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 OJJDP Fiscal Year (FY) 2014 Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Minor Sex Trafficking Initiative. This initiative furthers DOJ's mission by supporting efforts to provide mentoring services for child victims of commercial sexual exploitation and domestic sex trafficking.

OJJDP FY 2014 Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Sex Trafficking Initiative

Eligibility

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

Category 1: Mentoring Project Sites. Applicants are limited to states (including territories), units of local government (including federally recognized Indian tribes, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations). Eligible applicants must initiate mentoring services to youth who are 17 years old or younger.

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

For-profit organizations must agree to forgo any profit or management fee. (See Eligibility, page 4.)

OJJDP may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 25.) All applications are due by 11:59 p.m. eastern time on May 15, 2014*, 2014*. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this **Important Notice: Applying for Grants in Grants.gov**.

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirements of this solicitation, contact the Justice Information Center (JIC) at 1–877–927–5657, via e-mail to JIC@telesishq.com, or by live Web chat. JIC hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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OJJDP FY 2014 Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Sex Trafficking Initiative
(CFDA #16.726 and #16.543)

Overview

There are two categories of funding available under this solicitation.

Category 1: Mentoring Project Sites. This program supports efforts of eligible applicant organizations to develop or enhance their mentoring capacity, facilitate outreach efforts, and increase the availability of direct services for child victims (younger than age 18) of commercial sexual exploitation (CSE) and domestic sex trafficking (DST), including children who are U.S. citizens or legal permanent residents.

Category 2: Training and Technical Assistance. In addition to supporting program implementation and direct service activities, the initiative will fund a training and technical assistance provider to support the Category 1 project sites.

This program is authorized by Paragraphs 2, and 6 under the Juvenile Justice heading, of the Department of Justice Appropriations Act, 2014, P.L. 113-76, 128 Stat. 5, 64-65.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 15, 2014. See "How To Apply" on page 25 for details.

Eligibility

Category 1: Mentoring Project Sites. Applicants are limited to states (including territories), units of local government (including federally recognized Indian tribes, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations). *For-profit organizations must agree to forgo any profit or management fee.* Eligible applicants must initiate mentoring services to youth who are 17 years old or younger.

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

OJJDP welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for conducting and leading the project. OJJDP may elect to

make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Program-Specific Information

The commercial sexual exploitation of children involves crimes of a sexual nature committed for financial gain or other economic reasons. These crimes include trafficking for sexual purposes, prostitution, sex tourism, mail-order-bride trade, early marriage, pornography, stripping, and performing in sexual venues such as peep shows or clubs. Children may engage in or be coerced into prostitution to meet their daily needs for food and shelter; they may be controlled through physical, verbal, or sexual abuse; they may receive threats of violence against their families; or they may have pornographic images taken and used against them as blackmail.

Research on children who are victims of CSE/DST suggests that these children have a different constellation of risk factors, vulnerabilities, service needs, and challenges than other youth populations. Children who experience CSE/DST are sexually, physically, and mentally abused; socially isolated; afraid; and ashamed. They can become overwhelmed and revictimized when engaging with the juvenile justice system or when serving as witnesses in criminal cases against their exploiters. They often feel that returning to the streets is their only option.

Research and evaluation findings on mentoring programs indicate that the length, frequency, and quality of mentoring relationships are important components of program success across a variety of mentoring programs. Other studies indicate that mentoring may be even more effective for "high-risk" children, accelerating their social development, decreasing the likelihood that they will become depressed or engage in violence. Efforts that build or enhance mentoring programs focused on these high-risk youth and provide appropriate support services can empower girls and boys to exit the commercial sex industry and move past their involvement with the justice system and their experiences with victimization to develop their full potential.

Most recently, the Institute of Medicine (IOM) Report *Confronting Commercial Sexual Exploitation and Sex Trafficking of Minors in the United States* provided the following findings and conclusions on service provision to child victims/survivors of CSE and DST in Part II: Current and Emerging Strategies, Chapter 6: Victim and Support Services:

- **Finding 6-1:** these children are in need of services.

- **Finding 6-5:** services and resources are scarce, and when available, these services are unevenly spread geographically, and service providers vary in their ability to provide the specialized care for these victims/survivors.

- **Finding 6-7:** few service providers address the needs of boy victims of CSE and DST.

In response to these findings and conclusions, this initiative supports direct services and targeted training for professionals working with these youth. Furthermore, funding to continue and/or develop CSE mentoring sites will lend to creating practices and strategies that can be evaluated, as IOM recommendation 4 supports, and replicated, if determined to be effective.

Purpose

The purpose of this program is to enhance the capacity of applicant organizations to respond to the needs of child victims of CSE/DST. Under this initiative, OJJDP expects successful applicants to develop or enhance mentoring service models and mentor training based on best practices to focus on the needs of girls and boys, including lesbian, gay, bisexual, transgender, and questioning (LGBTQ) youth who are at risk or are victims of CSE/DST; develop or update strategies to recruit and maintain mentors to serve underidentified and underserved populations; begin or enhance efforts to identify and enroll girls, boys, and LGBTQ youth who are in need of services; and provide needed services to these youth.

Goals, Objectives, and Deliverables

Category 1: Mentoring Project Sites. OJJDP expects that Category I project sites will develop or enhance mentoring service models and mentor training based on best practices to focus on the needs of girls and boys, including LGBTQ youth who are at risk or are victims of CSE/DST.

Programs should enhance community collaboratives and partnerships, address local needs, and use local resources.

Specific objectives include:

- implement or enhance efforts to identify girls and boys, including LGBTQ youth who are at risk for or victims of CSE/DST. This may include street outreach efforts, partnerships with organizations that serve the youth community, and/or collaboration with key stakeholders in the community.

- develop or enhance mentor service models for girls and boys, including LGBTQ youth who are at risk for or victims of CSE/DST. Qualified mentor programs involve structured relationships between an adult (counselor, case manager, trained volunteer, and/or survivor) and the youth mentee in one-on-one and/or group sessions. These sessions may include structured and informal activities that relate to social competence, life skills, victim support, job skill development, mental health, substance abuse, and other related subjects. Research indicates that youth participating in mentoring relationships that last 12 months or longer demonstrated improvement as compared to those with shorter relationships.

- implement or enhance baseline training for mentors and provide ongoing development and support after the initial training is complete. Initial orientation trainings must include specific information about youth who are victims of or at risk for CSE/DST. However, training must go beyond a one-shot model to provide for the continuous development and support of mentors to help them enhance their knowledge and abilities, while they build relationships with their young mentees, respond to their needs, and support their healing.

- develop or enhance direct services to girls and boys, including LGBTQ youth who are at risk for or victims of CSE/DST. This may include services, such as intensive case management, court advocacy, appropriate shelter, safety planning, mental health treatment, medical care, dental care, substance abuse treatment, acquiring identification or benefits, specialized educational services/GED, job training, employment assistance, transportation, victim advocacy, and other support services, such as accompanying the victim during his/her

participation in a criminal prosecution against the offender, when appropriate. These services should serve to stabilize the target youth, including:

o   Within the first 48-72 hours of identification to decrease the likelihood that they will leave the program and return to the streets.

o   After the initial 48-72 hours to finalize intake, match mentees with mentors, and provide support to motivate youth over time to increase the likelihood that they will remain engaged in supportive services.

Category 2: Training and Technical Assistance. The goals and objectives include:

*   providing support, technical assistance and training to community-based programs working with child victims of CSE/DST and their stakeholders including, but not limited to, juvenile justice professionals, teachers and other school personnel, law enforcement officers, prosecutors, child advocates, victim service providers, case managers, outreach workers, the judiciary, health and mental health professionals, legal advocates, mentor volunteers, and others.

*   assessing the individual and collective training and technical assistance needs of project sites and developing technical assistance plans for each site. Possible training and technical assistance needs of the project sites could include guidance on developing collaborative partnerships, establishing or enhancing volunteer recruitment and retention policies and procedures, enhancing or developing mentoring models, outreach work with underserved and special populations, subject matter training on child sexual exploitation, trauma informed practice, and sustainability.

*   facilitating peer-to-peer information sharing between the project sites and networking to promote problem solving and innovation through the exchange of information and ideas across project sites.

*   arranging onsite consultations by diverse subject matter experts.

*   establishing tools and practical techniques for working across different disciplines to facilitate information sharing, communication, and coordination.

*   developing and maintaining a pool of experts who can provide onsite technical assistance tailored to the specific needs of each project site. OJJDP will expect experts to engage a cross-discipline approach and act as problem-solving agents to assist the project sites as they address challenges, barriers, and unintended consequences.

*   convening grantee meetings, including providing logistical support, developing meeting agendas, and identifying faculty and/or consultants.

*   performing all logistics to support training and technical assistance activities and events.

*   working collaboratively with OJJDP to develop and provide materials, including training agendas and other products, prior to any training or technical assistance events or any site visits that expert consultants conduct.

- planning and coordinating, in conjunction with OJJDP, a cross-site meeting of OJJDP CSEC Mentoring grantees in Washington, DC.

The awardee will produce written synopses or summaries of all meetings, onsite visits, conference calls, and trainings and provide other performance measure data as described below.

In addition to addressing the specific goals and objectives listed for each category of applicant, all applicants (Category 1 and Category 2) should include public awareness activities as part of their projects and discuss how their strategies will raise awareness of commercial sexual exploitation and domestic sex trafficking of youth.

Evidence-Based Programs or Practices

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

- improving the quantity and quality of evidence OJP generates;

- integrating evidence into program, practice, and policy decisions within OJP and the field; and

- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov Web site and OJJDP's Model Programs Guide Web site are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Additional Resources

OJJDP encourages applicants to review the recommendations from the Attorney General's National Task Force on Children Exposed to Violence, www.justice.gov/defendingchildhood/cev-rpt-full.pdf, and the recommendations of the National Research Council's Reforming Juvenile Justice: A Developmental Approach, www.nap.edu/catalog.php?record_id=14685 and consider incorporating the recommendations into their applications where applicable.

Amount and Length of Awards

Category 1: Mentoring Project Sites. OJJDP expects to make as many as three awards of as much as $450,000 for a 36-month project period.

Category 2: Training and Technical Assistance. OJJDP expects to make one award of as much as $500,000 for a 36-month project period.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

For Category 2 only: OJJDP will enter into a cooperative agreement with the successful applicant. In furtherance of the goals and objectives described above, OJJDP's role will include the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.

- reviewing and approving major project-generated documents and materials used in the provision of project services.

- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.

Budget Information

Limitation on Use of Award Funds for Employee Compensation, Waiver. With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. Applicants requesting a waiver should include a detailed justification in the budget narrative of their applications. Applicants who do not submit a waiver request and justification with their applications should anticipate that OJP will request that they adjust and resubmit their budgets.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs. OJP strongly encourages applicants who propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such

costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

For Category 1 mentoring project sites, the provision of food and/or beverages to youth as part of programmatic activity is not subject to the above restriction because such activity does not fall within the definition of a conference, training, or meeting. The use of grant funds for this purpose must not exceed an amount that is reasonable.

Costs Associated with Language Assistance (if applicable). If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services, where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

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.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants who receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the Data Reporting Tool (DCTAT) located at www.ojjdp-dctat.org/. Performance measures for this solicitation are as follows:

Category 1: Mentoring Project Sites

Objective	Performance Measure(s)	Description	Data Grantee Provides
Reduce the likelihood CSE/DST victimization and increase the likelihood of positive outcomes for mentoring participants.	Percentage of youth with whom evidence-based practice was used.		Number of youth served using an evidence-based model or program. The number of youth served.
	Number of youth identified as CSE/DST victims during the reporting period.		The number of youth identified as CSE/DST victims.

	Number of youth identified as being at risk for CSE/DST victimization.		The number of youth identified at risk for CSE/DST victimization during the reporting period.
	Percentage of program mentors successfully completing training.	The number and percentage of program mentors successfully completing training during the reporting period. Program records are the preferred data source.	Number of mentors successfully completing training during the reporting period. Number of program mentors present during the reporting period.
	Percentage of trained program mentors with increased knowledge of the program area.	The number of trained program mentors demonstrating increased knowledge of the program during the reporting period. Program records are the preferred data source.	Number of trained mentors demonstrating increased knowledge of the program during the reporting period. Number of trained program mentors.
	Percentage increase in the number of program mentors recruited.	Number of new mentors recruited during the reporting period. Recruited mentors are those who have completed requirements to be ready for training. Program records are the preferred data source.	Number of enrolled mentors at the beginning of the reporting period. Number of mentors at the end of the reporting period.
	Number of mentors retained.	The number of program mentors retained by the program within the reporting period. Program records are the preferred data source.	Number of mentors who left the program during the reporting period. Total number of mentors in the program during the reporting period.
	Percentage increase in youth enrolled since the beginning of the program.	Increase in the number of youth enrolled (being mentored) since the beginning of the grant program.	Enrollment at the beginning of the program (beginning of the grant period). Current enrollment.
	Percentage of mentoring programs with active partners.	Percentage of mentoring programs with active partners representing the following types of groups: nonprofit service organizations and/or faith-based organizations; private industry; secondary education provider; and post-secondary education	Number of mentoring program active partners. Number of mentoring programs.

		provider or vocational training provider; other active partners.	
	Number of program youth served.		Number of program youth carried over from the previous reporting period plus new admissions during the reporting period.
	Percentage of program youth completing program requirements.	The number and percent of program youth who have successfully fulfilled all program obligations and requirements. Program obligations will vary by program, but should be a predefined list of requirements or obligations that clients must meet prior to program completion. Program records are the preferred data source. The total number of youth includes those who exited successfully or unsuccessfully.	Number of program who exited the program having completed program requirements. Total number of youth who exited the program during the reporting period (both successfully and unsuccessfully).
	Percentage of program youth exhibiting desired change in the targeted behavior.	The number and percentage of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion. An unduplicated count of the number of program youth offenders that the program served during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period.	Number of youth exhibiting a desired change in targeted behavior (behavior targeted will depend on specific program goals and activities and may include academic achievement, school attendance, social competence, etc.). Number of youth served.
	Number or percentage of program youth who were VICTIMIZED.	The measure determines the number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or	Number of program youth who were victimized. Number of program youth tracked during

	psychological; it also includes harm or adverse effects to youth's property.		the reporting period for victimization. Total number of program youth served.
	Number or percentage of program youth who are REVICTIMIZED.	The revictimization measure counts the number of youth who experienced subsequent victimization. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. The number of youth tracked should reflect the number of program youth that are followed or monitored for re-victimization. Ideally this number should be all youth that the program serves during the reporting period or 6-12 months post program completion.	Number of program youth who were revictimized. Number of program youth tracked during the reporting period for revictimization. Number of youth served.

Category 2: Training and Technical Assistance

Objective	Performance Measure(s)	Description	Data Grantee Provides
The primary objective will be the delivery of training and technical assistance to assist communities in preventing and addressing CSE/DST.	Number of training requests received.	This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received.
	Number of technical assistance requests received.	This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received.
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials, such as program overviews, client workbooks, lists of local service providers. Do not include program	Number of program materials developed.

		advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	
	Number of planning or training events held.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or inter-agency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning or training events held.
	Number of people trained.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Preferred data source is program records.	Number of people trained.
	Percentage of participants exhibiting increased knowledge of the program area.	This measure represents the number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre and post tests is preferred.	Number of people exhibiting increased knowledge of the program area (determined by pre- and post- testing).
	Number of program policies changed, improved, or rescinded.	This measure represents the number of cross-program or agency policies or procedures changed, improved, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include polices that are relevant to the topic area of the program or that affect program operations. Preferred data source is program records.	Number of program policies changed, improved, or rescinded during the reporting period. Number of program/agency policies or procedures created, amended, or rescinded.

| | Percentage of organizations reporting improvements in operations based on training and technical assistance. | The number and percent of organizations reporting improvements in operations as a result of TTA 1 to 6 months post-service. | Number of organizations that receive training and technical assistance.

Number of those served by TTA. |

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Is Expected To Include" on page 16 for additional information.

Project Evaluations

Applicants who propose to use funds awarded through this solicitation to conduct project evaluations or statistical data collections should be aware that these activities (such as systematic investigations to develop or contribute to generalizable knowledge) may constitute research, which is defined as follows:

> **Research** means a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge. Activities that meet this definition constitute research for the purposes of this policy, whether or not they are conducted or supported under a program that is considered research for other purposes. For example, some demonstration and service programs may include research activities (28 C.F. R. § 46.102(d). The following information pertains to applications that propose to conduct research and involves human subjects:

DOJ regulations (28 C.F.R. Part 46) protect the human subjects of federally funded research. In brief, 28 C.F.R. Part 46 requires that an Institutional Review Board, in accordance with the regulations, review and approve most research involving human subjects that any federal department or agency conducts or supports before an award recipient may expend federal funds for that research. As a rule, persons who participate in federally funded research must provide their informed consent and must be permitted to terminate their participation at any time. Funding recipients, before they will be allowed to spend OJP funds on any research activity involving human subjects, must submit appropriate documentation to OJP showing compliance with 28 C.F.R .Part 46 requirements, as requested by OJP.

DOJ regulations (28 C.F.R. Part 22) require recipients of OJP funding to submit a Privacy Certificate as a condition of approval of any grant application or contract proposal that contains a research or statistical component under which information identifiable to a private person will be collected, analyzed, used, or disclosed. The funding recipient's Privacy Certificate includes a description of its policies and procedures to be followed to protect the confidentiality of identifiable data (28 C.F.R. § 22.23). The Department's regulations provide, among other matters, that: "Research or statistical information identifiable to a private person may be used only for research or statistical purposes (28 C.F.R. § 22.21)." Moreover, any private person from whom information identifiable to a private person is collected or obtained (either orally or by means of written questionnaire or other document) must be advised that the information will only be used or disclosed for research or statistical purposes and that compliance with the request for information is voluntary and may be terminated at any time (28 C.F.R. § 22.27).

OJP has developed a decision tree (www.ojp.usdoj.gov/funding/pdfs/decision_tree.pdf) to assist applicants in assessing whether an activity they plan to undertake with OJP funds may constitute research involving human subjects. **Applicants should review this decision tree and include a statement in their application narrative that clarifies if they intend to use any information from a project evaluation or data collection to contribute to generalizable knowledge or if they intend to use the information solely for internal improvements and/or to meet OJP's performance measures data reporting requirements.** If an application includes a research, demonstration evaluation, or statistical data collection component, OJP will examine that component to determine whether it meets the definition of research.

For additional information visit the "Research and Protection of Human Subjects" and the "Confidentiality" sections of the OJP "Other Requirements" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm .

What an Application Is Expected To Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, do not request funding within the funding limit, or do not include the application elements that OJJDP has designated to be critical will neither proceed to peer review nor receive further consideration. Under this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet or Budget Narrative.

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

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

   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Project Abstract**

   Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. 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 (Times New Roman) with 1-inch margins.

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

The abstract should include a brief description of the project's purpose, the population to be served, the activities that the applicant will implement to achieve the project's goals and objectives, and which Category of funding the proposal applies. 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 Project Evaluations on page 15.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a Web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **Program Narrative**

Applicants must submit a program narrative that presents a detailed 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 (Category 1 and 2)** Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., the commercial sexual exploitation/domestic sex trafficking of children). 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.

Applicants in both categories should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solution. 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.

Applicants in both categories should also detail the obstacles communities face in identifying and providing effective service delivery strategies to the target populations and address the unique challenges associated with child victims of CSE/DST.

For Category 1, applicants should also describe the target population for training and any previous or current attempts to address the problem.

For Category 2, applicants must present a clear understanding of issues pertaining to developing and implementing multi-faceted mentoring programs that serve the target populations identified in the solicitation, describe the need for training and technical assistance for the program sites, and detail how targeted training and technical assistance can address these issues.

b. **Goals, Objectives, and Performance Measures.** Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide.

Goals. Applicants should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

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

Performance Measures. OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 10) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the

application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

OJJDP encourages award recipients to use information from existing program records to fulfill performance measures reporting requirements rather than initiating new data collection activities for this purpose.

c. **Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 6. OJJDP encourages applicants to select evidence-based practices for their programs.

Applicants under Category 2 should describe the types of technical assistance services they propose to provide and how that technical assistance would meet the needs identified in the statement of the problem. Applicants should demonstrate the cost-effectiveness of their services and describe their experience providing training and technical assistance at the community and regional levels and working with this population of victims. OJJDP values programming informed by survivors' perspectives of child CSE/DST and that recognizes the importance of addressing issues of cultural diversity and competency in the communities served.

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

Logic Model. Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 22.

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" at www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 22. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

d. **Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff

and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding. For Category 2 applicants, this section should also spell out the applicant's record of providing high quality and responsive training and technical assistance services.

Letters of Support/Memoranda of Understanding. If submitting a joint application, as described under Eligibility, page 4, 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 percent of time that the partner will devote to the planning and operation of the project.

4. **Budget Detail Worksheet and Budget Narrative**

Applicants should provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how they arrived at the total amount requested; and (3) provides a brief supporting narrative to link costs with project activities. The budget should cover the entire award period.

Applicants should budget for as many as three representatives to attend a project start up meeting in Washington, DC, in the first year of the project and peer-to-peer information sharing activities across the life of the project.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

a. **Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants who submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

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

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated <u>all</u> costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. **Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold.** If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the OJP Financial Guide.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants who do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant 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 grant. 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.

Applicants who cannot submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of their applications (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, OJJDP will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. **Additional Attachments**

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications. For example, reviewers will consider résumés and/or letters of support/ memoranda of understanding when assessing "capabilities/competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

a. **Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation <u>and</u> will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency.

- the solicitation name/project name.

- the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. logic model (see Logic Model, page 19)

c. timeline or milestone chart (see Timeline, page 19)

d. résumés of all key personnel

e. job descriptions outlining roles and responsibilities for all key positions

f. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 20)

g. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

h. evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

8. **Accounting System and Financial Capability Questionnaire**

   Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this form.

Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem (20 percent)
2. Goals, Objectives and Performance Measures (5 percent)
3. Project Design and Implementation (40 percent)
4. Capabilities and Competencies (30 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate 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.[1] (5 percent)

See What an Application Is Expected To Include, page 16, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. OJJDP will review applications for formula awards to ensure statutory requirements have been met.

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[1] 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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer, in consultation with OJJDP, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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 consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with [Office of Justice Programs Financial Guide](#)

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-Profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration

- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)

- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must register in, and submit applications through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants who experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

OJJDP strongly encourages all prospective applicants to sign up for Grants.gov e-mail notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and Types: Grants.gov <u>only</u> permits the use of <u>certain</u> characters in names of attachment files. Valid file names may include <u>only</u> the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file

name that contains <u>any</u> characters not shown in the table below. Grants.gov forwards successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

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

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance numbers for this solicitation are 16.726, titled *"Juvenile Mentoring Program,"* and 16.543, titled *"Missing Children's Assistance".* The funding opportunity number is OJJDP-2014-3827.

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

   Category 1: Mentoring Project Sites. Competition ID: OJJDP-2014-3828
   Category 2: Training and Technical Assistance. Competition ID: OJJDP-2014-3829

7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants who expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants who do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

8. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications. If an applicant submits multiple versions of an application, OJJDP will review only the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their applications. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM

tracking number(s). **Note: OJJDP does not automatically approve requests.** After OJJDP reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time.

- failure to follow Grants.gov instructions on how to register and apply as posted on its Web site.

- failure to follow each instruction in the OJP solicitation.

- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP

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

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

OJJDP FY 2014 Mentoring for Child Victims of Commercial Sexual Exploitation and Domestic Sex Trafficking Initiative

This application checklist has been created to assist you in developing an application.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____Acquire a DUNS number (see page 26)
_____Acquire or renew registration with SAM (see page 26)

To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password (see page 26)
_____Acquire AOR confirmation from the E-Biz POC (see page 27)

To Find Funding Opportunity:
_____Search for the funding opportunity on Grants.gov (see page 27)
_____Select the correct Competition ID (see page 27)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov e-mail notifications (optional) (see page 25)
_____Read **Important Notice: Applying for Grants in Grants.gov**

General Requirements:

_____Review "Other Requirements" Web page

Scope Requirement:

_____The federal amount requested is within the allowable limit(s) of $450,000 for Category 1: Mentoring Project Sites and $500,000 for Category 2: Training and Technical Assistance.

Eligibility Requirement:

Category 1: Mentoring Project Sites.

_____State or territory
_____Unit of local government, including federally recognized Indian tribe
_____Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization

Category 2: Training and Technical Assistance

_____Nonprofit or for-profit organization, including tribal nonprofit or for-profit organization
_____Institution of higher education, including tribal institution of higher education

What an Application Is Expected to Include:

_____Application for Federal Assistance (SF-424) (see page 16)

_____Project Abstract (see page 16)
_____Program Narrative (see page 17)
_____Budget Detail Worksheet (see page 20*)*
_____Budget Narrative (see page 20)
      _____Employee Compensation Waiver request and justification (see page 9)
      _____Read OJP policy and guidance on "conference" approval, planning, and reporting
         available at www.ojp.gov/funding/confcost.htm (see page 9)
      _____Disclosure of Lobbying Activities (SF-LLL) (see page 27)
_____Indirect Cost Rate Agreement (if applicable) (see page 21*)*
_____Tribal Authorizing Resolution (if applicable) (see page 21)
_____Additional Attachments (see page 22)
      _____Applicant Disclosure of Pending Applications
      _____logic model (see page 19)
      _____timeline or milestone chart (see page 19)
      _____résumés of all key personnel
      _____job descriptions outlining roles and responsibilities for all key positions
      _____letters of support/memoranda of understanding (see page 20)
      _____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the
         Internal Revenue Service, if applicable.
      _____evidence of for-profit status, e.g., a copy of the articles of incorporation, if
         applicable.
      _____Accounting System and Financial Capability Questionnaire (see page 23)