

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](#) (OJJDP) is seeking applications for funding under the Fiscal Year (FY) 2018 Opioid Affected Youth Initiative. This Initiative furthers the Administration's priority to support states, local communities, and tribal jurisdictions in their efforts to develop and implement effective programs for children, youth, and at-risk juveniles and their families who have been impacted by the opioid crisis and drug addiction.

OJJDP FY 2018 Opioid Affected Youth Initiative

Applications Due: August 02, 2018

Eligibility

This solicitation will provide funding for the following categories:

Category 1: Implementing Data-Driven Strategies and Programs Through Strategic Partnerships. Eligible applicants are limited to states (including territories), units of local government,¹ and federally recognized tribal governments as determined by the Secretary of the Interior.

Category 2: Opioid Affected Youth Initiative Technical Assistance. Applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must forgo any profit or management fee.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as

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; or
- (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.

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 program.

Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time (ET) on August 02, 2018.

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, at <https://www.grants.gov/web/grants/support.html>, or at 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 its control that prevent it from submitting its application by the deadline 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 its application after the deadline. 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) or by email at grants@ncjrs.gov. 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. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at <https://www.ojjdp.gov/grants/solicitations/FY2018/FAQ/Opioid.pdf>.

A solicitation webinar will be held on June 22, 2018 at 2 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](#) and following the

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

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 June 18, 2018. Submit your questions to grants@ncjrs.gov with the subject as "Questions for OJJDP FY 2018 Opioid Affected Youth Initiative Webinar."

Grants.gov number assigned to this solicitation: OJJDP-2018-14562

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OJJDP FY 2018 Opioid Affected Youth Initiative

CFDA # 16.842

A. Program Description

Overview

The OJJDP FY 2018 Opioid Affected Youth Initiative will fund sites to develop a data-driven coordinated response to identify and address challenges resulting from opioid abuse that are impacting youth and community safety. Sites will work with OJJDP and a technical assistance provider to develop data collection tools that will inform strategies and programs to be implemented by the sites to address specific challenges resulting from the opioid epidemic.

Category 1: Implementing Data-Driven Strategies and Programs Through Strategic Partnerships will support states, units of local government, and/or tribal governments to (1) develop a multidisciplinary task force with working groups to identify specific areas of concern; (2) collect and interpret data that will assist the task force in developing strategies and programming that will be used to better coordinate response efforts and resources; and (3) implement services that will address public safety concerns, intervention, prevention, and diversion services for children, youth, and families directly impacted by opioid abuse. Sites will work in partnership with representatives from law enforcement, education, probation and community supervision, juvenile court, mental health service providers, medical physicians/examiners, prosecutors, community-based organizations that address substance abuse, child welfare agencies, child protective services, first responders, and other community health agencies.

Category 2: Opioid Affected Youth Initiative Technical Assistance will help Category 1 sites develop tools and agreements for data collection, sharing, and interpretation; develop long- and short-term outcome measurements; and develop deliverables that will track, document, and analyze the impact of the sites' implemented strategies and programs on combating the opioid epidemic.

Statutory Authority: This program is authorized pursuant to 34 U.S.C. 11171–11172; Pub. L. No. 115–141; 132 Stat. 348, 423.

Program-Specific Information

The Centers for Disease Control and Prevention has estimated that “from 1999-2016, more than 350,000 people died from an overdose involving any opioid, including prescription and illicit opioids.”³ As the epidemic of opioid abuse, overdose, and deaths continues to grow, President Trump declared the opioid crisis a National Public Health Emergency in October 2017.⁴ The opioid epidemic has had a profound effect on communities by disrupting public safety and increasing the burden of state and local law enforcement, child welfare, community health,

³ Wide-ranging online data for epidemiologic research (WONDER). 2017. Atlanta, GA: Centers for Disease Control and Prevention, National Center for Health Statistics, <http://wonder.cdc.gov>.

⁴ White House.gov. 2017. The Opioid Crisis, 2017, <https://www.whitehouse.gov/opioids/>.

corrections, and judicial systems. The Administration for Children and Families reports an increase in the number of children in foster care due to parental substance abuse, including opioid abuse, and confirmed that “approximately 92,000 children were removed from their home in FY 2016 because at least one parent had a drug abuse issue.”⁵ According to the National Center for State Courts (NCSC), “In a recent survey of chief justices and state court administrators, 55 percent of respondents indicated that the opioid epidemic’s impact on the courts in their states is severe.”⁶ NCSC also reported that communities have seen an increase in drug-related arrests, criminal cases, and probation caseloads involving opioid use disorders.⁷

For many communities, determining how to address the issues associated with the abuse of opioids can be challenging, since it is a class of drugs that includes both legal and illegal substances. For example, heroin, cocaine, and methamphetamine are illegal, but many other opioids are prescription pain relievers that are being illegally obtained and abused. The Centers for Disease Control and Prevention, National Center for Health Statistics, reported that since 1999, there has been an increase in drug overdoses involving opioids among those ages 15–19, with heroin being the highest cause of overdose in 2015 among this age group.⁸ Additionally, according to the Substance Abuse and Mental Health Services Administration’s 2016 National Survey on Drug Use and Health, drug misuse for youth among the population age 12 and older was largely driven by the misuse of prescription pain relievers that consisted of hydrocodone products, which include Vicodin, Lortab, Norco, Zohydro ER, and generic hydrocodone.⁹ Consequently, as youth addiction and death rates increase due to opioid abuse, communities must determine how to prevent, intervene in, and provide services to children, youth, and their families impacted by opioids in order to keep communities safer.

The Opioid Affected Youth Initiative will provide funding and assistance to states, local governments, and tribal jurisdictions to develop a coordinated statewide or communitywide response system that is data driven to assist with the identification, prevention, treatment, enforcement, and deterrence needed to address the opioid epidemic and its impact on youth and communities.

Goals, Objectives, and Deliverables

The goal of the Opioid Affected Youth Initiative is to assist states, local governments, and tribal jurisdictions in developing and implementing an effective, data-driven, coordinated response that addresses the abuse of opioids and provides services to improve public safety and outcomes for children, youth, and their families impacted by the opioid crisis.

⁵U.S. Department of Health and Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children’s Bureau, Adoption and Foster Care Analysis and Reporting System FY 2016 data, <https://www.acf.hhs.gov/cb>; and “Number of children in foster care continues to increase,” November 30, 2017, <https://www.acf.hhs.gov/media/press/2017/number-of-children-in-foster-care-continues-to-increase>.

⁶ National Center for State Courts. “Opioids and the Courts,” <http://www.ncsc.org/opioidsandcourts>.

⁷ National Center for State Courts. “Opioids and the Courts,” <http://www.ncsc.org/opioidsandcourts>.

⁸ Curtain, S.C., Tejada-Vera, B., and Warner, M. 2017. U.S. Department of Health and Human Services, Centers for Disease Control and Prevention, National Center for Health Statistics (NCHS). NCHS Data Brief No 282. “Drug Overdose Deaths Among Adolescents Aged 15-19 in the United States: 1999-2015.”

⁹ Center for Behavioral Health Statistics and Quality, Substance Abuse and Mental Health Services Administration. 2016. “Key Substance Use and Mental Health Indicators in the United States: Results from the 2016 National Survey on Drug Use and Health,” <https://www.samhsa.gov/data/sites/default/files/NSDUH-FFR1-2016/NSDUH-FFR1-2016.pdf>.

Category 1: Implementing Data-Driven Strategies and Programs Through Strategic Partnerships

Under this category, sites will:

- Develop strategic partnerships using a collaborative approach to respond to the opioid epidemic.
- Collect and use data to develop data-driven responses that address the abuse of opioids.
- Develop strategies to improve service coordination that will address public safety concerns, such as training, intervention, prevention, and diversion programs for children, youth, and families directly impacted by opioid abuse.
- Implement coordinated delivery services and programs.

Successful applicants will develop a collaborative approach to identify and respond to the impact that the opioid epidemic has had on children, youth, and their families by developing data-sharing tools that will allow the applicant to identify and respond to public safety concerns caused by the opioid crisis, identify types of opioids used and reasons for use, identify the degree of opioid use among youth in the community, identify the specific impacts caused by the opioid crisis, and develop a response to determine and respond to the impact of opioids.

Applicants should address deliverables for a planning phase and implementation phase of the project and include the following:

Planning Phase (Year 1). Successful applicants will establish a site coordinator who will serve as a point of contact with OJJDP and its designated partners to establish and convene a task force to identify specific areas of concern. The task force members must include at least one representative from law enforcement, education, probation and community supervision, juvenile court, mental health service providers, medical physicians/examiners, prosecutors, community-based organizations that address substance abuse, child welfare agencies, first responders, community health agencies, and the juvenile justice state advisory group. Applicants may also include on the panel representation from other state or local agencies, community groups, youth-serving programs, or family service programs that provide services that address opioid addiction and treatment. In addition, applicants may establish working groups that include or do not include representatives from the task force, but must be approved by and report to the task force, to examine specific or unique areas of concern that have been identified by the task force. The task force will develop and submit a final strategic plan that uses data to determine the most effective strategies and services needed to address the impact of opioid abuse on children, youth, and their families within their communities and jurisdictions.

The members of the task force do not have to be specifically identified in the application, and memoranda of understanding or letters of support are not required at this time. However, the successful applicant will have to submit memoranda of understanding from all task force representatives at the start of the planning phase. If applicants have already identified representatives of the task force, the applicants should identify the representatives in the application and explain how their involvement will contribute to the goals and deliverables of the initiative.

OJJDP will approve the final strategic plan for implementation. During the planning phase, site coordinators will work with OJJDP and a technical assistance provider to:

- Develop data-sharing agreements to collect and analyze data across stakeholders; use the data to examine trends, public safety needs, and gaps in service delivery and coordination; and strategize ways to improve the response to and coordination of services for children, youth, and families impacted by opioid abuse.
- Submit baseline, short-term, and long-term outcome indicators prior to the implementation of the program.
- Develop a strategy that identifies safety, services, and program needs.
- Develop a plan for how service needs will be addressed and implemented for the intended audience.

Implementation Phase (Years 2 and 3). Site coordinators will continue to work with OJJDP and the technical assistance (TA) provider to develop and implement program and service delivery models informed by the data collected in the planning phase and strategies outlined in the final strategic plans. Specifically, site coordinators will be responsible for ensuring:

- Coordinated responses and services are developed and successfully implemented.
- Public safety concerns are effectively acknowledged and addressed through coordinated service delivery models and programs.
- Desired short- and long-term outcomes are accomplished and reported to OJJDP.
- Community accountability and awareness activities are implemented.
- Intervention, prevention, and diversion services are implemented.
- Data are shared and communicated across task force representatives and stakeholders.
- Ongoing data analysis and data-driven decision-making throughout the implementation phase.
- Treatment services to children, youth, and families served are documented and the overall impact of service delivery models is continuously assessed for effectiveness.
- Implemented programs and service delivery models are sustainable until desired outcomes are realized.

Category 2: Opioid Affected Youth Initiative Technical Assistance

Under this category, a TA provider will provide support to the Category 1 sites to help identify considerations for collaborative efforts; develop data-sharing agreements and collection strategies and tools; coordinate and facilitate partnerships with relevant stakeholders; analyze and interpret data collected to identify service needs and gaps; develop program models with short- and long-term outcome goals and measurements; and develop resource documents and tools (i.e., templates, data set parameters and checklists, and logic model guides) that will inform sites on best practices and help the sites establish goals to support implementation, address program model design, and respond to implementation challenges.

Planning Phase (Year 1). During year 1 of the award, the TA provider will work in collaboration with OJJDP to develop a strategic planning phase guide to establish baseline requirements and goals for the sites. Additionally, the TA provider will play an essential role in working with the sites to:

- Develop data-sharing agreements and methods at the site level among task force agencies to improve coordination in addressing impact.
- Develop data collection tools and data sets to assist sites in organizing and analyzing data related to identifying the type of impact that opioids are having on children, youth,

and their families within the targeted communities (i.e., types of opioids used and reasons for use, opioid-related deaths, opioid-related crime committed by youth, school referrals to law enforcement of youth involving use or distribution of opioids, children and youth identified as a victim, youth arrested, youth diverted, youth placed out of the home, child and youth involvement in the child welfare and juvenile justice systems, and children who have been prenatally exposed or have experienced postnatal exposure/living with a parent/caregiver abusing opioids).

- Develop strategic goals with anticipated short- and long-term outcome measures.
- Facilitate meeting sessions onsite and offsite, to include site task force meetings, cross-site and site-specific data collection and analysis, and peer-to-peer information sharing and gathering.
- Finalize site strategic plans.

Implementation Phase (Years 2 and 3). The TA provider will coordinate and collaborate with OJJDP and the sites to implement and document the services and programs identified in the sites' final strategic plan. Specifically, the TA provider will:

- Develop site and cross-site tools and resources to assist site coordinators with successful implementation and the development of long-term planning strategies based on collected data to address gaps and needs that may occur from implementation.
- Collect, maintain, and disseminate information about effective policies and practices implemented and trends relevant to the grantees, stakeholders, and policymakers.
- Facilitate site-to-site information sharing.
- Analyze and document the impact of implemented cross-site coordinated service delivery models and programs on the desired outcome of finding solutions for the wide-ranging negative impact of opioid addiction on the public safety of children, youth, and families.
- Work with the sites to develop sustainability plans and strategies until desired outcomes are achieved.

In addition, the TA provider will produce a final report in the form of a program monograph that documents all aspects of the sites' work/progress, from planning to implementation. The TA provider will work with OJJDP to document and analyze performance and outcome measures across the sites to highlight changed outcomes, program impacts, and lessons learned throughout the Opioid Affected Youth Initiative. The TA provider will draft site-specific profiles of each grantee at three milestones: project planning; start of project implementation to detail the preliminary project outcomes; and within 18 to 24 months after project implementation to report on the implementation outcomes, including performance data and sustainability plans. The TA provider will develop the monograph for OJJDP in coordination with the site coordinators. The monograph should document the input of the task force, project staff, program participants, and program specialists who have been involved in implementing or evaluating programs. The monograph should describe the initiative's objectives, broken down by site planning model, goals, lessons learned, best practices, results and impact, and process for replication. Although the sites will address specific localized issues, each program description should provide enough information about how the site developed and implemented the program to provide guidance for other communities in developing similar programs in other regions across the nation.

Data-Driven Approaches

OJJDP recommends that successful applicants collect participation data to determine program effectiveness, and share these data with OJJDP and appropriate stakeholders. Data integration with electronic law enforcement records, overdose episodes, and substance abuse-related decision support tools for providers is necessary to increase program effectiveness.

As data are collected, recipients must identify the target audience and the opioid of concern, describe ways the audience is being impacted, and the geographic locations of high opioid abuse. Using data, recipients will strategically plan ways to eradicate or address the opioid problem; develop and implement accountability approaches related to the impacts of opioids and crime; ensure public safety; and determine the level of services offered to help youth, families, and children affected by opioids. Programs need to address the three-pronged approach:

- Public safety.
- Accountability.
- Life skills.

Successful applicants will develop information systems; determine what type of data are necessary to collect and analyze; develop and standardize data collection, analytics, and information sharing related to opioid abuse; and analyze outcomes. The use of a data validation tool will be helpful in measuring outcomes and for the collection and reporting of performance measures data, including who provides the data, who collects it and how often, and where is it stored.

The TA provider will work with recipients to ensure that the data reported are accurate and provide evidence that supports the information reported from the sample data that are selected.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

Evidence-Based Programs or Practices

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

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on

the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website and the [OJJDP Model Programs Guide](#) website are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Category 2: Opioid Affected Youth Initiative Technical Assistance

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

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

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and provide the final files which are compliant with Section 508 of the Workforce Rehabilitation Act to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit www.section508.gov.
- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to NTTAC on all training events (e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

Information Regarding Potential Evaluation of Programs and Activities

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data

requested may be in addition to any other financial or performance data already required under this program.

B. Federal Award Information

Category 1: Implementing Data-Driven Strategies and Programs Through Strategic Partnerships. (OJJDP-2018-14727)

OJJDP expects to make up to six awards of up to \$1,000,000 each, with an estimated total amount awarded of up to \$6,000,000. OJJDP expects to make awards for a 36-month period of performance, to begin on October 1, 2018.

Category 2: Opioid Affected Youth Initiative Technical Assistance. (OJJDP-2018-14728)

OJJDP expects to make one award of up to \$1,010,253, with an estimated total amount awarded of up to \$1,010,253. OJJDP expects to make the award for a 36-month period of performance, to begin on October 1, 2018.

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 to make any award under this solicitation 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 entities¹⁰) must, as described in the Part 200 Uniform Requirements¹¹ 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.

¹⁰ 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. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

¹¹ 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.

- (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 the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information), which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

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.

For additional information on cost sharing and match requirements, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

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.

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 at <https://ojp.gov/financialguide/DOJ/index.htm> 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.¹² The 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. 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/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 <https://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 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.

¹² 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.

For additional information, see the "Civil Rights Compliance" section under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

C. Eligibility Information

For eligibility information, see title page.

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 if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its 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, including the funding limit, 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, and Budget Narrative.

NOTE: OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

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

Please review the "Note on File Names and File Types" under [How To Apply](#) to be sure applications are submitted in permitted formats.

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, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), 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). Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

Intergovernmental Review: This solicitation (“funding opportunity”) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to 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 project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with “Project Abstract” as part of its file name.
- Single-spaced, using a standard 12-point font (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 18. 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.

3. Program Narrative

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman.

Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) description of the issue; (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:¹³

- a. **Description of the Issue.** Applicants should briefly describe the nature and scope of the opioid problem that the program will address (e.g., opioid-related crime committed by youth, number of school referrals to law enforcement of youth involving use or distribution of opioids, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem. In addition, applicants should address the general impact that the opioid epidemic has had on the targeted community or region to be served, and any currently existing gaps in services within the targeted community or region.

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

- b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program 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 program’s intent to change, reduce, or eliminate the problem noted in the previous section and outline the project’s goals.

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They should be clearly linked to the problem identified in the preceding section and

¹³ 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](#).

measurable. (Examples of measurable objectives include the following: number of new, revised, or rescinded systems level policies or procedures enacted during the reporting period; number of programs and/or agencies that are sharing automated data during the reporting period; number of cross-sector partnerships established; change in the number of children and youth identified as a victim).

Performance Measures. OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see “[General Information About Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

More Information on performance measurement at OJP is provided at www.ojp.gov/performance.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the [Data Reporting Tool](#).

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 designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” 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 - FY 2018 Awards,”](#) available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

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 6. OJJDP encourages applicants to select evidence-based practices for their programs.

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

Applicants should describe how task force representatives will be identified and, if already identified, who they are and the process by which they were selected. Applicants should describe their capacity to bring the task force representatives and key stakeholders together to share data and to develop a coordinated community response with effective strategies and knowledge-based practices about the causes of opioid addiction and crime. Applicants should discuss any current activities that have been implemented to address the impact that opioids have had on children, youth, and their families, and how those activities will be incorporated into the planning phase.

Applicants should discuss the capacity of the site coordinators' ability to monitor and manage the activities identified in the implementation phase. Successful applicants will discuss the role(s) the service coordinator will have in order to ensure programs and service delivery models are implemented with desired or intended outcomes.

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 26.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” [here](#)).

Applicants should submit the timeline as a separate attachment, taking into consideration the planning and implementation phases established for this project, as stipulated in Additional Attachments, page 26. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

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

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

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

Letters of support may be addressed to 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.

4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

Award recipients may take as long as 12 months to complete the project planning phase. During the planning phase, grantees will have access to up to \$300,000 for activities related to addressing the mandatory requirements and planning phase deliverables. Once the

planning phase is completed and OJJDP has approved the final strategic plan, award recipients will gain access to the remaining award balance. Award recipients may then proceed to the implementation phase and complete project activities in consultation with OJJDP and the TA provider.

All applicants are required to allocate funds in the amount of \$10,000 to support travel costs associated with technical assistance and capacity-building activities sponsored by the TA provider or approved by OJJDP.

a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

b. Budget Narrative

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

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction, as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal

statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

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. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

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 Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not 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. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. 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.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently, \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

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 (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 (unexpired) federally approved indirect cost rate is to 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 Office of the Chief Financial Officer 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 <https://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) its 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.) For the "de minimis" rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

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.

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect

to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the preaward risk assessment process.

The questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the questionnaire directly impact the preaward risk assessment and should accurately reflect the applicant's financial management and internal controls system at the time of the application. The preaward risk assessment is only one of multiple factors and criteria used in determining funding. However, a preaward risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

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 is to provide all of the information requested on the form

Disclosure of Lobbying Activities (SF-LLL) at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to 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 is to 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 is to 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 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 Federal or State 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 and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov
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Each applicant should include the table as a separate attachment to its application. The file should be named "Disclosure of Pending Applications." The applicant's 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 is to 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. Disclosure of Process Related to Executive Compensation

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that are obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

- c. Logic model (see page 19).
- d. Timeline or milestone chart (see page 19).
- e. Résumés of all key personnel.
- f. Job descriptions outlining roles and responsibilities for all key positions.
- g. Letters of support/memoranda of understanding from partner organizations (see page 20).

How To Apply

Applicants must register in and submit applications through [Grants.gov](https://www.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 <https://www.grants.gov/web/grants/support.html>.

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.

Important Grants.gov update. Grants.gov has updated its application tool. The legacy PDF application package has been phased out and was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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 at <https://www.grants.gov/web/grants/manage-subscriptions.html>. 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. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other, etc.). Applicants should ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

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	Special Characters	Special Characters
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)*	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)			

***When using the ampersand (&) in XML, applicants must use the “&,” format.**

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:

Unique Entity Identifier (DUNS Number) and System for Award Management

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard

information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the 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.

Registration and Submission Steps

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.

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 2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Information about the notarized letter is posted at https://www.fsd.gov/fsd.gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183.

All applicants for OJP awards (other than individuals) with current registration in SAM must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number EIN. 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 (2 more weeks to acquire an EIN).

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 <https://www.grants.gov/web/grants/applicants/organization-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) number for this solicitation is 16.842, titled "Opioid Affected Youth Initiative," and the funding opportunity number is OJJDP-2018-14562.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

Category 1: Implementing Data-Driven Strategies and Programs Through Strategic Partnerships. OJJDP-2018-14727.

Category 2: Opioid Affected Youth Initiative Technical Assistance. OJJDP-2018-14728.

7. **Access funding opportunity and application package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
8. **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. ET on August 02, 2018.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> 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 its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the Response Center at grants@ncjrs.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 at <https://ojp.gov/funding/index.htm>.

E. Application Review Information

Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issue (10%)
2. Goals, Objectives, and Performance Measures (10%)
3. Project Design and Implementation (45%)
4. Capabilities and Competencies (25%)
5. Budget (10%): 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.¹⁴

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

Review Process

OJP is committed to ensuring a fair and open process for 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 OJJDP include 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 the applicant. 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.

¹⁴ 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.

In addition, 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 the applicant.

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 applicant's management systems, 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, 2018. 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 and submission 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 and regulations (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 - FY 2018 Awards](#),” available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. 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. (An applicant is not required to submit these documents as part of an application.)

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

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)” 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 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, 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 it will make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, 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 substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

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

OJJDP's role will include the following tasks:

- Reviewing and approving final strategic plans and other major work plans, including changes to such plans, and key decisions pertaining to project operations (i.e.,

identifying and approving task force representatives, identifying and approving data collection indicators).

- Reviewing and approving major project-generated documents and materials used to provide project services.
- Providing guidance in significant project planning meetings and task force convenings, and participating in project-sponsored training events or conferences.
- Providing guidance in determining short- and long-term program outcomes and performance measurements.

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, semi-annual 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 webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each 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 award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP. Performance measures for this program are listed in [Appendix A](#).

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 ojppsupport@usdoj.gov. (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.

Appendix A: Performance Measures Table

Category 1: Implementing Data-Driven Strategies and Programs Through Strategic Partnerships

Objective	Performance Measure(s)	Description	Data Recipient Provides
Phase 1: Develop an effective, data-driven response to improve public safety of children, youth, and families impacted by the opioid crisis.	Number of system-level initiatives implemented during the reporting period.	<p>Number of system-level initiatives implemented during the reporting period.</p> <p>Only count a system-level initiative as implemented on the date a new policy or practice is first put into operation to implement the new initiative. If your jurisdiction is implementing more than one system-level initiative during a reporting period, count each initiative separately.</p> <p>If significant changes are made to an original initiative design during the award cycle, count each time a new policy or practice is put into operation during a reporting period.</p> <p>A system-level initiative includes changing policies and practices on how the jurisdiction's juvenile justice system operates. System-level initiatives impact multiple stakeholders, agencies, and organizations. System-level initiatives do not include starting a new program, unless the new program is in response to a change in policy or practice.</p> <p>Program records are the preferred data source.</p>	Number of system-level initiatives implemented during the reporting period.
	Number of memoranda of understanding (MOU) implemented.	<p>Number of MOUs implemented during the reporting period. Include all formal partnering or coordination agreements.</p> <p>Only count the date when the MOU was officially signed by all participants.</p> <p>Program records are the preferred data source.</p>	Number of MOUs implemented during the reporting period.
	Number of system planning activities conducted.	<p>Number of system planning activities undertaken during the reporting period. System planning activities focus on system-level initiatives and include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc.</p> <p>Program records are the preferred data source.</p>	Number of system planning activities undertaken.

	<p>Number of new, revised, or rescinded system-level policies or procedures enacted during the reporting period.</p>	<p>Number of new, revised, or rescinded system-level policies enacted 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 systems improvement initiatives or that affect system-level operations.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of new system-level policies or procedures enacted during the reporting period.</p> <p>B. Number of system-level policies or procedures revised during the reporting period.</p> <p>C. Number of system-level policies or procedures rescinded during the reporting period.</p>
	<p>Number of agency policies or procedures created, amended, or rescinded.</p>	<p>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 cross-programs or agencies that affect operations.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of new cross-program or agency policies or procedures enacted during the reporting period.</p> <p>B. Number of cross-program or agency policies or procedures revised during the reporting period.</p> <p>C. Number of cross-program or agency policies or procedures rescinded during the reporting period.</p>
	<p>Number of systems that have established interagency planning bodies.</p>	<p>Number of planning bodies or interagency coordinating groups established during the reporting period. Only count the first time the planning body or interagency coordinating group meets.</p> <p>Program records are the preferred data source.</p>	<p>Number of planning bodies or interagency coordinating groups established during the reporting period.</p>

	<p>Number of programs and/or agencies that are sharing automated data during the reporting period.</p>	<p>Number of programs and/or agencies using automated data systems that enable the appropriate sharing of justice information with partners during the reporting period.</p> <p>Only count the first time a program(s) and/or agency share justice information. A program and/or agency may have multiple partnerships to share justice information. Count each partnership between a program and/or agency separately.</p>	<p>Number of programs and/or agencies sharing automated data.</p>
	<p>Number of cross-sector partnerships established.</p>	<p>Number of partnerships established and maintained during the reporting period to support system improvement efforts by type of partner agency/organization. Partner organizations may include schools, law enforcement officials, prosecutors, defense counsel, judges, jail officials, corrections officials, public and private service providers, local public interest groups, and healthcare providers.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of new partnerships established during the reporting period.</p> <p>B. Number of partnerships ended during the reporting period.</p> <p>C. Number of partnerships continued from the previous reporting period.</p> <p>D. Number of new partnerships established with schools during the reporting period.</p> <p>E. Number of new partnerships established with law enforcement agencies during the reporting period.</p> <p>F. Number of new partnerships established with prosecutors during the reporting period.</p> <p>G. Number of new partnerships established with defense council during the reporting period.</p> <p>H. Number of new partnerships established with judges during the reporting period.</p>

			<ul style="list-style-type: none"> I. Number of new partnerships established with jail officials during the reporting period. J. Number of new partnerships established with corrections officials during the reporting period. K. Number of new partnerships established with public and private service providers during the reporting period. L. Number of new partnerships established with public interest groups during the reporting period. M. Number of new partnerships established with healthcare providers during the reporting period. N. Number of new partnerships established with other groups or organizations during the reporting period.
	<p>Number of new community-based services established (by type) during the reporting period.</p>	<p>Number of new community-based services established (by type) during the reporting period. Community-based services are provided to youth during the day and do not include residential services where a youth spends the night away from home. Only count a community-based service once, the first time the services are provided to youth.</p> <p>A community-based service may be a specific program or agency operated by a nonprofit organization, public entity, or private organization. Community-based services may be counted in more than one type listed.</p>	<ul style="list-style-type: none"> A. Total number of community-based services established during the reporting period. B. Number of trauma-informed services established during the reporting period.

		<p>Trauma-informed services realize the widespread impact of trauma and understand potential paths for recovery; recognize the signs and symptoms of trauma; fully integrate knowledge about trauma into policies, procedures, and practices; and resist re-traumatization.</p> <p>Gender-responsive services are designed to promote healthy attitudes, behaviors, and lifestyles, and promote social competence in girls.</p> <p>School-based services are provided in school as an alternative to formal involvement in the juvenile justice system.</p> <p>Diversion programs divert youth from entering the juvenile justice system in place of the filing of formal charges. This may include pre- or post-arrest and/or pre- or post-charge.</p> <p>Alternative-to-detention programs provide options for supervising youth pending action of the juvenile court.</p> <p>Program records are the preferred data source.</p>	<p>C. Number of gender-responsive services established during the reporting period.</p> <p>D. Number of school-based services established during the reporting period.</p> <p>E. Number of diversion services established during the reporting period.</p> <p>F. Number of detention alternative services established during the reporting period.</p> <p>G. Number of other community-based services established during the reporting period.</p>
<p>Phase 2: Implement strategies and coordinated responses and programs to improve public safety and reduce opioid abuse in youth and family members, youth and family member opioid-related deaths, child and youth involvement in the child welfare and juvenile</p>	<p>Number of program youth served.</p>	<p>An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of program youth carried over from the previous reporting period.</p> <p>B. New admissions during the reporting period.</p> <p>C. Sum (A+B).</p>

justice systems, and child and youth victimization.			
	Number and percent of program youth completing program requirements.	<p>Number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still in ongoing programs. Program obligations will vary by program, but they should be a predefined list of requirements or obligations that youth must meet before program completion, such as attendance and participation at a certain number of meetings or events. The total number of youth (the B value) includes those youth who have exited successfully as well as those who have exited unsuccessfully.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of program youth who exited the program having completed program requirements. B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully). C. Percent (A/B).</p>
	Number and percent of families completing program requirements.	<p>Number and percent of families (families may include parents, guardians, siblings, extended guardians, and anyone a youth identifies as a family member) who have successfully fulfilled all program obligations and requirements during the reporting period. This does not include families who are still in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that clients must meet before program completion. The total number of families includes those who have exited successfully as well as those who have exited unsuccessfully.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of families who exited the program having completed program requirements. B. Total number of families who exited the program during the reporting period (either successfully or unsuccessfully). C. Percent (A/B).</p>
	Percent of program youth exhibiting a desired change in the targeted behavior – substance use (short term).	<p>Number and percent of program youth who have exhibited a decrease in substance use during the reporting period.</p> <p>Self-report or staff ratings are the most likely data sources.</p>	<p>A. Number of program youth served during the reporting period with the noted behavioral change. B. Total number of youth receiving services for the targeted behavior during the reporting period. C. Percent (A/B).</p>

	Percent of program youth exhibiting a desired change in the targeted behavior – substance use (long term).	<p>Number and percent of program youth who exhibited a decrease in substance use 6–12 months after exiting the program.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Self-report, staff rating, or urinalysis are the most likely data sources.</p>	<p>A. Total number of program youth exiting the program 6–12 months ago tracked for the targeted behavior during the reporting period.</p> <p>B. Of A, the number of program youth with the noted behavioral change during the reporting period.</p> <p>C. Percent (B/A).</p>
	Percent change in youth arrested.	<p>The percent change in youth arrested during the reporting period compared to before the grant start date. Count the number of youth who were arrested within your jurisdiction during the reporting period. Count each arrest of a youth by local, county, and state law enforcement agency at the time of the arrest decision.</p> <p>Youth are counted as arrested when law enforcement agencies apprehend, stop, or otherwise contact them and suspect them of having committed a delinquent act. Delinquent acts are those that, if an adult commits them, would be criminal, including crimes against persons, crimes against property, drug offenses, and crimes against the public order.</p> <p>Only enter the baseline number during the first reporting period. The baseline number is the total number of youth arrested in your jurisdiction during the 6 months prior to the grant award start date.</p> <p>Court or law enforcement records are the preferred source.</p>	<p>A. Number of youth arrested within your jurisdiction during the 6 months prior to the grant start date (baseline measure).</p> <p>B. Number of youth arrested within your jurisdiction during the reporting period.</p> <p>C. Percent change ((B-A)/A).</p>
	Percent change in youth referrals to law enforcement from schools.	<p>The percent change in youth referrals to law enforcement from schools during the reporting period compared to before the grant start date. Count the number of youth who were referred to law enforcement by schools within your jurisdiction for school-based offenses during the reporting period. Count each referral of an individual youth to law enforcement by school staff.</p>	<p>A. Number of youth who were referred to law enforcement by schools within your jurisdiction during the 6 months prior to the grant start date (baseline measure).</p>

		<p>School-based offenses are any behaviors that are illegal in your state for underage persons alone or for both underage persons and adults and occur in an educational setting. Educational settings may include a public school, private school, charter school, or school located in a juvenile correctional facility.</p> <p>Only enter the baseline number during the first reporting period. The baseline number is the total number of youth referred to law enforcement by schools in your jurisdiction during the 6 months prior to the grant award start date.</p> <p>School district, law enforcement, or court records are the preferred source.</p>	<p>B. Number of youth who were referred to law enforcement by schools within your jurisdiction during the reporting period.</p> <p>C. Percent change $((B-A)/A)$.</p>
	Percent change in youth diverted.	<p>The percent change in youth diverted during the reporting period compared to before the grant start date. Count the number of youth diverted during the reporting period within your jurisdiction. The diversion population includes all youth referred for legal processing but handled without the filing of formal charges with the juvenile court.</p> <p>Count all youth who were diverted by law enforcement, prosecutor, school officials, etc. at the time of the diversion decision. Count all youth diverted at any decision point within the system (e.g., pre-arrest, post-arrest, recharge, post-charge, etc.).</p> <p>Only enter the baseline number during the first reporting period. The baseline number is the total number of youth diverted in your jurisdiction during the 6 months prior to the grant award start date.</p> <p>Program records are the preferred data source.</p>	<p>A. Total number of youth diverted within your jurisdiction during the 6 months prior to the grant start date (baseline measure).</p> <p>B. Total number of youth diverted within your jurisdiction during the reporting period.</p> <p>C. Percent change $((B-A)/A)$.</p>
	Percent change in youth in out-of-home placement.	<p>The percent change in youth placed out of the home during the reporting period compared to the grant start date. Count the number of youth under the authority of your jurisdiction's juvenile court placed out of the home during the reporting period. Only count youth who are charged with or court-adjudicated for an offense and placed out of the home by the juvenile court. Count youth who spend a minimum of one night in out-of-home placement during the reporting period. Count youth at the time of the placement decision.</p>	<p>A. Number of youth placed out of the home by your jurisdiction's juvenile court during the 6 months prior to the grant start date (baseline measure).</p>

		<p>Do not include youth placed in a detention facility or out of the home because of their status as a Person in Need of Services (PINS) or a Child in Need of Services (CHINS).</p> <p>Out-of-home placement is defined as a residential setting where a youth is placed after some contact with the juvenile justice system. Placement settings include youth in a training school/long-term secure facility, reception or diagnostic center, group home/halfway house, residential treatment center, boot camp, ranch, forestry camp, wilderness or marine program or farm, runaway and homeless shelter, or other type of shelter such as emergency nonsecure shelter.</p> <p>Only enter the baseline number during the first reporting period. The baseline number is the total number of youth placed out of the home by your jurisdiction's juvenile court during the 6 months prior to the grant award start date.</p> <p>Court records are the preferred data source.</p>	<p>B. Number of youth placed out of the home by your jurisdiction's juvenile court during the reporting period.</p> <p>C. Percent change $((B-A)/A)$.</p>
	<p>Number and percent of program youth who offend (short term).</p>	<p>Number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period.</p> <p>A youth may be "committed" to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as "sentences."</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p>	<p>A. Total number of program youth served during the reporting period.</p> <p>B. Number of program youth tracked during the reporting period.</p> <p>C. Of B, the number of program youth who had an arrest or delinquent offense during the reporting period.</p> <p>D. Number of program youth who were committed to a juvenile facility during the reporting period.</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period.</p>

		<p>Example: If I am tracking 50 program youth, then B would be 50. Of these 50 program youth I am tracking, if 25 were arrested or had a delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth offending who are measured short term will be auto calculated in G.</p>	<p>F. Number of youth who received another sentence during the reporting period. G. Percent offending (C/B).</p>
	<p>Number and percent of program youth who offend (long term).</p>	<p>Number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period, Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses 6–12 months after completing program requirements.</p> <p>A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago. B. Of A, the number of program youth who had an arrest or delinquent offense during the reporting period. C. Number of program youth who were committed to a juvenile facility during the reporting period. D. Number of program youth who were sentenced to adult prison during the reporting period. E. Number of youth who received another sentence during the reporting period. F. Percent offending (B/A).</p>
	<p>Number and percent of program youth who reoffend (short term).</p>	<p>Number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program.</p> <p>Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally, this number should be all youth served by the program during the reporting period.</p>	<p>A. Total number of program youth served during the reporting period. B. Number of program youth tracked during the reporting period. C. Of B, the number of program youth who had a new arrest or new delinquent offense during the reporting period.</p>

		<p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: If I am tracking 50 program youth, the B value would be 50. Of these 50 program youth I am tracking, if 25 had a new arrest or a new delinquent offense during the reporting period, then C would be 25. This logic should follow for D, E, and F values. The percent of youth reoffending who are measured short term will be auto calculated in G.</p>	<p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period.</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period.</p> <p>F. Number of youth who received another sentence during the reporting period.</p> <p>G. Percent recidivism (C/B).</p>
	<p>Number and percent of program youth who reoffend (long term).</p>	<p>Number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored 6–12 months after completing program requirements.</p> <p>Certain jurisdictions refer to adjudications as “sentences.”</p> <p>Other sentences may be community-based sanctions, such as community service, probation, etc.</p> <p>Example: A grantee may have several youth who exited the program 6–12 months ago; however, they are tracking only 100 of them. Therefore, the A value will be 100. Of these 100 program youth who exited the program 6–12 months ago, 65 had an arrest or delinquent offense during the reporting period; therefore, the B value should be recorded as 65. This logic should follow for C, D, and E values. The percent of youth offending who are measured long term will be auto calculated in F.</p>	<p>A. Total number of program youth tracked during the reporting period who exited the program 6–12 months ago.</p> <p>B. Of A, the number of program youth who had a new arrest or new delinquent offense during the reporting period.</p> <p>C. Number of program youth who were recommitted to a juvenile facility during the reporting period.</p> <p>D. Number of program youth who were sentenced to adult prison during the reporting period.</p> <p>E. Number of youth who received another sentence during the reporting period.</p> <p>F. Percent recidivism (B/A).</p>

	<p>Number and percent of program youth who are victimized (short term).</p>	<p>The number of youth, identified by staff or self as a victim, by type of victimization, during the reporting period. Count youth as served by the program if they received a minimum of one service delivery, as defined by the grant program.</p> <p>Definitions:</p> <p>Victimization: Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.</p> <p>Short-term data: Totals reflect all youth served by the program followed or monitored for victimization during the reporting period.</p> <p>Sex trafficking: Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age. Include all youth tracked during the reporting period and youth victimized prior to program participation.</p> <p>Labor trafficking: The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery. Include all youth tracked during the reporting period and youth victimized prior to program participation.</p>	<p>A. Total number of program youth served during the reporting period.</p> <p>B. Number of program youth tracked during the reporting period for victimization.</p> <p>C. Of B, the number of program youth who were victimized during the reporting period.</p> <p>D. Percent victimized (C/B).</p> <p>E. Of youth tracked, the number of program youth who experienced violent victimization during the reporting period.</p> <p>F. Of youth tracked, the number of program youth who experienced nonviolent victimization during the reporting period.</p> <p>G. Of youth tracked, the number of all program youth identified as a sex trafficking victim during the reporting period.</p> <p>H. Of youth tracked, the number of new program youth identified as a sex trafficking victim during the reporting period.</p> <p>I. Of youth tracked, the number of all program youth identified as a labor trafficking victim during the reporting period.</p>
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			<p>J. Of youth tracked, the number of new program youth identified as a labor trafficking victim during the reporting period.</p> <p>K. Of youth tracked, the number of all program youth identified as both a sex and labor trafficking victim during the reporting period.</p> <p>L. Of youth tracked, the number of new program youth identified as both a sex and labor trafficking victim during the reporting period.</p>
	<p>Number and percent of program youth who are victimized (long term).</p>	<p>The number of youth who exited the program 6–12 months ago, tracked or monitored by the program during the reporting period and identified by staff or self as a new victim, by type of victimization. If a youth experienced multiple types of victimization, count the youth in each relevant category.</p> <p>Definitions:</p> <p>Victimization: Victimization can be physical or psychological; it also includes harm or adverse effects to youth’s property.</p> <p>Long-term data: Totals reflect all youth served by the program who exited the program 6–12 months ago and were followed or monitored for victimization during the reporting period.</p> <p>Sex trafficking: Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.</p> <p>Labor trafficking:</p>	<p>A. Number of program youth who exited the program 6–12 months ago that the program is tracking or monitoring during the reporting period.</p> <p>B. Of A, the number of program youth who exited the program 6–12 months ago who were victimized during the reporting period.</p> <p>C. Percent victimized (B/A).</p> <p>D. Of youth tracked, the number of program youth who exited the program 6–12 months ago who experienced violent victimization during the reporting period.</p>

		<p>The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.</p>	<p>E. Of youth tracked, the number of program youth who exited the program 6–12 months ago who experienced nonviolent victimization during the reporting period.</p> <p>F. Of youth tracked, the number of program youth who exited the program 6–12 months ago identified as a sex trafficking victim during the reporting period.</p> <p>G. Of youth tracked, the number of program youth who exited the program 6–12 months ago identified as a labor trafficking victim during the reporting period.</p> <p>H. Of youth tracked, the number of program youth who exited the program 6–12 months ago identified as both a sex and labor trafficking victim during the reporting period.</p>
	<p>Number and percent of youth who are revictimized (short term).</p>	<p>The number of youth identified by staff or self as a youth experiencing revictimization, by type of victimization, during the reporting period. Count youth as served by the program if they received a minimum of one service delivery, as defined by the grant program.</p> <p>Definitions:</p> <p>Victimization: Victimization can be physical or psychological; it also includes harm or adverse effects to youth’s property.</p>	<p>A. Number of program youth tracked during the reporting period for revictimization.</p> <p>B. Of A, the number of program youth who were revictimized.</p> <p>C. Percent revictimized (B/A).</p>

		<p>Short-term data: Totals reflect all youth served by the program followed or monitored for revictimization during the reporting period.</p> <p>Sex trafficking: Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.</p> <p>Labor trafficking: The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.</p>	<p>D. Of youth tracked, the number of program youth who experienced revictimization of violence during the reporting period.</p> <p>E. Of youth tracked, the number of program youth who experienced revictimization of nonviolence during the reporting period.</p> <p>F. Of youth tracked, the number of youth who experienced revictimization of sex trafficking during the reporting period.</p> <p>G. Of youth tracked, the number of program youth who experienced revictimization of labor trafficking during the reporting period.</p> <p>H. Of youth tracked, the number of program youth who experienced revictimization of both sex and labor trafficking during the reporting period.</p>
	<p>Number and percent of youth who are revictimized (long term).</p>	<p>The number of youth who exited the program 6–12 months ago tracked or monitored by the program during the reporting period, and identified by staff or self as a youth experiencing revictimization, by type of victimization. If a youth experienced multiple types of revictimization, count the youth in each relevant category.</p> <p>Definitions:</p> <p>Victimization: Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.</p>	<p>A. Number of program youth who exited the program 6–12 months ago tracked for revictimization.</p> <p>B. Of A, the number of program youth who were revictimized during the reporting period.</p> <p>C. Percent revictimized (B/A).</p>

		<p>Long-term data: Totals reflect all youth served by the program followed or monitored for revictimization 6–12 months after the reporting period.</p> <p>Sex trafficking: Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.</p> <p>Labor trafficking: The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.</p>	<p>D. Of tracked youth, the number of program youth who exited the program 6–12 months ago who experienced revictimization of violence during the reporting period.</p> <p>E. Of tracked youth, the number of program youth who exited the program 6–12 months ago who experienced revictimization of nonviolence during the reporting period.</p> <p>F. Of tracked youth, the number of program youth who exited the program 6–12 months ago who experienced revictimization of sex trafficking during the reporting period.</p> <p>G. Of tracked youth, the number of program youth who exited the program 6–12 months ago who experienced revictimization of labor trafficking during the reporting period.</p> <p>H. Number of all program youth who exited the program who experienced revictimization of both sex and labor trafficking during the reporting period.</p>
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Category 2: Opioid Affected Youth Initiative Technical Assistance

Objective	Performance Measure(s)	Description	Data Recipient Provides
Build capacity to collect performance measures and understand the impact of the opioid crisis, establish data-sharing agreements, and analyze and report on the results.	Number of training requests received	Number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received during the reporting period.
	Number of technical assistance requests received.	Number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period.
	Number of program materials developed during the reporting period.	Number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, and lists of local service providers. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed.
	Number of planning or training events held during the reporting period.	Number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Program records are the preferred data source.	Number of planning or training activities held during the reporting period.
	Number of people trained during the reporting period.	Number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program	Number of people trained.

		<p>or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period.</p> <p>Program records are the preferred data source.</p>	
	<p>Number of program policies changed, improved, or rescinded during the reporting period.</p>	<p>Number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of program policies changed during the reporting period.</p> <p>B. Number of program policies rescinded during the reporting period.</p>
	<p>Percent of people exhibiting an increased knowledge of the program area during the reporting period.</p>	<p>Number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre- and post-tests is preferred.</p>	<p>A. Number of people exhibiting an increase in knowledge post-training.</p> <p>B. Number of people trained during the reporting period.</p> <p>C. Percent of people trained who exhibited increased knowledge (A/B).</p>
	<p>Percent of organizations reporting improvements in operations based on training and technical assistance (TTA).</p>	<p>Number and percent of organizations reporting improvements in operations as a result of TTA 1 to 6 months post-service.</p>	<p>A. Number of organizations reporting improvements in operations based on TTA during the reporting period.</p> <p>B. Number of organizations served by TTA during the reporting period.</p> <p>C. (A/B).</p>
	<p>Percent of those served by TTA who reported implementing an evidence-based</p>	<p>Number and percent of programs served by TTA that reported implementing an evidence-based program and/or practice during or</p>	<p>A. Number of programs served by TTA that reported using an</p>

	program and/or practice during or after the TTA.	after the TTA. Evidence-based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance use.	evidence-based program and/or practice. B. Number of programs served by TTA. C. Percent of programs served by TTA that report using an evidence-based program and/or practice (A/B).
	Number of program materials disseminated during the reporting period.	Number of program materials disseminated during the reporting period.	Number of program materials disseminated during the reporting period.

Appendix B: Application Checklist

OJJDP FY 2018 Opioid Affected Youth Initiative

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 30)

_____ Acquire or renew registration with SAM (see page 30)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 30)

_____ Acquire AOR confirmation from the E-Biz POC (see page 31)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 31)

_____ Select the correct Competition ID (see page 31)

_____ Access Funding Opportunity and Application Package (see page 31)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 29)

_____ 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 14)

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 31)

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 32)

_____ 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 32)

Overview of Post-Award Legal Requirements:

_____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of:

Category 1: Implementing Data-Driven Strategies and Programs Through Strategic Partnerships: \$1,000,000

Category 2: Opioid Affected Youth Initiative Technical Assistance: \$1,010,253

Eligibility Requirement:

Category 1: Implementing Data-Driven Strategies and Programs Through Strategic Partnerships. Eligible applicants are limited to states (including territories), units of local government,¹⁵ and federally recognized tribal governments as determined by the Secretary of the Interior.

Category 2: Opioid Affected Youth Initiative Technical Assistance. Applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 15)
- _____ Project Abstract (see page 16)
- _____ Program Narrative (see page 16)
 - ___ Description of the Issue
 - ___ Goals, Objectives, and Performance Measures
 - ___ Project Design and Implementation
 - ___ Capabilities and Competencies (see page 20)
- _____ Budget Detail Worksheet (see page 21)
- _____ Budget Narrative (see page 21)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 24)
- _____ Tribal Authorizing Resolution (if applicable) (see page 24)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 25)
- _____ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 25)
- _____ Additional Attachments (see page 26)
 - _____ Applicant Disclosure of Pending Applications
 - _____ Disclosure of Process Related to Executive Compensation
 - _____ Logic model
 - _____ Timeline or milestone chart
 - _____ Résumés of all key personnel
 - _____ Job descriptions outlining roles and responsibilities for all key positions
 - _____ Letters of support/memoranda of understanding from partner organizations¹⁶
- _____ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 14)

¹⁵ 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; or

(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.

¹⁶ Applicants do not have to include letters of support or memoranda of understanding from potential task force members at this time. Memoranda of understanding will be required during the planning phase of the award period.