

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



OJJDP FY 2019 Addressing the Training Needs of Juvenile Prosecutors

FY 2019 Competitive Grant Solicitation

CFDA #16.540 and 16.827

Grants.gov Solicitation Number: OJJDP-2019-14933

Solicitation Release Date: April 17, 2019

Application Deadline: 11:59 p.m. eastern time (ET) on June 17, 2019

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for funding for the fiscal year (FY) 2019 Addressing the Training Needs of Juvenile Prosecutors Program. This program furthers the Department's mission to enhance public safety and reduce violence by supporting the prosecution of juvenile delinquency and enhancing the effectiveness of attorneys who investigate and prosecute juvenile cases.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

There are two categories of funding available as a part of this solicitation.

Category 1: Project Sites. Eligible applicants are limited to state (including territories) agencies responsible for administering, managing, or overseeing the training, education, and professional development needs of juvenile prosecutors.¹

Category 2: Training and Technical Assistance. Eligibility is limited to national organizations that have, or are affiliated with one that has, broad membership among attorneys who prosecute

¹ Examples of eligible applicants include but are not limited to State Prosecutors' Coordinating Offices, State Prosecutors' Offices, State Prosecuting Attorneys' Coordinating Councils, State Attorney General's Offices, Attorneys' Services Councils, and Prosecutors' Councils. If designated by the state agency to serve in one of these capacities, a nonprofit organization may be eligible.

criminal cases in state courts and have demonstrated experience in providing training and technical assistance for juvenile prosecutors.

Award recipients from OJJDP's FY 2018 Addressing the Training Needs of Juvenile Prosecutors solicitation are ineligible to apply under Category 1.

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

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. Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

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.

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 (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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/JuvPros.pdf>.

Post-Award Legal Requirements Notice

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 and 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.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline Details

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. ET on June 17, 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

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OJJDP FY 2019 Addressing the Training Needs of Juvenile Prosecutors

CFDA #16.540 and 16.827

A. Program Description

Overview

OJJDP supports the efforts of states, tribes and communities to develop and implement effective and equitable juvenile justice systems that enhance public safety; ensure youth are held appropriately accountable to both crime victims and communities; and empower youth to live productive, law-abiding lives.

Prosecutors play a key role in ensuring an effective juvenile justice system. In most jurisdictions they support law enforcement, coordinate diversion programs, perform the charging function, participate in detention hearings, prosecute defendants in adjudicatory hearings, present the state's case for dispositions, and participate in discharge and recommitment hearings. Nationally, there are very limited resources available to state and local juvenile prosecution offices for necessary training, education and professional development. Furthermore, a need exists for the continued development and enhancement of national, state, and local standards and technical assistance to foster continuous improvement in the field.

The FY 2019 Addressing the Training Needs of Juvenile Prosecutors program is designed to fill the gaps noted above. This solicitation includes two categories of funding.

Category 1: Project Sites will provide funding to individual state agencies for training, education, and professional development of juvenile prosecutors. OJJDP will use this category to fund state agencies responsible for administering, managing, or overseeing the training, education, and professional development needs of juvenile prosecutors and their support staff in their jurisdictions. The field of juvenile prosecutors has a need for legal training because of the specialized nature of juvenile and family law. This funding will allow states to develop or supplement existing training and/or professional development that is tailored to the unique needs and challenges related to juvenile prosecution.

Category 2: National Training and Technical Assistance supports the development of a national training and technical assistance program to enhance juvenile prosecutors' abilities to prosecute and prevent juvenile crime in the United States. This program will provide training and technical assistance and other national-level resources to enhance the knowledge, skill level, and expertise of juvenile prosecutors in the United States through a comprehensive, coordinated, national training and technical assistance program. These funded services will promote a nationwide approach to juvenile justice that balances public safety, juvenile offender accountability to victims, and life-skill development in youth so that the justice system is equitable, fair, and just.

Applicants must clearly designate the category they are applying under. Each category requires a separate application, and OJJDP will not consider applications that combine different categories.

Statutory Authority: 34 U.S.C. § 11131; Department of Justice Appropriations Act, 2019, Pub. L. No. 116–6, 133 Stat. 13, 114-116, 119.

Program-Specific Information

State prosecutors, who are tasked with prosecuting juveniles, often encounter challenges and issues that are vastly different from those associated with the prosecution of adults due to the specialized nature of juvenile court proceedings. The juvenile prosecutor must often balance community safety, offender accountability to victims and communities, and the development of competencies for offenders to live productive, law-abiding lives. As a result, many procedures and practices in the juvenile courts require prosecutors to be oriented to their community and the unique developmental needs of young people, and to be proficient in juvenile and family law. The FY 2019 Addressing the Training Needs of Juvenile Prosecutors program will fund individual sites and a national training and technical assistance provider to support training and professional development and develop resources needed to ensure that juvenile prosecutors have access to information that addresses the unique framework of the juvenile court. At the state level, this program will address the need for more trainings and resources dedicated to familiarizing attorneys with special procedures and challenges that arise with juvenile prosecution. This involves more than training on trial techniques and procedural law, but also training on age-related characteristics of youth, assessing risk and protective factors for youth, and assessing readiness for rehabilitation.

At the national level, this program will also strengthen the prosecution of juvenile delinquency cases by providing training and technical assistance, developing and disseminating publications and other resources, and creating professional development opportunities for juvenile prosecutors and their support staff that will address the unique issues and challenges that juvenile prosecutors encounter. In addition, the program will elevate the national importance of juvenile prosecution as a practice specialty and encourage elected or appointed prosecutors across the nation to make juvenile court a priority within their offices.

This solicitation is supported in part with funds appropriated for a justice reinvestment initiative, which is intended to further the strengthening of police-community relations through criminal justice reform and recidivism reduction efforts

In many states, juvenile prosecutors are at the forefront of developing and implementing programs which show the most promise in reducing reoffending, and resulting in positive outcomes for juvenile offenders and their communities. Many juvenile prosecutors have partnered with courts, law enforcement, defenders and social service agencies to lead advancements in risk assessment, juvenile diversion, alternatives to detention and utilization of research-based and evidence-based juvenile programming. Through this solicitation, OJJDP seeks to increase the number of juvenile prosecutors that assume this leadership role in their states and communities, resulting in greater utilization of approaches that have been proven to reduce recidivism and contribute to system reform.

Goals, Objectives, and Deliverables

Category 1: Project Site Award

The goal of the Category 1 site award is to increase the capacity of juvenile prosecutors at the state and local levels by providing improved access to professional development opportunities, trainings, and resources that will enhance their current knowledge base and/or

which address the unique issues of their states and communities. The program will strengthen juvenile prosecutors' ability to lead juvenile justice system improvements and implement strategies that have been shown to reduce offending and improve outcomes. Successful applicants should explain how their proposed activities will increase the capacity of prosecutors throughout the state who are charged with handling cases within the juvenile justice system.

Examples of activities that may be funded under Category 1 include but are not limited to:

- Revise and update the state/locality's current training curricula.
- Develop resources and tools essential for juvenile prosecutors and their support staff.
- Identify gaps and implement strategies to address professional development needs and training for juvenile prosecutors and their staff.
- Hire subject-matter experts to provide training and/or technical assistance.
- Develop/implement new training strategies and approaches which are based on research or promising findings.
- Develop or enhance current conference training tracks to specifically target and address unique issues and challenges that juvenile prosecutors and their staff encounter.
- Provide subgrants or travel funds for juvenile prosecutors and their staff to attend training events and other professional educational opportunities.
- Enhance peer-learning opportunities by establishing mentoring programs, learning collaboratives, or communities of practice for juvenile prosecutors.
- Develop training and professional development collaboratives composed of juvenile prosecutors and related professionals within the state.
- Develop materials and resources that identify solutions to common problems and best practices.

Applicants should provide examples of topics that could be addressed through the deliverables and how the applicant will contribute to strengthening and improving the role of juvenile prosecutors within their state.

Category 2: National Training and Technical Assistance Program

The goal for Category 2 is to establish a national training and technical assistance program designed to enhance juvenile prosecutors' abilities to lead juvenile justice system improvements in their states and communities, and to design and implement strategies that have been shown to reduce offending and improve outcomes for juveniles and the community.

This program will develop, test and implement an array of training curricula, technical assistance strategies, and other national-level resources through a comprehensive, coordinated, national program. Curricula, technical assistance and other resources should include subjects addressing professional practices and standards, as well as key and emerging issues within the juvenile justice field and impacted states and communities. These topics should include (but are not limited to):

- enhanced use of diversion, particularly for youth charged with misdemeanor and status offenses;
- development of restorative justice programs, diversion programs, and community-based programs;

- strengthened partnerships between prosecutors and other entities that serve youth (law enforcement, schools, human services, juvenile defenders, courts, local community agencies);
- greater reliance on appropriate screening and risk and needs assessments for youth;
- use of alternatives to detention when appropriate;
- addressing the needs dual-status youth;
- engaging families;
- addressing mental health and substance abuse treatment needs;
- identifying strategies for prosecuting juvenile sex offenses;
- identifying strategies for prosecuting youth-related gang offenses; and
- the use of evidence-based programs and strategies in the handling of juvenile offenders.

Prosecutors play a key role in ensuring an effective and fair juvenile justice system and have a crucial role in identifying and implementing strategies that have been shown to reducing juvenile recidivism and improving the juvenile justice system. As leaders within their states and communities, prosecutors have the ability to convene a multidisciplinary team of professionals within the juvenile justice system, and a unique opportunity to work with others in the field to make improvements to the system.

Specific objectives of this component include the support and development of:

- Training opportunities for juvenile prosecutors, their support staff, and allied criminal justice professionals.
- Technical assistance efforts for juvenile prosecutors, their support staff, and allied criminal justice professionals.
- Publications and resources for juvenile prosecutors, their support staff, and allied criminal justice professionals.

The successful applicant will develop plans for achieving the above objectives by designing and implementing the following activities:

- Training sessions (onsite, cross-site, telephone, web-based, etc.) for juvenile prosecutors and related criminal justice professionals at the national or regional level. In consultation with OJJDP, the applicant will propose the topics, types, quantity, duration, audiences, timing, and means of delivery of training sessions, and will identify trainers with relevant expertise and audiences with significant need. The applicant will include plans for evaluating training sessions, to include measuring changes in participants' knowledge, attitude, and behavior.
- Technical assistance at the national or regional level for juvenile prosecutors, their support staff, and allied criminal justice professionals.
- Publications and resources, including a practice handbook for juvenile prosecutors, to enhance the investigation and prosecution of juvenile crime. The applicant, in coordination with OJJDP, will indicate the topics, types, quantity, audiences, and production schedule for proposed publications, and will identify the authors and contributors. The applicant will create a plan, in coordination with OJJDP, to disseminate publications and measure their impact and, at a minimum, will collect data on the number disseminated, the number of times online versions are accessed, and the types of users. All publications are subject to OJJDP input and approval.

- Methods to provide ongoing project assessment related to training and technical assistance efforts.
- Special projects: OJJDP may require that the awardee conduct special projects or develop products in support of this cooperative agreement. For example, OJJDP may wish to convene a special working group or listening session to further enhance existing or develop new training curriculum for juvenile prosecutors in response to needs within the field of prosecuting juvenile crime, or develop a specific publication in response to a particular need identified by the prosecutor community during the course of the award. The awardee will work closely with the assigned OJJDP program manager on the development of any special projects, as needed.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

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

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled “Information Regarding Potential Evaluation of Programs and Activities.”

B. Federal Award Information

Category 1: Project Sites

Maximum number of awards OJJDP expects to make	Up to 5 awards
Estimated maximum dollar amount for each award	Up to \$225,000
Total amount anticipated to be awarded under solicitation	\$1,125,000
Period of performance start date	October 1, 2019
Period of performance duration	36 months

Category 2: Training and Technical Assistance

Maximum number of awards OJJDP expects to make	Up to 1 award
Estimated maximum dollar amount for each award	Up to \$875,000
Total amount anticipated to be awarded under solicitation	\$875,000
Period of performance start date	October 1, 2019
Period of performance duration	36 months

OJJDP may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP’s strategic priorities, and OJP’s assessment of both the management of the award (for example, timeliness and quality of progress reports) and the progress of the work funded under the award.

OJJDP has discretion when determining the number of awards to fund in each category, which may include not funding any applications from Category 2.

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 the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

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.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements² as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

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 the 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 (Post award Requirements section) at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see the [OJP Grant Application Resource Guide](#) for information.

² 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.

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. See the [OJP Grant Application Resource Guide](#) for information.

Costs Associated With Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see the 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

For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: Awards under Category 1 of this solicitation (“funding opportunity”) **are** subject to the requirements of [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is covered by E.O. 12372.”) Awards under Category 2 are not subject to the requirements of the Executive Order.

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, the category applied under, 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 14. All project abstracts should follow the detailed template available at www.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:

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., lack of training resources for juvenile prosecutors; development of training resources for juvenile prosecutors on education, substance abuse, and mental health of youth; additional professional development for juvenile prosecutors, 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.

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. **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.

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 17.

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

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 17. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- c. **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. Applicants are encouraged to submit all letters of support as one attachment labeled “letters of support.” Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

- d. **Plan for Collecting the Data Required for This Solicitation’s 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. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

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 its online Performance Measurement Tool.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

5. Indirect Cost Rate Agreement

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. 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. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this questionnaire.

7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

8. 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. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

9. Applicant Disclosure and Justification – DOJ High-Risk Grantees³ (if applicable)

An applicant that is designated as a DOJ High-Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High-Risk Grantee Applicant Disclosure and Justification.” (See also “Review Process” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

10. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

³ A “DOJ High-Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

11. Additional Attachments

Logic model (see page 14).

Timeline or milestone chart (see page 14).

Résumés of all key personnel.

Job descriptions outlining roles and responsibilities for all key positions.

Letters of support/memoranda of understanding from partner organizations (see page 14).

How To Apply (Grants.gov)

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 information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- CFDA #16.540 Juvenile Justice and Delinquency Prevention and CFDA #16.827 Justice Reinvestment Initiative
- Opportunity ID: OJJDP-2019-14933
 - Competition ID Category 1: OJJDP-2019-16537
 - Competition ID Category 2: OJJDP-2019-16538

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

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

1. Statement of the Problem (10%)
2. Project Design and Implementation (45%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
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.⁴

⁴ 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.

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. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

In addition, if OJP anticipates that an award will exceed \$250,000 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.

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

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

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 certain 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.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description	Data Recipient Provides
Category 1: Build the capacity of juvenile prosecutors and their staff in prosecuting juvenile delinquency cases by providing training, technical assistance, resources, and professional development opportunities.	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 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.
Category 2: Improve the quality of criminal prosecution of juvenile crime by providing national training and technical assistance to juvenile prosecutors and their support staff.	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 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. Program records are the preferred data source.	Number of people trained.

Number of program policies changed, improved, or rescinded during the reporting period.	Number of program or agency policies or procedures changed, improved, or rescinded during the reporting period as a result of attending training. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations. Program records are the preferred data source.	A. Number of program policies changed during the reporting period. B. Number of program policies rescinded during the reporting period.
Percent of people exhibiting an increased knowledge of the program area during the reporting period.	Number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre- and post-tests is preferred.	A. Number of people exhibiting an increase in knowledge post-training. B. Number of people trained during the reporting period. C. Percent of people trained who exhibited increased knowledge (A/B).
Percent of organizations reporting improvements in operations based on training and technical assistance (TTA).	Number and percent of organizations reporting improvements in operations as a result of TTA 1 to 6 months post-service.	A. Number of organizations reporting improvements in operations based on TTA during the reporting period. B. Number of organizations served by TTA during the reporting period. C. (A/B).
Percent of those served by TTA who reported implementing an evidence-based program and/or practice during or after the TTA.	Number and percent of programs served by TTA that reported implementing an evidence-based program and/or practice during or 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.	A. Number of programs served by TTA that reported using an 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.
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Appendix B: Application Checklist

OJJDP FY 2019 Addressing the Training Needs of Juvenile Prosecutors

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 D-U-N-S Number (see [OJP Grant Application Resource Guide](#))
- _____ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- _____ Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 17)
- _____ Select the correct Competition ID (see [OJP Grant Application Resource Guide](#))
- _____ Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- _____ Sign up for Grants.gov email [notifications](#) (optional)
- _____ 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

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 [OJP Grant Application Resource Guide](#))

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

- _____ 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 2)

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 limits of
\$225,000 for Category 1
\$875,000 for Category 2

Eligibility Requirement:

_____ For eligibility information, see the title page.

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- ☐ Program Narrative (see page 13)
- ☐ Budget Detail Worksheet and Budget Narrative (see page 15)

- ☐ Application for Federal Assistance (SF-424) (see page 12)
- ☐ Intergovernmental Review (see page 12)
- ☐ Project Abstract (see page 12)
- ☐ Program Narrative (see page 13)
- ☐ Budget Detail Worksheet (including Narrative) (see page 15)
- ☐ Indirect Cost Rate Agreement (if applicable) (see page 15)
- ☐ Financial Management and System of Internal Controls Questionnaire (see page 16)
- ☐ [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 16)
- ☐ Applicant Disclosure of Pending Applications (see page 16)
- ☐ Applicant Disclosure and Justification–DOJ High-Risk Grantees (if applicable) (see page 16)
- ☐ Research and Evaluation Independence and Integrity (see page 16)
- ☐ Request and Justification for Employee Compensation; Waiver (if applicable) (see page 11)