

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) 2019 Enhancements for Juvenile Indigent Defense program. This program will provide funding to states and/or localities and national training and technical assistance to enhance juvenile defense delivery systems and improve juvenile defense practice. This program furthers the Department's mission to reduce violent crime by supporting states and localities in their efforts to address barriers and gaps within their juvenile justice systems for indigent youth in order to reduce reoffending and decrease recidivism.

OJJDP FY 2019 Enhancements for Juvenile Indigent Defense

Applications Due: May 8, 2019

Eligibility

This initiative is composed of two categories.

Category 1: State and Local Juvenile Defense System Enhancements (OJJDP-2019-16209). Eligible applicants are limited to states (including territories) and units of local government.¹

Category 2: Juvenile Defense Training and Technical Assistance (OJJDP-2019-16210). Eligible applicants are limited to nonprofit² 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 (as well as other recipients) must forgo any profit or management fee.

¹ A "unit of local government" means—

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

² See ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

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

Eligible applicants that propose to provide direct services to youth must not include youth who are age 18 or older in the population they will serve.

OJJDP will consider 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 subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program.

OJJDP may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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 May 8, 2019.

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/FY2019/FAQ/EJIDS.pdf>.

Grants.gov number assigned to this solicitation: OJJDP-2019-14927

Release date: March 6, 2019

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OJJDP FY 2019 Enhancements for Juvenile Indigent Defense

CFDA #16.836

A. Program Description

Overview

State and local agencies responsible for juvenile courts and the delivery of juvenile defense services require the internal expertise and tools to effectively conduct thorough system assessments to identify deficiencies in programs, policies and practices, and other systemic challenges to develop and implement effective solutions to address identified gaps. This program will support states and localities in developing and implementing tools and strategies to ensure that youth involved with the juvenile justice system have fair and equal access to high-quality legal representation and to resources that address the collateral consequences of justice system involvement. This program will provide funding to states and localities to enhance juvenile defense in one or more of the following areas: staff training, data collection and analysis, juvenile defense delivery system analyses, and/or addressing a specific need(s) identified by the state or locality related to juvenile defense services delivery.

Statutory Authority: Any awards under this solicitation would be made under statutory authority provided by an act appropriating funds for the Department of Justice for FY 2019.

Program-Specific Information

Many offenders in the juvenile justice system have experienced trauma, witnessed violence, or been victims of crime themselves. Ensuring access to specialized, well-resourced legal defense counsel capable of identifying and supporting youth's needs and strengths increases the probability that youth will be matched with appropriate, individualized, responsive services to mitigate the risk of reoffending and, ultimately, enhance public safety. Research demonstrates that youth who feel that they have been fairly treated and adequately heard in the justice system are more amenable to treatment and rehabilitative programming, even if they are ultimately adjudicated delinquent.³ A critical component to improving juvenile indigent defense is ensuring that youth have full access to qualified, specialized legal counsel trained to help youth access critical information and resources, navigate complicated legal decisions, and anticipate and address collateral consequences associated with juvenile justice system involvement. Youth who are adjudicated delinquent need dedicated legal counsel to provide judges, prosecutors, and probation officers with information and resources regarding what services will help these youth succeed, recommend appropriate dispositions, and avoid further contact with the justice system when they reenter their communities.

³ See Fagan, J.A., and Piquero, A.R. 2007. Rational choice and developmental influences on recidivism among adolescent felony offenders. *Journal of Empirical Legal Studies* 4(715), <http://www.ncbi.nlm.nih.gov/pmc/articles/PMC2818334/pdf/nihms-154757.pdf>; Bonnie, R.J., Johnson, R.L., Chemers, B.M., and Schuck, J.A., eds. 2013. *Reforming Juvenile Justice: A Developmental Approach*, pp. 192–193 and 197–198. Washington, DC: The National Academies Press, <https://www.nap.edu/catalog/14685/reformingjuvenile-justice-a-developmental-approach>; and Fagan, J., and Tyler, T. 2005. Legal socialization of children and adolescents. *Social Justice Research* 18(217).

Goals, Objectives, and Deliverables

Category 1: State and Local Juvenile Defense System Enhancements. This program will provide funding to support states and localities to:

- Develop and implement specialized training for public and appointed defenders who provide services to juvenile defendants from arrest through post-disposition and reentry.
- Improve data collection and reporting capacity of the juvenile court system, specifically relating to youth and their legal representation, and access to services pre- and post-adjudication.
- Analyze the juvenile defense delivery system(s) to identify critical program, practice, and policy needs; areas for improvement; and aspects that are working well and may be replicable and/or scalable across jurisdictions.
- Address an identified need(s) or gap(s) within the applicant's juvenile justice system related to providing juvenile offenders with full access to high-quality, specialized juvenile defense services.

Focus Area 1: Provide specialized training for public and appointed defenders who provide services to juvenile defendants from arrest through post-disposition and reentry.

Areas in which applicants may provide training include, but are not limited to:

- Behavioral development, the impact of exposure to violence and trauma on human development and well-being, substance abuse, and mental health issues.
- Juvenile interviewing and advising techniques.
- Juvenile-specific laws and procedures.
- Juvenile-specific disposition advocacy, including evidence-based service programs that promote youth success and public safety.
- The impact of collateral consequences on juvenile recidivism.

Applicants who focus on this category of work should demonstrate how they will leverage web-based learning technology to maximize their proposed program's reach and impact.

Focus Area 2: Improve data collection and reporting capacity for the juvenile court system, specifically relating to youth and their legal representation and access to services pre- and post-adjudication. In many states, a lack of uniform and specific metrics related to juvenile defense systems and access to juvenile defense counsel makes identifying strengths and gaps difficult, inhibits cross-jurisdictional comparison, and can result in gaps in services, sometimes referred to as "justice by geography." Key metrics that awardees should consider collecting in each case and in the aggregate include, but are not limited to:

- The point at which counsel is appointed in a case.
- Whether juvenile defense counsel is present at each stage of a case (intake, diversion, bail/bond, detention, probable cause, pre-adjudication, plea or adjudication, disposition, appeals, and post-disposition).

- Whether counsel was waived or withdrawn, and at which stage.
- Case outcomes.

Focus Area 3: Analyze the juvenile defense delivery system to identify critical needs and gaps in services, areas for improvement, and aspects that are working and may be replicable and/or scalable across jurisdictions. Applicants should conduct a baseline analysis of access to and quality of juvenile defense counsel in their service area in order to provide system stakeholders with critical, actionable information on which to base juvenile justice system improvement efforts. Applicants should examine and compare trends, gaps, and points of success across jurisdictions.

Focus Area 4: Address a specific, identified need or gap within the juvenile justice system to improve access to and/or the quality of juvenile defense services for youth at every stage of justice system involvement, from arrest and charging to appeal and reentry. Applicants should emphasize data-driven, evidence-based system-improvement tools and strategies. Applicants may choose to create, amend, or rescind juvenile justice policies and procedures and align programs, services, systems, tools, and practices with what research shows works to improve juvenile defense. Examples of needs/gaps that could be addressed include, but are not limited to ensuring youth cannot waive counsel unless and until they have had an opportunity to meet with counsel; providing access to counsel in advance of hearings (in order to effectively prepare and decrease detention); providing access to counsel post-disposition (to assist with school reentry, release plans, facilities issues, etc.); increasing access to counsel specifically for reentry planning and civil legal services, to include record clearance; automatic appointment of counsel; elimination of fees levied against youth and families for accessing counsel; increasing training and technical assistance on addressing or eliminating collateral consequences; advancing efforts to decrease detention and incarceration; increasing efforts to create juvenile defense specialization in their states through training and standards; or building juvenile defense capacity in rural, remote, and/or tribal areas.

Applicants that elect to pursue more than one of the four above-described focus areas should carefully assess whether their total proposed budget is sufficient to achieve all of the proposed goals, objectives, activities, and deliverables.

Category 2: Juvenile Defense Training and Technical Assistance. OJJDP will select a national training and technical assistance (TTA) provider to work with state and local juvenile defense delivery systems to improve juvenile defense delivery systems and juvenile defense practice for public and appointed juvenile defenders. TTA should emphasize data-driven, evidence-based, juvenile defense delivery strategies that address the impact of exposure to violence and trauma. The TTA provider will carry out the following activities:

- Provide intensive TTA to the FY 2019 state and/or local OJJDP-funded grantees selected under Category 1 of this solicitation. The TTA should support system improvements that are initiated and led at the state and local levels.
- Implement strategies to enhance delivery of high-quality, specialized, legal defense services for youth.
- Assess and address public and appointed juvenile defenders' training needs.
- Facilitate peer-to-peer consultation and networking among juvenile defenders and help develop communities of practice across the juvenile defense field.
- Develop tools and resources that emphasize data-driven, evidence-based, juvenile defense delivery system improvement strategies; advance best practices in juvenile

defense service delivery; and enhance procedural justice to ensure children and youth are afforded due process and equal protection.

- Maintain a national resource clearinghouse for states, localities, and the juvenile defense bar.

Deliverables. In addition to the strategy and content of the program design, the successful applicant must complete the following activities and deliverables during the 36-month project period. Subsequent deliverables may be developed according to need and funding availability. OJJDP will require the awardee to submit the products to OJJDP. The successful applicant will develop the following deliverables:

- A written TTA plan to provide assistance and implementation tools and materials to the FY 2019 state/local implementation grantees to be selected under Category 1 of this solicitation. The TTA plan should include performance measures and benchmarks, plans to deliver onsite technical assistance visits, and plans for leveraging web-based resources/platforms and phone consultations when onsite training is not practicable or is cost-prohibitive.
- A written training proposal that employs both live and web-based training, including a train-the-trainer component to embed sustainable capacity in states, tribes, and/or localities. Training should support jurisdictions' efforts to conduct systemwide, specialized (juvenile-specific) training for public and appointed juvenile defenders, and facilitate peer-to-peer learning.
- Juvenile-specific training for attorneys (on topics such as effective case management, the impact and effects of trauma on children and youth, and litigation techniques and strategies).
- A web-based resource databank (juvenile defense information clearinghouse).
- A marketing plan that outlines how the successful applicant will disseminate products and materials that will assist defender offices and individual defenders (public and appointed) in delivering high-quality, specialized, legal representation for youth.
- TTA and evaluation protocols to ensure consistency and quality of service delivery.

The program narrative should reflect how the applicant will accomplish the above-described program activities and proposed deliverables. Applicants should be realistic in estimating the cost of deliverables and in detailing the implementation schedule.

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](https://www.crimesolutions.gov) website and the [OJJDP Model Programs Guide](https://www.ojjdp.gov) website at <https://www.crimesolutions.gov> are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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, and 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.

Encouraging Program Investments in Economically Distressed Communities (Qualified Opportunity Zones)

Under this program, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that directly benefit federally designated Qualified Opportunity Zones (QOZs).⁴ In order to assist OJP in considering this factor, applicants should include information in the application that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

B. Federal Award Information

Under Category 1, OJJDP expects to make up to three awards of up to \$364,393 each, for a total amount awarded of up to \$1,093,178.

Under Category 2, OJJDP expects to make one award of up to \$650,000, with an estimated total amount awarded of up to \$650,000.

OJJDP expects to make all awards for a 36-month period of performance, to begin on October 1, 2019. 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 awards under Category 1 of this solicitation (State and Local Juvenile Defense System Enhancements) in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

OJJDP expects to make any award under Category 2 of this solicitation (Juvenile Defense Training and Technical Assistance) 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.

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

⁴ See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

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.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities⁵) must, as described in the Part 200 Uniform Requirements⁶ as set out at 2 C.F.R. 200.303:

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

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants

⁵ 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.

⁶ 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.

Financial Management Online Training, available at <https://onlinegfmt.training.ojp.gov>. (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.

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.⁷ The 2019 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.

⁷ 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.

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.

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

This initiative is composed of two categories.

Category 1: State and Local Juvenile Defense System Enhancements. Eligible applicants are limited to states (including territories) and units of local government.⁸

⁸ A “unit of local government” means—

(a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.

(b) Any law enforcement district or judicial enforcement district that—

(i) Is established under applicable state law, and

(ii) Has the authority to, in a manner independent of other state entities, establish a budget and impose taxes.

(c) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—

Category 2: Juvenile Defense Training and Technical Assistance. Eligible applicants are limited to nonprofit⁹ and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education).

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

Eligible applicants that propose to provide direct services to youth must not include youth who are age 18 or older in the population they will serve.

OJJDP will consider 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 subrecipients (subgrantees). The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program.

OJJDP may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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, résumés/curricula vitae of key personnel, and letters of support from key system actors and stakeholders.

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

(i) The District of Columbia, or
(ii) Any Trust Territory of the United States.

⁹ See ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

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 (D-U-N-S) 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 D-U-N-S 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 D-U-N-S numbers.

Intergovernmental Review: This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the state for review.”)

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

The following sections should be included as part of the program narrative:¹⁰

- a. Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., access to legal representation, data

¹⁰ 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](#).

