

U.S. Department of Justice
Office of Justice Programs
Office of Juvenile Justice and Delinquency Prevention



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for funding under the fiscal year (FY) 2017 Safe and Thriving Communities: Planning and Collaboration initiative. This program furthers the Department's mission by strengthening community capacity to stem violence and reduce youth offending and victimization, improving the response to children's exposure to violence, and enhancing public safety.

OJJDP FY 2017 Safe and Thriving Communities: Planning and Collaboration

Applications Due: April 3, 2017

Eligibility

Eligible applicants are limited to states (including territories) as joint applicants with units of local government or with federally recognized tribal governments as determined by the Secretary of the Interior; units of local government;¹ and federally recognized tribal governments. Note that organizations proposing to focus on jurisdictions supported by OJJDP awards made in FY 2010 or later under the National Forum, Defending Childhood, Community-Based Violence Prevention, and Safe and Thriving Communities initiatives are **not** eligible for this solicitation.

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Joint or coapplicants must be proposed as subrecipients ("subgrantees").² The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant will be considered. An entity may, however, be proposed as a subrecipient ("subgrantee") in more than one application.

¹ A "unit of local government" means—

- (a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.
- (b) Any law enforcement district or judicial enforcement district that—
 - (i) Is established under applicable state law, and
 - (ii) Has the authority to, in a manner independent of other state entities, establish a budget and impose taxes.
- (c) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—
 - (i) The District of Columbia, or
 - (ii) Any Trust Territory of the United States.

² For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

OJJDP may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

For information on eligibility, see "[Section C. Eligibility Information.](#)"

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due by 11:59 p.m. eastern time (ET) on April 3, 2017.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

OJP encourages all applicants 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 email to support@grants.gov. The [Grants.gov](#) Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevents submission of the application by the deadline may request a waiver to submit a late application. To request a waiver for a late application submission, an applicant **must** email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit the application. Additional information on reporting technical issues appears 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 email at grants@ncjrs.gov, or by [web chat](#). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. Answers to frequently asked questions that may assist applicants are posted at www.ojjdp.gov/grants/solicitations/FY2017/FAQ/SaveandThriving.pdf.

A solicitation webinar will be held on January 19 at 1:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link, <http://ojjdotta.adobeconnect.com/e3i9hrz75mz/event/registration.html>, and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation

and submit any questions they may have in advance and no later than January 12, 2017.
Submit your questions to grants@ncirs.gov with the subject as "Questions for OJJDP FY 2017
Safe and Thriving Communities: Planning and Collaboration Webinar."

Grants.gov number assigned to this announcement: OJJDP-2017-10940
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OJJDP FY 2017 Safe and Thriving Communities: Planning and Collaboration (CFDA #16.123 and 16.818)

A. Program Description

Overview

Although youth violence has decreased nationwide over the past decade, gun and gang violence are still all too prevalent. The consequences of this type of violence are visible, immediate, and horrific. Likewise, the less-visible violence that children are exposed to or experience, including family violence, maltreatment, neglect, dating violence, and chronic bullying, is detrimental to them, their families, and their neighborhoods. Most forms of interpersonal and community violence are intimately connected. They are linked with factors related to health and well-being, such as an individual's developmental stage; quality of peer and protective relationships; neighborhood transiency; level of community trauma, including historical trauma and structural racism; social norms; economic and personal growth opportunities; alcohol and substance use disorder; and contamination from lead and other toxins.³

Those seeking to interrupt cycles of violence and attachment to gangs must take these factors into account, particularly the impact of children's exposure to violence and the availability of resources and opportunities that support healthy, thriving children, youth, families, and neighborhoods. The well-being of children and youth is deeply rooted in the vitality and safety of the homes and communities in which they reside.

Through several youth violence initiatives—the National Forum on Youth Violence Prevention, the Defending Childhood Initiative, the Community-Based Violence Prevention Program, and the Safe and Thriving Initiative—OJJDP has nurtured cross-sector, multilevel, community-based collaborations that engage a broad spectrum of stakeholders in many places across the country. OJJDP's youth violence prevention initiatives provide a platform for elevating the issue of youth violence and children's exposure to violence to a national level, and have created learning opportunities for localities engaged in this work. Yet, continued strategic development and enhancement of youth violence, gang prevention, and community development initiatives are needed in jurisdictions nationwide to grow and sustain progress.

Statutory Authority: Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2017. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2017.

³ Wilkens, N., Tsao, B., Hertz, M., Davis, R., and Klevens, J. 2014. *Connecting the Dots: An Overview of the Links Among Multiple Forms of Violence*. Atlanta, GA: Centers for Disease Control and Prevention, National Center for Injury Prevention and Control; Oakland, CA: Prevention Institute.

Project-Specific Information

The purpose of Safe and Thriving Communities is to support and enhance efforts to develop comprehensive prevention and public health and safety plans to address violence in homes, schools, and communities and the consequent trauma. This initiative is intended to strengthen the capacity of selected communities to collaboratively plan, align, and execute community-driven approaches focused on a shared framework of prevention; intervention and providing opportunities; and community development, along with deterrence, targeted outreach, and enforcement.

OJJDP is seeking proposals from applicant jurisdictions grappling with high levels of youth-related gun crime and gang violence and that can demonstrate a willingness and readiness to develop fully comprehensive, community- and data-driven responses. Funding will support selected jurisdictions to undertake strategic planning and capacity-building work through multidisciplinary and community partnerships.

Because no one policy or program can completely or effectively respond to youth violence and victimization, OJJDP encourages communities to view the research-based principles set forth in [*Shared Framework for Reducing Youth Violence and Promoting Well Being*](#) as a guide to stop violence and victimization. By addressing the individual, peer, family, community, and societal level factors; adopting developmentally appropriate, trauma-informed, and healing-based approaches; and building social capital and community efficacy in affected neighborhoods, localities can transform areas beset by violence into safe and thriving communities.

Selected applicants will join a network of jurisdictions undertaking youth violence prevention and well-being promotion in a community of practice, also known as a learning community. This network has helped elevate the importance of OJJDP's youth violence prevention work and has strengthened the capacity of participants to stem youth violence and improve the well-being of children and youth through shared learning opportunities. Selected applicants will also gain access to strategic and individualized consultation, training, and technical assistance resources to help them plan, grow, manage, measure, and sustain their efforts.

Applicants must propose and undertake their work through a collaborative group. In addition to affected youth and families, the collaborative must include representation from city/county/tribal leadership, law enforcement, public health, schools, courts, job and workforce development, housing and urban development; it may include other key partners such as colleges, career and technical education institutions, the business community, the media, faith institutions, domestic violence programs, and rape crisis centers. Governance of the collaborative is to be shared between the public and private sectors. One recommended approach is for the mayor's office or other local leadership and a representative from the nonpublic sector to jointly lead the endeavor.

Youth, families, community members, and nonpublic entities representing or directly serving youth and families must compose a significant proportion of the collaborative body.⁴ This is a mechanism to ensure that youth and families, who are the intended recipients of prevention,

⁴ OJJDP supports mechanisms to provide for full youth and family engagement. Examples include, but are not limited to, providing stipends; reimbursing youth and families to defray costs of participation (i.e., travel to meetings and events); making childcare and food available; assessing whether the time and location of meetings are conducive to participation by youth and families; and/or conducting training on how to be an effective partner in collective work for youth, residents, and professionals. Proposed activities require review and approval by OJJDP and OJP's Office of the Chief Financial Officer.

intervention, and treatment services and are immediate beneficiaries, have a substantial role in developing and implementing proposed activities.

NOTE: All applicants are strongly encouraged to document the history and impact of relevant past collaborations, as described in Application and Submission Information, page 14, as evidence of their readiness to engage in collaborative work and collective action.

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

Goals, Objectives, and Deliverables

The long-term goals of the Safe and Thriving Communities initiative are to:

- Increase the safety, well-being, and healthy development of children, youth, and families.
- Prevent violence and promote healing from victimization and exposure to violence in the home, school, and community.
- Reduce and sustain reductions in youth violence, specifically gun and gang violence and victimization.

Objectives and associated activities are to:

- 1. Elevate prevention of youth violence and children's exposure to violence as a priority issue within the applicant jurisdiction and work collaboratively with other public and private entities to elevate prevention as a nationwide priority.**

Raise public awareness of the importance of preventing and addressing youth and gang violence, highlighting the individual and societal impacts.

- 2. Stop youth gun and gang violence and community violence impacting youth.**

Intervene in and deter youth from gun and gang violence using evidence- and practice-based approaches, notably the [Group Violence Intervention](#), formerly known as the Boston Ceasefire model; [Cure Violence](#); and [the OJJDP Comprehensive Gang Model](#). [CrimeSolutions.gov](#) and [Gang Prevention: An Overview of Research and Programs](#) contain additional information.

- 3. Improve access to, delivery of, and quality of services available that promote healing and positive youth and community development in jurisdictions nationwide.**

Ensure policies, practices, and services incorporate trauma-informed, healing-based, and developmentally appropriate services for children and youth.

Deliverables

For this solicitation, the required deliverables are an interim Strategic Plan due in month 9 and a final comprehensive 5-year Strategic Plan due in month 15, outlining the jurisdiction's approach for achieving the goals and objectives identified above. The final Strategic Plan must outline specific measurable goals and objectives identified through a comprehensive assessment of local data and determinants of the violence problem. It must consist of an assessment and analysis of local conditions and resources, an action plan derived from the assessment and analysis of current conditions and resources, a plan to track progress and inform needed changes, and a plan to sustain the work.

The final plan must address the full constellation of factors that contribute to violence as described in the [Shared Framework](#) and reflect a comprehensive approach that unifies the tenets of OJJDP's three youth violence initiatives—the National Forum, Defending Childhood Initiative, and Community-Based Violence Prevention Program. Additionally, in formulating the Strategic Plan, OJJDP encourages applicants to assess the value of incorporating the strategies that address community justice, healing and indigenous approaches to trauma, and youth employment strategies in their program design. Refer to Appendix A for further detail on these critical elements.

More specifically, the final Strategic Plan deliverable will include several key components:

1. **Community Analysis:** This section should include a comprehensive review and documentation of current community needs and resources, i.e., community assessment, crime analysis, fiscal and policy reviews, mapping of assets, fiscal resources and service gaps, and assessment of effectiveness of existing efforts, as well as an analysis of data readiness and needs.⁵
2. **Leadership and Project Management:** This section will include a description of (1) how the collaborative will be led, (2) the relationship of the applicant jurisdiction's governance structure to the collaborative's leadership, and (3) how implementation will be managed.
3. **Data:** This section will describe the applicant's plans to collect, share, and use relevant data variables and to assess progress and evaluate changes in community attitudes and norms.
4. **Blueprint for Action:** Based on the Community Analysis, this section will provide specific and measurable objectives and action steps to further develop the capacity to effect needed change, such as cross-sector professional training; support for grassroots organizations and faith leadership; community awareness and education; policy and practice changes; implementation or expansion of prevention, intervention, and treatment approaches; and organization or governance changes, including a list of the parties responsible for each element. This blueprint should include a 5-year timeline and an annual budget.

⁵ During the planning phase, applicants can expect to coordinate data readiness efforts with OJJDP and a national technical assistance provider, identify local and common cross-site measures, and consider how to adapt existing data collections as needed to inform the work at the local and cross-site levels.

5. Sustainability: This section is to describe how the applicant intends to sustain proposed efforts after the award period has ended. (Refer to the [Sustainability Plan Example](#) for a draft framework, which can serve as a reference tool for consideration in the development of sustainability plans.)

Awardees will be required to submit, as the interim deliverable, the Community Analysis, Leadership and Project Management, and Data sections to the program office for review and approval by month 9.

Training and technical assistance (TTA) will be made available to all selected applicants over the course of the project period to assist in developing the preliminary and final Strategic Plans. Under this cooperative agreement, successful applicants are expected to work collaboratively with a national team of partners, to include TTA providers and consultants, to support local efforts. Successful applicants will demonstrate a willingness and commitment to work in partnership with OJJDP and a team of national TTA providers and specialists, and should be prepared to work with the national TTA provider to assess local TTA needs and complete a long-range capacity-building plan as part of the Strategic Plan deliverable.

The Goals, Objectives, and Deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

Equitable Access to OJJDP-funded Programs

OJJDP promotes an unbiased juvenile justice system in which all youth are treated fairly and have equal access to the services and programs they need. Research indicates that failure to provide equitable treatment may perpetuate and exacerbate a cycle of arrest and incarceration that disproportionately impacts vulnerable youth. OJJDP may give priority consideration to applications that document the applicant's capacity to serve all vulnerable youth. This includes applicants' capacity to serve youth without regard to their race, color, national origin, religion, disability, sex, sexual orientation, gender identity, or gender expression. Such capacity may be documented by articulating a plan for meeting the needs of all youth or by demonstrating a record of such service. Applicants should also review the OJP Standard Assurances for information about the applicable nondiscrimination provisions.

Evidence-Based Programs or Practices

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

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

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

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

Additional Resources

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

B. Federal Award Information

OJJDP expects to make up to 10 awards of up to \$333,000, with an estimated total amount awarded of \$3,330,000. OJJDP expects to make awards for an 18-month period of performance, to begin on October 1, 2017.

In FY 2018, OJJDP may elect to conduct a limited competition among the successful applicants awarded under this solicitation for awards to implement their plans and sustain efforts after federal funding ceases. Implementation/sustainability awards are expected to range from \$500,000 to \$800,000 each and to extend the original award an additional 30 months, for a total 48-month period of performance.

OJJDP may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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

OJJDP expects that any award under this solicitation will be made in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities⁶) must, as described in the Part 200 Uniform Requirements⁷ as set out at 2 C.F.R. 200.303:

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

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

Budget Information

Cost Sharing or Match Requirement

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

Preagreement Costs (also known as Preaward Costs)

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

⁶ For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (“subgrantee”) to carry out part of the funded award or program.

⁷ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants [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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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.⁸ The 2017 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. (Nonfederal funds used for any such additional compensation will not be considered matching funds where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he or she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm. 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, as well as some conference, meeting, and

⁸ OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

training costs for grant recipients; and (3) set cost limits, which include 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 "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

Eligible applicants are limited to (1) states (including territories) as joint applicants with units of local government or with federally recognized tribal governments as determined by the Secretary of the Interior, (2) units of local government, and (3) federally recognized tribal governments. Note that organizations proposing to focus on jurisdictions supported by OJJDP awards made in FY 2010 or later under the National Forum, Defending Childhood, Community-Based Violence Prevention, and Safe and Thriving Communities initiatives are **not** eligible for this solicitation.

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Joint or co-applicants must be proposed as subrecipients ("subgrantees"). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project. Under this solicitation, only one application by any particular applicant will be considered. An entity may, however, be proposed as a subrecipient ("subgrantee") in more than one application.

Important Note: To be eligible for consideration for funding under this solicitation, applicants **must** provide letters of commitment from or memoranda of understanding among all eight entities with oversight for and service responsibilities in all proposed places of focus (counties, cities, towns, communities, neighborhoods, precincts, districts, and the like) listed in this paragraph. **Required** signers of the letters or memoranda must include, at a minimum: (1) the chief executive officer(s) for all proposed places (e.g., governor, mayor, county executive, and/or tribal chair); (2) all relevant chief(s) of police, county sheriff(s), and/or equivalent law enforcement official(s); (3) the superintendent(s) of all involved school district(s) and the agency heads, directors, or equivalent positions on behalf of the public agencies responsible for public health, housing, behavioral and mental health, jobs/workforce development (economic development), and child welfare (foster care/child protection) in all proposed places. Each letter of commitment/memorandum of understanding must demonstrate the signer's understanding of the goals of the proposal, describe the roles and responsibilities of the signer and/or represented agency, and specify the fiscal and/or staffing resource commitments made to the collaboration. Applications submitted without all required letters of commitment/memoranda of understanding will be deemed ineligible for funding.

Letters of commitment/memoranda of understanding from other key stakeholders such as the relevant juvenile and family courts, local district attorney, probation, recreation department, faith institutions, community foundations, education institutions, businesses, chambers of commerce, and local media partners are welcomed as further evidence of readiness and capacity; however, **eligibility for consideration of funding is contingent on the applicant's inclusion of letters/memoranda signed by the eight parties listed above as required.**

Required letters of commitment/memoranda of understanding as outlined above are to be submitted as attachments to the application. Each separate document must be clearly labeled, for instance, "Required Eligibility Letter – Mayor," "Required Eligibility Letter – Police Chief," "Required MOU – Collaborative," etc. Note that the application must include letters or one or more memoranda signed by representatives of all eight entities; otherwise the applicant will be deemed ineligible.

Detailed information on requirements pertaining to required and optional letters of commitment/support/memoranda of understanding is provided on page 24.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, and Letters of Commitment/Memoranda of Understanding as described in the Eligibility Information section (page 13). An applicant may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Review the "Note on File Names and File Types" under [How To Apply](#) to be sure applications are submitted in permitted formats.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. Grants.gov and the OJP 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).

To avoid processing delays, applicants must include an accurate legal name on their SF-424. Current OJP award recipients, when completing the field for "Legal Name," should use the same legal name that appears on the prior year award document, which is also the legal name stored in OJP's financial system. On the SF-424, enter the legal name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. Applicants with current awards must ensure that their GMS profile is current. If it is not current, they should submit a Grant Adjustment Notice (GAN) updating the information on their GMS profile prior to applying under this solicitation.

New applicants should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to their applications (e.g., articles of incorporation, 501(c)(3), etc.) to confirm the legal name, address, and EIN entered into the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

2. Project Abstract

Applications should include a high-quality 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 (such as Times New Roman) with 1-inch margins.

The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 21. All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

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

Permission To Share Project Abstract with the Public: It is unlikely that OJP 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.

In the project abstract template, each applicant is asked to indicate whether it gives OJP permission to share the applicant's project abstract (including contact information for individuals) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions. Moreover, if the application is not funded, granting permission will not ensure that OJP will share the abstract information, nor will it ensure 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 response to the solicitation goals and objectives and describes its "plan to plan." This means the applicant must explain how it will collaboratively construct over the 18-month project period the required interim and final 5-year Strategic Plans (described under Deliverables, page 8). The program narrative must outline the purpose, goals, objectives, action steps, and management of the strategic planning and capacity development process for the 18-month planning period.

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

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

The following sections should be included as part of the program narrative:⁹

a. Statement of the Problem. Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). The applicant should use

⁹ For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

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 must describe a demonstrated need as measured by high levels of community violence, particularly youth-related gun crime and gang violence, relative to national indices. The level of violence demonstrated is a factor in selection; therefore, applicants are to provide indicators or measures of the extent of the problem based on current local data derived from crime, justice, health, social service, education, and economic statistics and the comparison to national data. Applicants are specifically encouraged to provide a 5-year average violent crime rate for 2011 to 2015 and the percentage that the applicant jurisdiction's crime rate is over or under the national violent crime rate of 372.6 for 2015 (as released in the FBI's Uniform Crime Report in September 2016) and the jurisdiction's 5-year average homicide rate per 100,000 inhabitants for 2011 to 2015, as well as any firearms crime data and/or quantifiable evidence of gang-related violent crime. Applicants should also identify current community efforts and resources in place to address the problem as well as gaps and needs in the current community. Applicants should organize the information in this section as follows:

Section One – Description of the Community and Target Area(s)

- a. Describe the geographic area, size, and nature of the population and explain how and why the targeted community(ies) was identified and defined.
- b. Describe the community context, including the governmental structure and major agencies and community partners that currently exist.

Section Two – Description of the Community Strengths, Gaps, and Needs

- a. Describe the crime and violence rates and other local data identified above related to the health, social service, education, justice, and economic statistics and the comparison to national data.
 - b. Describe the community strengths and resources, including current community leadership efforts as well as public resources and agency efforts.
 - c. Describe identified gaps and needs as defined by the community and the collaborative body overseeing the proposed strategic planning process.
- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed project and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the initiative's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's long-range vision and the specific goals for collaborative strategic planning.

Program Objectives. Applicants should explain how the project will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should relate directly to the attainment of the key deliverables required over the planning period and be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: reform and improve as many as five critical policies, develop a data platform with indicators from six key agency sources, or identify strategies and partnerships to invest in economic and employment opportunities in two communities.)

Performance Measures. OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see “[General Information About Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under “Data Recipient Provides,” should it receive funding. 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.

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.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#). Performance measures for this solicitation are as follows:

Objective	Performance Measure	Description	Data Recipient Provides
To support and enhance collaborative community prevention and intervention efforts that address youth-related gang and gun violence in targeted communities, in addition to the trauma associated with such violence.	Number of stakeholders (task force, coalitions, agencies).	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.
	Percent increase in leveraged resources (in-kind, cash, staffing).	Percent increase in resources leveraged during the reporting period. Leveraged resources include those that are matched by cash or in-kind contributions	Number of new leveraged resources obtained during the reporting period.

		from additional sources.	Total number of leveraged resources available during the reporting period.
	Number of memoranda of understanding (MOUs) developed during the reporting period.	An MOU is an interagency agreement whose purpose is to enable all parties to facilitate the conduct of certain efforts of mutual interest (e.g., specifying the types of information to be shared, stating the terms of the agreement, and including the signatures of all parties to the agreement). Include all formal partnering or coordination agreements. Program records are the preferred data source.	Number of MOUs developed during the reporting period.
	Number of agency policies or procedures created, amended, or rescinded.	Number of cross-program or agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Program records are the preferred data source.	Number of program/agency policies or procedures created, amended, or rescinded.
	Number of media coverage episodes/events.	Total number of earned media coverage	Total number of media coverage episodes/events

		episodes/events related to violence prevention activities during the reporting period. Examples include, but are not limited to, op-ed articles, letters, interviews, and events that draw coverage (press conferences), appearances on broadcast news or issues programs (television), and radio.	that occurred related to violence prevention activities during the reporting period.
	Number of participants trained during the reporting period.	Number of program participants who received formal training related to violence prevention during the reporting period. Examples include, but are not limited to, training on risk, resiliency, and protective factors; trauma and its impact on children, youth, and families; and adolescent development principles and how to apply them.	Number of participants trained during the reporting period.
	Percent of participants trained who reported an increase in knowledge, skills, and/or abilities related to violence prevention.	Number and percent of program participants who reported an increase in knowledge, skills, and/or abilities on one or more of the following subjects: a. Risk, resiliency, and protective factors. b. Trauma and its impact on children, youth, and families. c. Adolescent development principles and how to apply them.	Total number of participants trained during the reporting period. Of those trained, number of participants who reported an increase in knowledge, skills, and/or abilities related to violence prevention.

		d.Strategies for violence prevention. e. Other training.	
	Number of trainings (by type) conducted during the reporting period.	Indicate the type of training conducted during the reporting period. Choose all that apply.	Select training conducted: risk, resiliency, and protective factors; trauma and its impact on children, youth, and families; adolescent development principles and how to apply them; strategies for violence prevention; other training.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project 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 that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measures data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the [“Requirements related to Research”](#) webpage of the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements," available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose 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, and indicate projected support needs. More specifically, applicants are to include in this section information pertaining to the following:

Applicants are to describe their strategy for planning and the major activities, and describe in detail the operational steps to be undertaken to develop the Strategic Plan. This section must explain how the applicant will conduct the community profile and assessment and other analyses identified in the Deliverables section, as well as the capacity-building elements of the plan as outlined in the Deliverables section and elaborated upon below.

Applicants are to identify the collaborative body that meets the requirements outlined in the Eligibility Information section (page 13) and that is responsible for oversight of the plan development and subsequent implementation. The collaborative governing body should display active participation and ongoing support from the highest agency levels and the most influential community leaders, organizations, and youth residing in the priority communities, and have the ability to set policy, commit resources, leverage public and private funding, and engage and organize community members.

Applicants are to identify a lead agency and identify dedicated administrative budget and staff to support the initiative. This administrative support should include a dedicated initiative coordinator to staff the collaborative and oversee the collaborative's implementation, data development and management, and capacity-building and training.

Applicants are to describe proposed capacity development activities to support their strategic planning process and sustain the work beyond the project period. OJJDP is interested in supporting a full range of readiness activities identified by local communities and jurisdictions taking on this work to prepare them for successful implementation of their Strategic Plan.

Applicants are to identify any known training and technical needs for the planning period given projected needs, deliverables, and timelines to successfully compete for potential implementation funds and position themselves for full implementation by the end of the project period.

Applicants may also propose to allocate a limited amount of award funds to support capacity-building activities during the last quarter of the project period. These capacity-building activities should serve to develop or strengthen the collaborative or address immediate and critical needs to prepare for implementation, such as cross-sector training, civic engagement and outreach, and community capacity development activities related to the Strategic Plan. Applicants should describe any such proposed activities in their application.

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 29.

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 for the 18-month project period as a separate attachment, as stipulated in Additional Attachments, page 29. On receipt of an award, the recipient may revise the timeline, based on program office guidance that OJJDP will provide. Applicants should construct a timeline for an award period beginning October 1, 2017, and are encouraged to incorporate:

- A startup period of approximately 3 months to accept and process the award, hire staff, convene the collaborative body, finalize an OJJDP-approved budget, and begin community outreach and assessment.
- An initial planning phase from approximately months 4 to 9 culminating in submission (no later than month 9) of the interim deliverables described on page 8 to OJJDP for review and approval.
- A transition-to-implementation phase during months 9 to 18 when applicants are to (1) finalize the Strategic Plan (by month 15); (2) continue collaborative and community capacity development; and (3) prepare for and transition to full implementation by acquiring and/or identifying and applying for resources to support startup activities, including training; making recommended changes to policy, fiscal resourcing, and services coordination; implementing data plans; and using assessment of progress to inform future decisionmaking

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 are to describe the roles and responsibilities of project staff along with the percentage of time dedicated to the effort by the lead staff and explain the program’s organizational structure and operations. Management and staffing patterns (both leveraged and directly funded) should be clearly connected to the project design described in the previous section. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; describe how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Applicants must demonstrate a history and/or readiness to lead collaborative, communitywide strategic efforts consistent with the size and scope of this project. Applicants are to include relevant material to demonstrate this history and readiness in this section or, as an option, they may attach the information as an appendix, Evidence of Collaborative History and Readiness, to their application.

Applicants who are now using or propose to use resources (cash or in-kind) from local sources to support the project (leveraging of funds) are encouraged to report these resources in their Budget submission as evidence of capacity to sustain the work beyond the grant period. No match is required under this solicitation. 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. For additional information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

Letters of Commitment/Support/Memoranda of Understanding

There are three types of letters of commitment/support/memoranda of understanding that pertain to this solicitation:

1. Required:

Letters of *Commitment* or Memoranda of Understanding.

As described in the Eligibility Information section on page 13, each letter of *commitment* or memorandum of understanding must demonstrate the signer's understanding of the goals of the proposal, describe the roles and responsibilities of the signer and/or represented agency, and specify the fiscal and/or staffing resource commitments made to the collaboration. ***Applications submitted without all required letters of commitment or memoranda of understanding signed by representatives of all eight entities will be deemed ineligible for funding.***

2. Required, if applicable:

Letters of Support or Memoranda of Understanding – Joint Applicants (subrecipients).

Where joint applicants (subrecipients) are proposed, signed and dated letters of support or memoranda of understanding are required from all joint applicants (subrecipients) and are to include the following:

- Expression of support for the program and a statement of willingness to participate and collaborate with the lead applicant.
- Description of the proposed subrecipient'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 proposed subrecipient will devote to the planning and operation of the project.

3. Optional:

Optional Letters of Support from additional community partners may be included.

Optional letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

Note: All letters of commitment/support/memoranda are to be submitted as attachments to the application. Each separate document must be clearly labeled, for instance, "Required Eligibility Letter – Mayor," "Required Eligibility Letter – Police Chief," "Required MOU – Collaborative," "Required-Joint Applicant," "Optional Letter of Support," etc.

4. Budget and Associated Documentation

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.

Note: Applicants are to allocate a portion of the planning award budget in the Budget Detail and Narrative section to strengthen cross-system data capacity and sharing, and they are to identify the key personnel and support staff needed to conduct the initial data assessment and development.¹⁰

Applicants are also to set aside \$50,000 in funding to support local training needs, including support for the strategic planning and systems improvement processes to be undertaken. During the project period, successful applicants should be prepared to work with the national TTA provider to assess local TTA needs and complete a long-range capacity-building plan as part of the Strategic Plan deliverable.

Finally, applicants are to allocate a portion of the \$50,000 mentioned above for travel to attend two national grantee meetings in Washington, DC, by up to four individuals.

As described in the Capabilities and Competence section on page 23, applicants who are now using or propose to use resources (cash or in-kind) from local sources to support the project (leveraging of funds) are encouraged to report these resources in the Budget submission as evidence of capacity to sustain the work beyond the grant period. No match is required for this funding opportunity. 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. For additional information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

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

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf. An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs 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

¹⁰ During the planning phase, applicants can expect to coordinate data readiness efforts with OJJDP and a national technical assistance provider, identify local and common cross-site measures, and consider how to adapt existing data collections as needed to inform the work at the local and cross-site levels.

activities).

An applicant should demonstrate in its budget narrative how it 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)

Applicants for OJP awards typically may propose to make subawards. Applicants also may propose to enter into procurement contracts under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a subaward or a procurement contract under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to subawards and to procurement contracts under awards differ markedly.

In general, the central question is the relationship between what the third party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other nonfederal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a subaward or is instead a procurement contract under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) webpage.

1. Information on proposed subawards

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement "contracts" under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement "contract" that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

d. Preagreement Costs

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (i.e., unexpired) federally approved indirect cost rate, or
- (b) The recipient 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).

An applicant with a current (that is, unexpired) federally approved indirect cost rate must attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant's accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, contact the OCFO Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

Certain OJP recipients have the option of electing to use the *de minimis* indirect cost rate. An applicant that is eligible to use the *de minimis* rate and that wishes to use the *de minimis* rate should attach written documentation to the application that advises OJP of both (1) the applicant's eligibility to use the *de minimis* rate and (2) the applicant's election to do so. If an eligible applicant elects the *de minimis* rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The *de minimis* rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the *de minimis* rate.)

6. Tribal Authorizing Resolution (if applicable)

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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 award. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

Every applicant (other than an individual applying in his or her personal capacity) must download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#) as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities must provide all of the information requested on the form [Disclosure of Lobbying Activities \(SF-LLL\)](#). An applicant that does not expend any funds for lobbying activities must enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

9. 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

Each applicant must disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the

application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant must disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) 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.

Each applicant that has one or more pending applications as described above is 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 federal or State funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Funding Agency
DOJ/ Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
Health and Human Services/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

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant legal name on the application must match the entity named on the Disclosure of Pending Applications statement.

Any applicant that does not have any pending applications as described above must submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

b. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The

applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
 - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any coprincipal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any coprincipal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it

reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

- c. Logic model (see page 22).
- d. Timeline or milestone chart (see page 22).

Applicants are encouraged to develop a timeline to accommodate an estimated 3 months for hiring and startup/budget review; 10 months to undertake planning and developmental capacity-building activities; and 5 months to allow for approval and revision of the final Strategic Plan submission, assessment of progress, and transition to implementation.

- e. Résumés of all key personnel.
- f. Job descriptions outlining roles and responsibilities for all key positions.
- g. Required letters of support/memoranda of understanding from joint applicants and subrecipient organizations, if applicable (see page 24), submitted as a separate attachment.

- h. Required letters of commitment/memoranda of understanding from collaborative partner organizations (see Eligibility Information section, page 13), submitted as a separate attachment.
- i. Optional letters of support/memoranda of understanding from other community partners, submitted as a separate attachment.
- j. Evidence of history and organizational readiness to lead collaborative, communitywide strategic efforts consistent with the size and scope of this project, either as an appendix or in the Capabilities and Competencies section (see page 23).

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 at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on 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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

OJP 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.

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

Note on Attachments: Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Ensure that all required documents are attached in either Grants.gov category.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

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 (.)	Applicants must use the “&” format in place of the ampersand (&) when using XML format for documents.		

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:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System (DUNS) number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2, and 4.)

1. Acquire a unique entity identifier (currently, a DUNS number). In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

2. Register with SAM. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the**

information transfer from SAM to Grants.gov can take as long as 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to www.grants.gov/web/grants/applicants/individual-registration.html.
- 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 (CFDA) numbers for this solicitation are 16.123, titled "Community-Based Violence Prevention Program," and 16.818, titled "Children Exposed to Violence." The funding opportunity number is OJJDP-2017-10940.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. p.m. ET on April 3, 2017.

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

Note: Application Versions

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues—beyond the applicant's control—which prevent the applicant from submitting the application by the deadline may 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 email the Response Center at grants@ncirs.gov within **24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties and must 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: OJP does not automatically approve requests to submit a late application. After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desk to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are 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, such as issues with firewalls or browser incompatibility.

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

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, Statement of the Problem, is worth 15 percent of the entire score in the application review process.

1. Statement of the Problem/Description of the Issue (15%)
2. Goals, Objectives, and Performance Measures (10%)
3. Project Design and Implementation (35%)
4. Capabilities and Competencies (30%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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.¹¹ (10%)

¹¹ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

See What an Application Should Include, page 14, 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 making awards. 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 an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as critical elements.
- The applicant must not be identified in SAM as excluded from receiving federal awards.

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review 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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. If OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIIS").

Important note on FAPIIS: An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding

agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity.
2. Quality of the management systems of the applicant, and the applicant's ability to meet prescribed management standards, including those outlined in the [DOJ Grants Financial Guide](#).
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies.
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements.
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

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 take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

F. Federal Award Administration Information

Federal Award Notices

Award notifications will be made by September 30, 2017. OJP sends award notifications 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 steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9 p.m. ET on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning of the fully executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes, regulations, and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements](#),” available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

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

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, OJJDP expects that any award under this solicitation will be made as a cooperative agreement. A cooperative agreement will include a condition in the award document that sets out the “substantial federal involvement” in carrying out the award and program. Generally speaking, under cooperative agreements with OJP, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as coordination efforts and site selection, as well as review and approval of work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award condition that it may redirect the project if necessary.

OJJDP's role will include the following tasks:

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

In addition to a condition that sets out the “substantial federal involvement” in the award, cooperative agreements awarded by OJP include a condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semiannual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any recipient, post award, to provide the data listed as “Data Recipient Provides” in the performance measures table in [Section D. Application and Submission Information](#) under “Program Narrative,” so that OJP can calculate values for this solicitation's performance measures.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see the title page.

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

H. Other Information

Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement-sensitive information.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, email your résumé to ojppeerreview@lmsolas.com. (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

Application Checklist

OJJDP FY 2017 Safe and Thriving Communities: Planning and Collaboration

This application checklist has been created as an aid in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 34)

_____ Acquire or renew registration with SAM (see page 34)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 35)

_____ Acquire AOR confirmation from the E-Biz POC (see page 35)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 35)

_____ Download Funding Opportunity and Application Package (see page 35)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 33)

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

_____ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 12)

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

_____ (1) Application has been received

_____ (2) Application has either been successfully validated or rejected with errors (see page 35)

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

_____ Contact Grants.gov and/or SAM regarding technical difficulties. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 35)

_____ Contact the Response Center at grants@ncjrs.gov to request to submit the application after the deadline because of unforeseen technical issues. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 35)

Overview of Post-Award Legal Requirements:

_____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements](#)" in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$333,000.

Eligibility Requirement:

Eligible applicants are limited to (1) states (including territories) as joint applicants with units of local government or with federally recognized tribal governments as determined by the Secretary of the Interior, (2) units of local government, and (3) federally recognized tribal governments. Organizations proposing to focus on jurisdictions supported by OJJDP awards

made in FY 2010 or later under the National Forum, Defending Childhood, Community-Based Violence Prevention, and Safe and Thriving Communities initiatives are **not** eligible for this solicitation. Refer to page 13 for a full description of eligibility requirements.

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 (see page 25)
- _____ Budget Narrative (see page 25)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 28)
- _____ Tribal Authorizing Resolution (if applicable) (see page 28)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 29)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 29)
- _____ Additional Attachments (see page 29)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Research and Evaluation Independence and Integrity
 - _____ Logic model
 - _____ Timeline or milestone chart
 - _____ Résumés of all key personnel
 - _____ Job descriptions outlining roles and responsibilities for all key positions
 - _____ **If applicable, required** letters of support/memoranda of understanding as described in the Eligibility Information section and page 24
 - _____ **Required** letters of commitment/memoranda of understanding from partner organizations as described in the Eligibility Information section and page 24
 - _____ Optional letters of support from other community partners, page 24
 - _____ 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
 - _____ Optional Appendix – Evidence of Collaborative History and Readiness
- _____ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 12)

Appendix A: OJJDP Youth Violence Prevention Initiatives and Core Strategies

National Forum on Youth Violence Prevention

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

The goals of the Forum are to:

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

For more information, visit the Forum's [website](#).

Defending Childhood

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

The goals of the Defending Childhood initiative are to:

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

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

Community-Based Violence Prevention

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

This initiative supports evidence-based models¹² and local coordinated and multidisciplinary approaches to gang and violence prevention, intervention, suppression, and reentry efforts.

The goals of the Community-Based Violence Prevention program are to:

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

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

Community Justice and Healing. This encompasses activities to achieve community justice and healing outcomes as part of overall efforts to reduce youth violence. Communities can choose to undertake communitywide efforts to examine the issues inherent to structural violence and work toward positive outcomes. It is critical to undertake any such exploration with the full range of community stakeholders, including law enforcement, policymakers, city officials, educators, community leaders, and youth and families, and to obtain the support of trained facilitators to assist with community roundtables, interactive training, and other participatory discussions and inclusive activities that precede taking action.

Healing-Centered Indigenous Approaches to Trauma. Trauma from violence that is not recognized and treated has significant ramifications for individuals, families, and communities. Healing-centered indigenous approaches can help to integrate and process the trauma, acknowledge and validate the hurt, and connect victims to a positive and supportive network. This can help sustain emotional and psychological healing and restore the dignity and well-being that help support victims through the recovery process. These approaches include hospital-based interventions that engage victims of violent injury as soon as possible while they are recovering in the trauma center or hospital, and are culturally specific indigenous practices.

¹² Evidence-based approaches to intervene in and deter youth gun and gang violence include the Group Violence Intervention, formerly known as the Boston Ceasefire model (<http://nnscommunities.org/our-work/strategy/group-violence-intervention>), Cure Violence (<http://cureviolence.org/>), and the OJJDP Comprehensive Gang Model (<https://www.nationalgangcenter.gov/comprehensive-gang-model>). Refer also to [CrimeSolutions.gov](#) and [Gang Prevention: An Overview of Research and Programs](#) for more information.

For these programs to be effective, it is critical to have the ongoing engagement and commitment of all stakeholders and staff at the hospital and trauma or healing center.

Applicants considering these approaches can find more information about healing and hospital-based approaches and how to put them into practice in the following resources: [National Child Traumatic Stress \(NCTS\) Initiative](#), [NCTS Network](#), [Indian Country Child Trauma Center](#), and the handbook [Key Components to the Effective Implementation of a Hospital-Based Violence Intervention Program](#) on the [website](#) of the National Network of Hospital-Based Violence Intervention Programs.¹³ Other examples of hospital-based approaches are available on the [website of the Violence Intervention Advocacy Program](#) of Boston Medical Center.

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

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

¹³ Download [Violence is Preventable: A Best Practices Guide for Launching and Sustaining a Hospital-Based Program to Break the Cycle of Violence](#) from the [National Network of Hospital-Based Violence Intervention Programs](#) website.