tracked, the number of program youth who had an arrest or delinquent offense during the reporting period.</p> <p>D. Number of program youth who were committed to a juvenile facility during the reporting period.</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period or 6-12 months after program completion.</p> <p>F. Number of youth who received another sentence during the reporting period or 6-12 months after program completion.</p> <p>G. Percent offending (C/B).</p>

	<p>Percentage of youth who are victimized 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>A. Number of program youth who experienced victimization (short and long term).</p> <p>B. Number of youth who experienced violent victimization (short term and long term).</p> <p>C. Number of youth who experienced nonviolent victimization (short term and long term).</p>
	<p>Number of youth screened, assessed, and receiving the required treatment intervention.</p>	<p>The number and percentage of youth who were screened, assessed, and received the required treatment intervention during the reporting period.</p>	<p>A. Number of youth screened using the required screening tool during the reporting period.</p> <p>B. Of A, the number of youth who demonstrated a need for services or treatment during the reporting period.</p> <p>C. Of B, the number of youth who actually received services or treatment during the reporting period.</p>

	<p>Number of services provided to youth.</p>	<p>This measure is designed to assess both need and program capacity. Report the number of youth who are assessed as needing various types of services during the reporting period and also the number of youth who actually receive various services during the reporting period. Other services may include educational services, social skills building, cultural skills building, or any other services other than substance use counseling, mental health, or housing services. Program records are the preferred data source.</p>	<p>A. Number of youth assessed as needing substance use counseling/services during the reporting period.</p> <p>B. Number of youth enrolled in substance use counseling/ services during the reporting period.</p> <p>C. Number of youth assessed as needing mental health services during the reporting period.</p> <p>D. Number of youth enrolled in mental health services during the reporting period.</p> <p>E. Number of youth assessed as needing housing services during the reporting period.</p> <p>F. Number of youth who successfully found housing during the reporting period.</p> <p>G. Number of youth assessed as needing other services during reporting period.</p> <p>H. Number of youth enrolled in other services during the reporting period.</p>
	<p>Cultural skill building/cultural pride (short and long term).</p>	<p>The number of program youth who exhibit increased knowledge and/or understanding of tribal background, history, traditions, language, and/or values.</p>	<p>A. Number of program youth served during the reporting period or 6-12 months after program completion with the noted behavioral change.</p> <p>B. Total number of youth receiving services for the target behavior during the reporting period or 6-12 months after program completion.</p> <p>C. Percent (A/B).</p>

## Category 2 Training and Technical Assistance Performance Measures

Objective	Performance Measure(s)	Description	Data Grantee Provides
<p>Identify and provide technical assistance support to up to eight Tribes to improve outcomes for affected youth by creating and sustaining culturally adapted, trauma-informed juvenile justice systems.</p> <p>Distribute and administer subawards to participating Tribes to support their efforts.</p>	<p>Number of training requests received.</p>	<p>This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.</p>	<p>Number of training requests received during the reporting period.</p>
	<p>Number of technical assistance requests received.</p>	<p>This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.</p>	<p>Number of technical assistance requests received during the reporting period.</p>
	<p>Number of program materials developed during the reporting period.</p>	<p>This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Diversity should also be identified. Program records are the preferred data source.</p>	<p>Number of program materials developed during the reporting period.</p> <p>Number of program materials related to cultural or racial and ethnic diversity developed during the reporting period.</p>
	<p>Number of planning or training events held during the reporting period.</p>	<p>This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.</p>	<p>Number of planning or training events held during the reporting period.</p>

	Number of people trained during the reporting period.	<p>This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Examples include, but are not limited to, training on risk, resiliency, and protective factors; trauma and its impact on children, youth, and families; and adolescent development principles and how to apply them. Training on cultural or race and ethnic issues should also be identified.</p> <p>Include any training from any source or medium received during the reporting period as long as receipt of training can be verified.</p>	<p>Number of people trained during the reporting period.</p> <p>Number of people trained on cultural or racial and ethnic diversity during the reporting period.</p>
	Percentage of people exhibiting increased knowledge of the program area(s) during the reporting period.	<p>This measure represents the number of people who exhibit an increased knowledge of the program area(s) after participating in training. Use of pre and post-tests is preferred.</p>	<p>Number of people exhibiting an increase in knowledge post-training.</p> <p>Number of people trained during the reporting period.</p>
	Number of program policies changed, improved, or rescinded during the reporting period.	<p>This measure represents the number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Preferred data source is program records.</p>	<p>Number of program policies changed, improved, or rescinded during the reporting period.</p>
	Percentage of organizations reporting improvements in operations based on training and technical assistance.	<p>The number and percentage of organizations reporting improvements in operations as a result of training and technical assistance 1 to 6 months post-service.</p>	<p>Number of organizations reporting improvements in operations based on training and technical assistance during the reporting period.</p> <p>Number of organizations served by training and technical assistance during the reporting period.</p>

	Percentage of those served by training and technical assistance who reported implementing an evidence-based program and/or practice* during or after the training and technical assistance.	Number and percent of programs served by training and technical assistance that reported implementing an evidence-based program and/or practice during or after the training and technical assistance. Evidence-based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance use.	Number of programs served by training and technical assistance that reported implementing an evidence-based program/practice.  Number of programs served by training and technical assistance.
	Number of program materials disseminated during the reporting period.	This measure represents the number of program materials disseminated during the reporting period. The number of program materials related to cultural or racial and ethnic diversity should also be identified.	Enter the number of program materials disseminated during the reporting period.  Number of program materials related to cultural or racial and ethnic diversity disseminated during the reporting period.
	The type of training conducted during the reporting period.	Indicate the type of training conducted during the reporting period. Choose all that apply.	Select Yes or No: <b>Y N</b> <input type="checkbox"/> <input type="checkbox"/> Risk, resiliency, and protective factors. <input type="checkbox"/> <input type="checkbox"/> Trauma and its impact on children, youth, and families. <input type="checkbox"/> <input type="checkbox"/> Adolescent development principles and how to apply them. <input type="checkbox"/> <input type="checkbox"/> Strategies for violence prevention. <input type="checkbox"/> <input type="checkbox"/> Other training.  If yes to "other training," describe the type of training conducted during the reporting period.
	Number of stakeholders (task force, coalitions, agencies).	The number of additional stakeholders (government agencies, nonprofit organizations, community groups, etc.) joining in violence prevention efforts during the reporting period.	Number of stakeholder relationships built during the reporting period.
	Percentage increase in leveraged resources (in-kind, cash, staffing).	The percent increase in resources leveraged during the reporting period. Leveraged resources include those that are matched by cash or in-kind contributions from additional sources.	Number of new leveraged resources obtained during the reporting period.  Total number of leveraged resources available during the reporting period.



	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.
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**Note on Project Evaluations**

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

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

- c. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7. OJJDP encourages applicants to select evidence-based practices for their programs.

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

**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 30.

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

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

All Category 2 applicants should document the organization’s experience and capabilities in providing services to federally recognized tribes as well as their experience in supporting a range of American Indian/Alaska Native communities or tribal-based organizations on issues related to youth justice and child welfare issues.

As a part of the submitted application, OJJDP will assess the extent to which applicants demonstrate an understanding of:

- The federal government trust and legal relationship with federally recognized Indian tribes (tribal governments).
- Federal and tribal laws for citizens of Indian tribes.
- Laws governing federal/tribal law enforcement jurisdictional issues, including for tribes located in P.L. 93-280 status states.
- Federal Indian policies pertaining to Indian self-determination, tribal consultation, executive orders, and memoranda.
- Federal agencies responsible for tribal law enforcement, tribal justice systems, and services. including, the Federal Bureau of Investigation; Bureau of Indian Affairs; Drug Enforcement Agency; Alcohol, Tobacco, Firearms, and Explosives; Fish and Wildlife Service; National Park Service; etc.
- Tribal government governance systems, law enforcement, court system, culture, and intergovernmental protocols.

OJJDP will also assess the extent to which the applicant and key staff demonstrate experience in providing services to tribes around:

- Administration and financial procedures, while recognizing how tribal funding is distributed at the federal and local tribal levels. This can include, but is not limited to, Public Law 93-638 Self-Governance Compacts and Contracts, formula grants, discretionary competitive grants, and contract support costs.
- Tribal priority issues and areas.
- National and local-level training and technical assistance for tribal governments.
- Tribal juvenile justice system creation and improvement.

The key staff and proposed subcontractors must meet both criteria below:

- Subject matter expertise and educational credentials and
- Demonstrated experience in tribal government; law enforcement and justice systems and services; federal/tribal/state relations and intergovernmental protocols; tribal culture and community dynamics; community relations or protocols, including tribal colleges and universities; and working knowledge of the federal trust responsibility and federal Indian and tribal law.

**Letters of Support/Memoranda of Understanding.** For Category 2 only, if submitting a joint application, as described under Eligibility, page 1, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

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

Letters of support may be addressed to OJJDP Administrator Robert L. Listenbee. During the review process, OJJDP will consider only letters of support that are submitted by the due date and with the full application.

### **3. 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.

**Category 1.** Applicants should budget for travel and lodging expenses to send as many as four representatives to attend as many as three 2-day meetings during the project period. OJJDP expects that the onsite project coordinator will be one of the four representatives in attendance. Calculate the budget using an estimate of the costs associated with one meeting to be located in Washington, DC, and two additional meetings to be located in Denver, CO, as proxy locations. Actual locations will be determined after award. Refer to [federal per diem rates](#) regarding travel costs.

For budget purposes, applicants should list funds to support activities for years 2 and 3 that are developed in response to the plan the working team completes, as indicated in the Deliverables section (see page 7), in the “Other Costs” category. These costs should be labeled as “Implementation Activity Expenses to be determined in response to the completed workplan developed in Year 1” and should not exceed 25 percent of the total budget. OJJDP will add a special condition to the grant award restricting access to these funds until the grantees submits the work plan.

It is important to note that applicants should not budget funds for additional training and technical assistance expenses, as OJJDP expects all Category 1 sites to use the selected Category 2 training and technical assistance provider for these needs.

**Category 2.** Applicants should submit a budget for a 36-month period. OJJDP intends to provide the successful applicant supplemental funding for as much as \$1 million per year for years 2 and 3 of the project period, **subject to the availability of funding, grantee performance, and additional factors.** Supplemental funding, which would extend the project period to as long as 5 years, would be to provide training and technical assistance to additional Category 1 award recipients in future years. Additional considerations regarding supplemental funding include, among other factors, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

These supplemental awards will carry the budget through the entire 60-month project period. In addition, Category 2 applicants should budget for logistics as well as travel and lodging expenses for their designated team to support as many as three 2-day meetings as indicated above.

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

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

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost

effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

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

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

#### 4. 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>4</sup>

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<sup>4</sup> See 2 C.F.R. § 200.414(f).

## 5. 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.

## 6. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](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.
- The high risk point of contact name, phone number, and email address, from that federal agency.
- Reasons for the high risk status.

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

## 7. Additional Attachments

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

- a. Applicant Disclosure of Pending Applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same

project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will 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.

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

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

- b.** Résumés of all key personnel.
- c.** Logic model outlining major steps in the initiative.
- d.** Timeline including training and technical assistance and meeting activities.
- e.** Job descriptions outlining roles and responsibilities for all key positions.
- f.** Letters of support/memoranda of understanding from partner organizations for Category 2 (see page 27).

- g. Letters of commitment. For Category 1, applicants must submit letters of commitment from the agencies represented on the planning and implementation teams, as indicated on page 8. If the tribe is using a preexisting multi-disciplinary team, the agency members must provide a letter of commitment for this project.
- h. Letters of recommendation. For Category 2, in addition to demonstrating their understanding and experience through the application narrative, applicants must provide at least three and no more than five letters of recommendation describing previous relevant work across tribal nations.
- i. Evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- j. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

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

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

## 9. Disclosure of Lobbying Activities

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

## How To Apply

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

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

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



documents are attached in the mandatory category.

**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 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 subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](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 subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

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

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

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go [here](#).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance numbers for this solicitation are 16.818 entitled Children Exposed to Violence and 16.731 entitled Tribal Youth Program. The funding opportunity number is OJJDP-2016-9165.
- 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:** Tribal Sites. Competition ID. OJJDP-2016-10360

**Category 2:** Training and Technical Assistance. Competition ID. OJJDP-2016-10361

- 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 July 6, 2016.

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

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

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must e-mail the Response Center at [grants@ncjrs.gov](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

### Selection Criteria

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

1. Statement of the Problem (10 percent)
2. Goals, Objectives, and Performance Measures (15 percent)
3. Project Design and Implementation (35 percent)
4. Capabilities and Competencies (30 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>5</sup> (10 percent)

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

### Review Process

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

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

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”

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<sup>5</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.

- 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 must log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process requires the authorized representative to physically sign the award document and to scan and send 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>6</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

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<sup>6</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)).

administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

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

Responsibility for oversight and redirection of the project, if necessary, rests with OJJDP. OJJDP's role will include the following tasks:

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

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

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

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

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

## **G. Federal Awarding Agency Contact(s)**

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

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

## **H. Other Information**

#### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to

[OJPSolicitationFeedback@usdoj.gov](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 Defending Childhood American Indian/Alaska Native Policy Initiative: Supporting Trauma-Informed Juvenile Justice Systems for Tribes

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

#### What an Applicant Should Do:

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

- \_\_\_\_\_ Acquire a DUNS Number (see page 33)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 34)

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

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 34)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 34)

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

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 34)
- \_\_\_\_\_ Select the correct Competition ID (see page 34)
- \_\_\_\_\_ Download Funding Opportunity and Application Package
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 32)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read [OJP policy and guidance](#) on conference approval, planning, and reporting (see page 14)

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

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been validated or rejected (see page 34)

##### *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.  
Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues  
(see page 35)

#### General Requirements:

- \_\_\_\_\_ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

#### Scope Requirement:

- \_\_\_\_\_ Under Category 1, the federal amount requested is within the allowable limit of \$437,500.
- \_\_\_\_\_ Under Category 2, the federal amount requested is within the allowable limit of \$1 million.

#### Eligibility Requirement:

##### Category 1: Tribal Sites.

- \_\_\_\_\_ Federally recognized Indian tribal government.

##### Category 2: Training and Technical Assistance.

- \_\_\_\_\_ Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization.
- \_\_\_\_\_ Institution of higher education, including tribal institution of higher education.

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF -424) (see page 15)
- \_\_\_\_\_ Project Abstract (see page 15)
- \_\_\_\_\_ Program Narrative (see page 16)
- \_\_\_\_\_ Budget Detail Worksheet and Narrative (see page 27)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 29)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 30)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 30)
- \_\_\_\_\_ Additional Attachments (see page 30)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications
  - \_\_\_\_\_ résumés of all key personnel
  - \_\_\_\_\_ job descriptions outlining roles and responsibilities for all key positions
  - \_\_\_\_\_ letters of support/memoranda of understanding from partner organizations
  - \_\_\_\_\_ evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
  - \_\_\_\_\_ evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
- \_\_\_\_\_ Financial Management and System of Internal Controls (see page 32)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF -LLL) (see page 32)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (see page 13)