

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



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**OJJDP FY 2019 Supporting Effective Interventions for Adolescent Sex Offenders and Youth with Sexual Behavior Problems  
FY 2019 Competitive Grant Solicitation**

**CFDA #16.543**

**Grants.gov Solicitation Number:** OJJDP-2019-15003

**Solicitation Release Date:** April 23, 2019

**Solicitation Updated Date:** May 2, 2019

**Application Deadline:** 11:59 p.m. eastern time (ET) on June 25, 2019

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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under the fiscal year (FY) 2019 Supporting Effective Interventions for Adolescent Sex Offenders and Youth with Sexual Behavior Problems. This program furthers the Department's mission by supporting states, communities, and tribes as they build their capacity to develop, enhance, and implement effective interventions and treatment programs for adolescent sex offenders and youth with sexual behavior problems, their child victims and their family members/caregivers.

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):**

Eligible applicants for both Category 1 and Category 2 are limited to states (including territories), units of local government,<sup>1</sup> federally recognized Indian tribal governments (as

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<sup>1</sup> 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

determined by the Secretary of the Interior), nonprofit organizations<sup>2</sup> 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.

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).<sup>3</sup> 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. 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](mailto: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@ncirs.gov](mailto:grants@ncirs.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@ncirs.gov](mailto:grants@ncirs.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/YSBPP.pdf>.

A solicitation webinar will be held on May 21, 2019 at 1:30 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking [here](#) and following

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federal government that performs law enforcement functions in and for—

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

<sup>2</sup> See <https://ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm> for additional information on demonstrating nonprofit status.

<sup>3</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than 11:59 p.m. May 16, 2019. Submit your questions to [grant@ncjrs.gov](mailto:grant@ncjrs.gov) with the subject as “Questions for OJJDP FY 19 Supporting Effective Interventions for Adolescent Sex Offenders and Youth with Sexual Behavior Problems Webinar.”

### **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 25, 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](#).

## **Contents**

<b>A. Program Description .....</b>	<b>5</b>
Overview .....	5
Program-Specific Information .....	5
Goals, Objectives, and Deliverables .....	7
Evidence-Based Programs or Practices .....	10
Information Regarding Potential Evaluation of Programs and Activities .....	11
<b>B. Federal Award Information.....</b>	<b>11</b>
Type of Award .....	12
Financial Management and System of Internal Controls .....	12
Budget Information .....	12
Cost Sharing or Match Requirement.....	12
Preagreement Costs (also known as Preaward Costs) .....	12
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	13
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	13
Costs Associated with Language Assistance (if applicable) .....	13
<b>C. Eligibility Information.....</b>	<b>13</b>
<b>D. Application and Submission Information .....</b>	<b>13</b>
What an Application Should Include .....	13
How To Apply (Grants.gov) .....	20
<b>E. Application Review Information.....</b>	<b>21</b>
Review Criteria .....	21
Review Process.....	21
<b>F. Federal Award Administration Information.....</b>	<b>22</b>
Federal Award Notices .....	22
Administrative, National Policy, and Other Legal Requirements .....	22
Information Technology (IT) Security Clauses .....	23
General Information About Post-Federal Award Reporting Requirements .....	23
<b>G. Federal Awarding Agency Contact(s).....</b>	<b>23</b>
<b>H. Other Information.....</b>	<b>23</b>
Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a) .....	23
Provide Feedback to OJP .....	23
Appendix A: Performance Measures Table .....	24
Appendix B: Application Checklist .....	32

# OJJDP FY 2019 Supporting Effective Interventions for Adolescent Sex Offenders and Youth with Sexual Behavior Problems

**CFDA #16.543**

## **A. Program Description**

### **Overview**

OJJDP is seeking proposals from applicant agencies to provide a continuum of intervention and supervision services for adolescent sex offenders and youth with sexual behavior problems; and treatment services for their victims and families/caregivers. Under this initiative, successful applicants will have an established multidisciplinary team that (1) supports a comprehensive, holistic approach to treating adolescents who commit sex crimes and youth with sexual behavior problems, and (2) provides support services to victims and families/caregivers.

This program solicitation has two categories of funding. Category 1 (program sites) will provide funding to as many as three sites for the purposes described above. Category 2 (training and technical assistance) will fund one awardee to provide training and technical assistance to the program sites selected under Category 1.

**Statutory Authority:** Department of Justice Appropriations Act, 2019, Pub. L. No. 116-6, 133 Stat. 13, 115.

### **Program-Specific Information**

Sexual development begins in infancy and continues throughout adulthood. *Normative sexual behaviors* are those that most experts agree are developmentally appropriate behaviors often considered to be a normal part of growing up and not considered to be harmful. *Problematic sexual behaviors* are deviations from normative sexual behaviors considered to be developmentally inappropriate, unacceptable by society, and potentially harmful to the child or others.<sup>4</sup> *Adolescent sex offenses* are different from problematic sexual behaviors and include illegal, aggressive and abusive sexual behaviors.

The distinction from normative to problematic to illegal/aggressive sexual behaviors occurs on a continuum, therefore when developing effective prevention and intervention responses and treatment strategies it is essential for communities to consider the range of sexual behaviors that bring youth into clinical settings and/or into the juvenile justice system. OJJDP is interested in supporting applicants to develop strategies and interventions that address the continuum of youth with sexual behavior problems and adolescent sex offenders, and a coordinated approach to victim services.

For the purposes of this solicitation, the term adolescent sex offenders generally refers to those youth (ages 13 and above) who are in pre- or post-adjudication status for serious sexual

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<sup>4</sup> See National Center on the Sexual Behavior of Youth (NCSBY) at <http://ncsby.org/>

offenses committed against family members or other non-family, peer-aged children (i.e., friends, neighbors, classmates) or adults.

For the purposes of this solicitation, youth with sexual behavior problems generally refers to those youth (ages 9 to 12) who are in pre- or post-adjudication status for inappropriate sexual behavior with a family member, coresident, or other non-family, peer-aged children (i.e. friends, neighbor, classmate). The proposed interventions for these youth should also include support services for the victim and nonoffending family or household members.

### Adolescent sex offenders

Research conducted by the Centers for Disease Control (CDC) estimates that approximately 1 in 6 boys and 1 in 4 girls are sexually abused before the age of 18.<sup>5</sup> While most perpetrators are adults, an estimated 23% of reported cases of child sexual abuse are perpetrated by individuals under the age of 18, according to the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART Office).<sup>6</sup>

Research suggests that an overwhelming majority of youth brought into the juvenile justice system for a sexual offense will not sexually reoffend, and recidivism rates are often below 3%.<sup>7</sup> For many years, sex offender treatment for these adolescents was largely based on adult sex offender treatment. However, as research distinguished between developmental, motivational, and behavioral differences between adolescent and adult sex offenders treatment approaches have changed. Successful treatments include cognitive-behavioral, cognitive-behavioral/relapse prevention, psychotherapeutic (sexual trauma), and multisystemic therapy. Treatment settings might include detention center/youth residential facilities, community-based outpatient treatment centers, or a combination of settings depending on whether the juvenile has been adjudicated and sentenced to out-of-home placement or community-based treatment. Intervention activities and lengths can vary by program type as well, with some interventions including post discharge, follow-up monitoring services.<sup>8 9</sup>

### Youth with problematic sexual behaviors

Youth with problematic sexual behavior are a diverse population of children and adolescents who have, for a variety of reasons, engaged in problematic sexual behavior.<sup>10</sup> Problematic sexual behaviors are “a set of behaviors that are not normative, are considered unacceptable by society, and can cause impairment in functioning” (NCSBY, 2019).<sup>11</sup> Unfortunately the process of identifying and responding to problematic sexual behaviors among youth and children is often fragmented and inconsistent across the country.

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<sup>5</sup> “Child Sexual Abuse: What Parents Should Know,” American Psychological Association. (<http://www.apa.org/pi/families/resources/child-sexual-abuse.aspx>) (February 19, 2014)

<sup>6</sup> SMART Office. Facts and Statistics accessed at <https://www.nsopw.gov/en-US/Education/FactsStatistics?AspxAutoDetectCookieSupport=1#reference>

<sup>7</sup> Caldwell, M. (2016) Quantifying the decline in juvenile sexual recidivism rates. *Psychology, Public Policy and Law*, Vol. 22, No. 4, 414-426.

<sup>8</sup> See CrimeSolutions.gov at <https://www.crimesolutions.gov/PracticeDetails.aspx?ID=36>

<sup>9</sup> Silovsky, J.F., Hunter, M.D., and Taylor, E.K. 2018. Impact of early intervention for youth with problematic sexual behaviors and their caregivers. *Journal of Sexual Aggression*, <https://doi.org/10.1080/13552600.2018.1507487>.

<sup>10</sup> Youth with Problematic Sexual Behavior: Best Practice Documents Overview. September 2018. National Children’s Alliance. Assessed at <http://www.nationalchildrensalliance.org/psb/>

<sup>11</sup> Overviews and Definitions. National Center on the Sexual Behavior of Youth accessed at <http://www.ncsby.org/content/overview-and-definitions>

Research has shown that youth with problematic sexual behaviors successfully respond to interventions that address the behavior problem and promote healthy development. Recidivism rates show that with appropriate and effective interventions, most youth can learn to make better choices and be contributing members of society (NCSBY, 2019).<sup>12</sup> The most comprehensive treatment services for youth with sexual behavior problems include family- and community-based interventions.

Holistic, comprehensive plans must also take into consideration the impact on the victim and their family/caregiver to fully support their healing and recovery.<sup>13</sup> Victims and their family members/caregivers in cases of adolescent sexual offenses vary in intensity and complexity, and are often overlooked by the juvenile justice system. Victims may display a wide range of psychological symptoms, both short- and long-term, including but not limited to post-traumatic symptoms, depression, helplessness, aggressive behaviors, eating disorders and anxiety. The abuse may disrupt victims' development and increase the likelihood that they will experience other sexual assaults in the future.<sup>14</sup> Trauma informed interventions with child sexual abuse victims and their families can reduce the likelihood of long-term negative impacts.

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

### **Category 1: Program Sites**

The goal of this category is to prevent sexual reoffending by adolescent sex offenders and youth with sexual behavior problems, promote healing, and provide services for victims and families. This program will assist communities in developing comprehensive, multidisciplinary approaches to provide a continuum of intervention and supervision services for adolescent sex offenders and youth with sexual behavior problems; and treatment services for their victims and families/caregivers.

Successful applicants will use grant funding to develop strategies to support a continuum of services for adolescent sex offenders and youth with sexual behavior problems. Applicants must have in place a functioning multidisciplinary team that can support a comprehensive, holistic approach to treat adolescent sex offenders, youth with sexual behavior problems, and their victims and family members/caregiver, along with a history of working with interfamilial child abuse cases. Multidisciplinary teams addressing these cases should consist of, but are not limited to: prosecutors, child welfare personnel, juvenile justice personnel, including probation and juvenile court, mental health, victim advocacy, law enforcement, and community-support providers. This team (or a subset of this team) should serve as the case staffing entity to determine service provision, including treatment, case management, and supervision for the adolescent sex offender or youth with sexual behavior problems.

As a part of the application, successful applicants should include the following information:

- Description of the multidisciplinary team and any past experience with responding to adolescent sex offenders and youth with sexual behavior problems. The description should include a list of member agencies and the lead agency. As a required application

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<sup>12</sup> Better lives, through better choices. National Center on the Sexual Behavior of Youth accessed at <http://www.ncsby.org/content/professionals>

<sup>13</sup> See [National Center on the Sexual Behavior of Youth](#) for more information on youth with sexual behavior problems.

<sup>14</sup> See Office for Victims of Crime at <http://victimsofcrime.org/media/reporting-on-child-sexual-abuse/effects-of-csa-on-the-victim>

element, successful applicants must submit an attachment labeled “multidisciplinary team” with this information.

- State/local data highlighting the prevalence of the problem within the target area.
- Description of any existing risk and needs assessment process used by the applicant to identify and evaluate recidivism and appropriate service recommendations for the target population of youth. As with any youth in the juvenile justice system, the effective supervision of adolescent sex offenders and youth with sexual behavior problems is contingent on the development of a supervision (or safety) plan. Applicants must include a detailed description of the existing safety or supervision plans for these youth.
- List/description of the current range of pre- and post-adjudication services for adolescent sex offenders and youth with problematic sexual behaviors in the targeted community. This can include a system map outlining the process for responding to these behaviors, and the agencies involved. This list of services should include both community-based and facility based services.
- List/description of services for victims and family members/caregivers.
- Identify gaps in service-delivery system.
- Description of all proposed strategies to be funded with grant funds. Each strategy should clearly identify which target population it is intended to serve (i.e., youth with sexual behavior problems, adolescent sex offenders), and should be aligned with the gap analysis. Possible program modalities available for adolescent sex offenders and youth with sexual behavior problems include, but are not limited to - Multisystemic Therapy – Problematic Sexual Behavior (MST-PSB), Problematic Sexual Behavior – Cognitive Behavior Therapy (PSB-CBT) Cognitive Behavioral Group Therapy, Family therapy, Individual therapy, Residential Treatment, and Inpatient Psychiatric Treatment. A key consideration for all program sites should be public safety balanced with prevention, early intervention and treatment. Public safety is ensured through the development of an individualized supervision (or safety) plan for each youth. Applicants must include how they will ensure public safety as a part of any proposed strategies to be funded.

OJJDP expects program sites to work closely with the selected training and technical assistance provider and include their community partners in the collaborative learning process.

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

The goals of Category 2 are to develop, design, and deliver training and technical assistance that supports and guides the program sites as they implement their community-based prevention, intervention and treatment strategies for adolescent sex offenders, youth with sexual behavior problems and their victims and families. Technical assistance needs may vary greatly depending on the current practices of each program site. Some sites may have a well-developed multidisciplinary team that addresses such cases. Others may have existing treatment services that specialize in juvenile sex offender treatment or victim/family services, and some sites may lack this capacity entirely.

Successful applicants are expected to implement the following deliverables:

- Provide guidance and consultation to the funded program sites. This includes developing individualized training and technical assistance plans for each funded site. Technical assistance should be provided onsite, over the phone, and through other strategies, as appropriate. Training and technical assistance should be inclusive of and responsive to the needs of all members of the multidisciplinary team at each site (see page 7 for a list of disciplines).
- Plan and implement one 2-day cross-site grantee meeting in the first year of the project for as many as three representatives from each of the newly funded program sites and previously funded program sites to provide training and technical assistance, support peer-to-peer learning, and share findings and challenges.
- Provide limited technical assistance to program sites funded in prior years.
- Develop reports for possible future publication and dissemination that document the progress of project implementation and the model developed at each site, and provide support of the national website dedicated to providing information on adolescent sex offenders and youth with sexual behavior problems for professionals and families ([www.ncsby.org](http://www.ncsby.org)).

Applicants should demonstrate as a part of their application, their expertise and experience in the following areas:

- Training and technical assistance for communities on implementing evidence-based treatment modules for adolescent sex offenders and youth with sexual behavior problems. This may include, but is not limited to: Multisystemic Therapy – Problematic Sexual Behavior (MST-PSB), Problematic Sexual Behavior – Cognitive Behavior Therapy (PSB-CBT) Cognitive Behavioral Group Therapy, Family therapy, Individual therapy, Residential Treatment, and Inpatient Psychiatric Treatment
- Providing training and technical assistance to a wide range of communities, agencies, and disciplines to include social services staff, juvenile justice personnel, probation staff, juvenile court staff, prosecution, mental health personnel, victim advocate personnel, law enforcement, and community-support providers.
- Supporting communities through multidisciplinary, collaborative team development, including building community support and involvement.
- Develop and implement training materials and curricula addressing community-based treatment of adolescent sex offenders, youth with sexual behavior problems as well as resources for, and contributions to, the evidence-based treatment of victims of these youth.

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](#).

Additional Resources:

[National Center on the Sexual Behavior of Youth](#)

[Child Advocacy Center Model](#) is one example of a successful multi-disciplinary team model which brings together representatives from many disciplines, including law enforcement, child protection, prosecution, medical, mental health, and victim advocacy, to provide comprehensive services to children exposed to violence including exposure to gang-related violence.

[Family justice centers](#) around the country offer a wide range of services and support for adult victims and their children, including direct links to child advocacy centers for children who have witnessed or directly experienced violence in their homes.

[OJJDP Model Programs Guides](#) contains information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety.

[OJP CrimeSolutions.gov](#) uses rigorous research to inform practitioners and policy makers about what works in criminal justice, juvenile justice, and crime victim services.

**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.”

### **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 (QOZ).<sup>15</sup> 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, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

## **B. Federal Award Information**

### **Category 1: Program Sites**

Maximum number of awards OJJDP expects to make	3 awards
Estimated maximum dollar amount for each award	Up to \$475,000
Total amount anticipated to be awarded under solicitation	\$1,425,000
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	1 award
Estimated maximum dollar amount for each award	Up to \$500,000
Total amount anticipated to be awarded under solicitation	\$500,000
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

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<sup>15</sup> See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

the management of the award (for example, timeliness and quality of progress reports) and the progress of the work funded under the award.

The anticipated total amount for both Category 1 and Category 2 is \$1,925,000. 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 Requirements<sup>16</sup> 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.

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<sup>16</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of 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.

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

## **2. Project Abstract**

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

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

The abstract should briefly describe the project's purpose, the population to be served, 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 17. The abstract should also clearly indicate the category for funding. All project abstracts should follow the detailed template available at [www.ojjp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://www.ojjp.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 in Categories 1 and 2 should briefly describe the nature and scope of the problem that the program will address (e.g., adolescent sex offenders, youth with sexual behavior problems, victim services, training needs, 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 in both categories 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.

Category 2 applicants must present a clear understanding of issues pertaining to developing and implementing multifaceted intervention programs that serve the target populations identified in the solicitation and detail how targeted training and technical assistance can address these issues.

- 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 pages 7–10. OJJDP encourages applicants to select evidence-based practices for their programs.

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

Applicants under Category 2 should outline how they will provide training and technical assistance that supports development of innovative treatment and service strategies that could be replicated in communities nationwide. Applicants should describe strategies that they will use to develop and deliver training and technical assistance related to the targeted population. These strategies should include use of a multidisciplinary team and systems assessment tools or protocols; development of training materials; identification of promising and evidence-based treatment practices for adolescent sex offenders, youth with sexual behavior problems, their child victims, and their families; supervision of adolescent sex offenders, youth with sexual behavior problems and service planning and provision for all target populations; drafting protocols, policies, and procedures; publications; and provision of onsite technical assistance.

**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.

**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. 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.

Category 2 applicants should discuss the following:

- Experience providing training and/or technical assistance to service delivery, management, and intervention agencies.
- Ability to enhance multidisciplinary team functioning and develop an intervention program that incorporates program area needs, such as supervision, treatment, and family stabilization.
- Ability to identify and develop outreach strategies to serve target populations that are not clearly identified as needing services or may be reluctant to participate in service planning and programming.

**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 should combine all letters of support into one attachment and label it as “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](http://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.

#### **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.

**Successful applicants for Category 1 are expected to participate in an up to 3-day cross-site grantee meeting in each year of the project and budget for as many as three representatives to travel to attend these meetings.**

#### **5. Indirect Cost Rate Agreement**

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

#### **6. Tribal Authorizing Resolution (if applicable)**

The following two paragraphs in this solicitation expressly modify the "Tribal Authorizing Resolution" provisions in the [OJP Grant Application Resource Guide](#). An applicant is to follow the guidance in these two paragraphs instead of the guidance stated under the "Tribal Authorizing Resolution" heading in the Guide.

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

An applicant unable to submit an application that includes a fully executed (i.e., signed) copy of legal appropriate documentation, as described above, consistent with the applicable tribe's governance structure, should submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJP will make use of and access to award funds contingent on receipt of the fully executed legal documentation.

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

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this questionnaire.

**8. 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.

**9. 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](#).

**10. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>17</sup> (if applicable)**

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<sup>17</sup> 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

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.

## **11. 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](#).

## **12. Disclosure of Process Related to Executive Compensation**

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

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

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

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

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internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

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

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

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

### **13. Additional Attachments**

#### **a. Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZ). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

#### **How To Apply ([Grants.gov](#))**

Applicants must register in and submit applications through [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.

- CDFA #16.543, titled “Missing Children’s Assistance”
- OJJDP-2019-15003

**Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

- **Category 1: Program Sites. Competition ID:** OJJDP-2019-15909
- **Category 2: Training and Technical Assistance. Competition ID:** OJJDP-2019-15910

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 (20%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (30%)
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.<sup>18</sup>

### Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

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

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<sup>18</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully.

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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, 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

<b>Objective</b>	<b>Performance Measures</b>	<b>Description</b>	<b>Data Recipient Provides</b>
Category 1: Develop and implement community-based intervention programs for adolescent sex offenders or youth with sexual behavior problems  ages, their victims, and nonoffending family or household members.	Number and percent of youth with whom an evidence-based program or practice was used.	Number and percent of youth served with an evidence-based program or practice. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	A. Number of youth served with an evidence-based program or practice.  B. Number of youth served during the reporting period.  C. Percent (A/B).
	Number of program youth served.	An unduplicated count of the number of youth served by the program during the reporting period. Definition of the number of youth served for the reporting period is the number of youth carried over from the previous reporting period plus new admissions during the reporting period.  Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period.  B. New admissions during the reporting period.  C. Sum (A+B).
	Number and percent of program youth completing program requirements.	Number and percent of program youth who have successfully fulfilled all program obligations and requirements. This does not include youth who are still participating in ongoing programs.  Program obligations will vary by program but should be a predefined list of requirements or obligations that clients must meet before program completion, such as attendance and participation at a certain number of meetings or events. .  The total number of youth (the B value) includes those youth who have exited successfully as well as those who have exited unsuccessfully.  Program records are the preferred data source.	A. Number of program youth who exited the program having completed program requirements.  B. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully).  C. Percent (A/B).

Objective	Performance Measures	Description	Data Recipient Provides
	Number and percent of families completing program requirements.	<p>Number and percent of families (families may include parents, guardians, siblings, extended guardians, and anyone a youth identifies as a family member) who have successfully fulfilled all program obligations and requirements during the reporting period.</p> <p>This does not include families who are still in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that clients must meet before program completion.</p> <p>The total number of families includes those who have exited successfully as well as those who have exited unsuccessfully.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of families who exited the program having completed program requirements.</p> <p>B. Total number of families who exited the program during the reporting period (either successfully or unsuccessfully).</p> <p>C. Percent (A/B).</p>
	Number and percent of program youth who offend (short and long term).	<p>Number and percent of participating program youth who were arrested or seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served during the reporting period or 6–12 months after completing program requirements.</p> <p>A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.” Other sentences may be community-based sanctions, such as community service, probation, etc.</p>	<p>A. Total number of program youth served during the reporting period or who exited the program 6–12 months ago.</p> <p>B. Number of program youth tracked during the reporting period.</p> <p>C. Number of program youth who had an arrest or delinquent offense during the reporting period.</p> <p>D. Number of program youth who were committed to a juvenile facility during the reporting period.</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period.</p>

Objective	Performance Measures	Description	Data Recipient Provides
			<p>F. Number of youth who received another sentence during the reporting period.</p> <p>G. Percent offending.</p>
	<p>Number of program youth who were victimized (short and long term).</p>	<p>Number of youth served during the reporting period or who exited the program 6–12 months ago identified by staff or self as a victim, by type of victimization, during the reporting period. Count youth as served by the program if they received a minimum of one service delivery, as defined by the grant program.</p> <p>Definitions:</p> <p>Victimization: Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.</p> <p>Short-Term Data: Totals reflect all youth served by the program followed or monitored for victimization during the reporting period.</p> <p>Long-Term Data: Totals reflect all youth served by the program who exited the program 6–12 months ago and were followed or monitored for victimization during the reporting period.</p> <p>Sex Trafficking: Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.</p> <p>Labor Trafficking:</p>	<p>A. Number of program youth served or who exited the program 6–12 months ago tracked or monitored during the reporting period for victimization.</p> <p>B. Number of program youth who were victimized during the reporting period.</p> <p>C. Percent victimized.</p> <p>E. Of youth tracked, the number of program youth who experienced violent victimization during the reporting period.</p> <p>F. Of youth tracked, the number of program youth who experienced nonviolent victimization during the reporting period.</p> <p>G. Of youth tracked, the number of all program youth identified as a sex trafficking victim during the reporting period.</p> <p>H. Of youth tracked, the number of new program youth identified as a sex trafficking victim during the reporting period.</p> <p>I. Of youth tracked, the number of all program youth identified as a labor trafficking victim during the reporting period.</p>

Objective	Performance Measures	Description	Data Recipient Provides
		The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.	<p>J. Of youth tracked, the number of new program youth identified as a labor trafficking victim during the reporting period.</p> <p>K. Of youth tracked, the number of all program youth identified as both a sex and labor trafficking victim during the reporting period.</p> <p>L. Of youth tracked, the number of new program youth identified as both a sex and labor trafficking victim during the reporting period.</p>
	Number of program youth who are revictimized (short and long term).	<p>Number of youth served during the reporting period or who exited the program 6–12 months ago identified by staff or self as a youth experiencing revictimization, by type of victimization, during the reporting period. Count youth as served by the program if they received a minimum of one service delivery, as defined by the grant program.</p> <p>Definitions:</p> <p>Victimization: Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property.</p> <p>Short-Term Data: Totals reflect all youth served by the program followed or monitored for revictimization during the reporting period.</p> <p>Long-Term Data: Totals reflect all youth served by the program followed or monitored for revictimization 6–12 months after the reporting period.</p> <p>Sex Trafficking:</p>	<p>A. Number of program youth served or who exited the program 6–12 months ago and tracked during the reporting period for revictimization.</p> <p>B. Of A, the number of program youth who were revictimized.</p> <p>C. Percent revictimized.</p> <p>D. Of youth tracked, the number of program youth who experienced revictimization of violence during the reporting period.</p> <p>E. Of youth tracked, the number of program youth who experienced revictimization of nonviolence during the reporting period.</p> <p>F. Of youth tracked, the number of youth who experienced revictimization of sex trafficking during the reporting period.</p> <p>G. Of youth tracked, the number of program youth who experienced revictimization of</p>

<b>Objective</b>	<b>Performance Measures</b>	<b>Description</b>	<b>Data Recipient Provides</b>
		<p>Sex trafficking in which a commercial sex act is induced by force, fraud, or coercion, or in which the person induced to perform such act has not attained 18 years of age.</p> <p>Labor Trafficking: The recruitment, harboring, transportation, provision, or obtaining of a person for labor or services through the use of force, fraud, or coercion for the purpose of subjection to involuntary servitude, peonage, debt bondage, or slavery.</p>	<p>labor trafficking during the reporting period.</p> <p>H. Of youth tracked, the number of program youth who experienced revictimization of both sex and labor trafficking during the reporting period.</p>
	Number and percent of program youth who reoffend (short and long term).	<p>Number and percent of participating program youth who were arrested or seen at a juvenile court for a new delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for new arrests or offenses. Ideally this number should be all youth who the program serves during the reporting period or 6–12 months after completing program requirements.</p> <p>Certain jurisdictions refer to adjudications as “sentences.” Other sentences may be community-based sanctions, such as community service, probation, etc.</p>	<p>A. Total number of program youth served during the reporting period or who exited the program 6–12 months ago.</p> <p>B. Number of program youth tracked during the reporting period.</p> <p>C. Number of program youth who had a new arrest or new delinquent offense during the reporting period.</p> <p>D. Number of program youth who were recommitted to a juvenile facility during the reporting period.</p> <p>E. Number of program youth who were sentenced to adult prison during the reporting period.</p> <p>F. Number of youth who received another sentence during the reporting period.</p> <p>G. Percent recidivism.</p>
	Percent of program youth exhibiting a desired change in the targeted	Number and percent of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6–12 months post program completion.	A. Number of program youth served during the reporting period or who exited the program 6–12 months ago with the noted behavioral change

<b>Objective</b>	<b>Performance Measures</b>	<b>Description</b>	<b>Data Recipient Provides</b>
	behavior (short and long term).		(behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.) reported in a pre- and post-test.  B. Total number of youth receiving services for the targeted behavior during the reporting period or who exited the program 6–12 months ago.  C. Percent (A/B).
	Number and percent of programs/initiatives employing evidence-based programs or practices.	Number and percent of programs/initiatives employing evidence-based programs or practices. These include programs and practices that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (Blueprints for Violence Prevention, CrimeSolutions.gov, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	A. Number of program/initiatives employing evidence-based programs or practices.  B. Total number of programs/initiatives.  C. Percent (A/B).
	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	Number of program materials developed.

<b>Objective</b>	<b>Performance Measures</b>	<b>Description</b>	<b>Data Recipient Provides</b>
		<p>forms such as sign-in sheets or client tracking forms. Count the number of pieces developed.</p> <p>Program records are the preferred data source.</p>	
Category 2: Provide guidance, support, and assistance to the awarded sites in working toward the successful implementation of the Supporting Effective Interventions for Adolescent Sex Offenders and Youth with Sexual Behavior Problems Program.	Number of people trained during the reporting period.	<p>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.</p> <p>Training does not have to have been completed during the reporting period.</p> <p>Program records are the preferred data source.</p>	Number of people trained.
	Number of planning or training events held during the reporting period.	<p>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.</p> <p>Program records are the preferred data source.</p>	Number of planning or training activities held during the reporting period.
	Number of program policies changed, improved, or rescinded during the reporting period.	<p>Number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of program policies changed during the reporting period.</p> <p>B. Number of program policies rescinded during the reporting period.</p>

<b>Objective</b>	<b>Performance Measures</b>	<b>Description</b>	<b>Data Recipient Provides</b>
	Percent of people exhibiting 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 1–6 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 that 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.

## Appendix B: Application Checklist

### **OJJDP FY 2019 Supporting Effective Interventions for Adolescent Sex Offenders and Youth with Sexual Behavior Problems**

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 20)
- Select the correct Competition ID (see page 20)
- Access Funding Opportunity and Application Package (see page 20)
- 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](https://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](mailto:grants@ncjrs.gov) regarding experiencing technical difficulties (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:**

##### **Category 1: Program Sites**

- The federal amount requested is within the allowable limit(s) of \$475,000.

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

- The federal amount requested is within the allowable limit(s) of \$500,000.

**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.

- |                                                                |               |
|----------------------------------------------------------------|---------------|
| <input type="checkbox"/> Program Narrative                     | (see page 14) |
| <input type="checkbox"/> Budget Detail Worksheet and Narrative | (see page 17) |

- |                                                                                                          |               |
|----------------------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> Application for Federal Assistance (SF-424)                                     | (see page 13) |
| <input type="checkbox"/> Project Abstract                                                                | (see page 14) |
| <input type="checkbox"/> Program Narrative                                                               | (see page 14) |
| <input type="checkbox"/> Budget Detail Worksheet (including Narrative)                                   | (see page 17) |
| <input type="checkbox"/> Indirect Cost Rate Agreement (if applicable)                                    | (see page 17) |
| <input type="checkbox"/> Tribal Authorizing Resolution (if applicable)                                   | (see page 17) |
| <input type="checkbox"/> Financial Management and System of Internal Controls Questionnaire              | (see page 18) |
| <input type="checkbox"/> <a href="#"><u>Disclosure of Lobbying Activities (SF-LLL)</u></a>               | (see page 18) |
| <input type="checkbox"/> Applicant Disclosure of Pending Applications                                    | (see page 18) |
| <input type="checkbox"/> Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) |               |

**Additional Attachments**

- |                                                                                                                                   |               |
|-----------------------------------------------------------------------------------------------------------------------------------|---------------|
| <input type="checkbox"/> Research and Evaluation Independence and Integrity                                                       | (see page 19) |
| <input type="checkbox"/> Disclosure of Process Related to Executive Compensation                                                  | (see page 19) |
| <input type="checkbox"/> Request and Justification for Employee Compensation; Waiver (if applicable)                              | (see page 13) |
| <input type="checkbox"/> Documentation of Anticipated Benefit to federally designated Qualified Opportunity Zones (if applicable) | (see page 11) |