



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for the Fiscal Year (FY) 2014 National Forum on Youth Violence Prevention Expansion Project. This initiative furthers DOJ's mission by combating youth violence through a comprehensive approach to prevention, intervention, suppression, and reentry.

OJJDP FY 2014 National Forum on Youth Violence Prevention Expansion Project

Eligibility

Applicants are limited to units of local government, including state agencies (only if targeted to a local community), and federally recognized tribal governments (as determined by the Secretary of the Interior) that are currently implementing violence prevention strategies.

Lead applicants may partner with a collaborative body that includes representation from city/county leadership, law enforcement, public health, courts, workforce development, housing and urban development, educators, and faith and community members. Partners should collectively have expertise in prevention, intervention, enforcement, and reentry. To be considered, applicants must provide a signed letter of commitment to the goals of the National Forum from, at a minimum, the mayor, chief of police (or equivalent law enforcement executive), and superintendent of schools within the locality. (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 21.) All applications are due by 11:59 p.m. eastern time on June 23, 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.

Grants.gov number assigned to this announcement: OJJDP-2014-3900

Release date: May 9, 2014

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OJJDP FY 2014 National Forum on Youth Violence Prevention Expansion Project (CFDA #16.819)

Overview

Youth and gang violence affect urban, suburban, and rural communities across the United States. Young people can be perpetrators, victims, or witnesses to violence. Some violent acts, such as bullying, can cause as much emotional harm as physical harm. Other acts, such as assault, with or without weapons, can lead to serious injury or death. The consequences of youth gang and gun violence are visible and immediate and are felt by citizens nationwide.

Likewise, exposure to violence that children and youth experience in their homes, schools, or communities harms citizens and communities. Without support and intervention, such exposure can impair children's cognitive and emotional development, keep them from healing, lead to later serious health issues, and may perpetuate the cycle of violence.

At the direction of President Obama, the Departments of Justice and Education launched the National Forum on Youth Violence Prevention (Forum) to begin a national conversation concerning youth and gang violence and prevention, raise awareness, and elevate the issue to national significance. To enhance these efforts, the federal government supports Forum cities as they align and coordinate existing resources, engage in community outreach, develop and maintain strong collaboratives, and increase the engagement of youth, the faith community, law enforcement, victim services, and other key partners in their efforts.

Successful applicants will become part of a national movement and a network and learning community of cities working to stem youth violence and improve the wellbeing of children and youth.

OJJDP will competitively select as many as five new sites to join the Forum's participating localities of Boston, Camden, Chicago, Detroit, Memphis, Minneapolis, New Orleans, Philadelphia, Salinas, and San Jose. The FY 2014 National Forum on Youth Violence Prevention Expansion Project is authorized pursuant to paragraph (8) under the Juvenile Justice heading, in the Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat. 5, 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 June 23, 2014. See "How To Apply" on page 21 for details.

Eligibility

Applicants are limited to units of local government, including state agencies (only if targeted to a

local community), and federally recognized tribal governments (as determined by the Secretary of the Interior) that are currently implementing violence prevention strategies.

Lead applicants may partner with a collaborative body that includes representation from city/county leadership, law enforcement, public health, courts, workforce development, housing and urban development, educators, and faith and community members. Partners should collectively have expertise in prevention, intervention, enforcement, and reentry. To be considered, applicants must provide a signed letter of commitment to the goals of the National Forum from, at a minimum, the mayor, chief of police (or equivalent law enforcement executive), and superintendent of schools within the locality.

Units of government may partner, when necessary, to achieve the goals of this solicitation; 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.

Program-Specific Information

OJJDP is committed to promoting reform through the adoption of evidence-based practices (see OJJDP's Model Program Guide) and a developmentally appropriate approach to juvenile justice (see Reforming Juvenile Justice: A Developmental Approach, National Research Council). In addition, OJJDP is increasingly aware of the growing body of research on effective community-based approaches to juvenile crime and the limited effect that secure placement has on reducing juvenile offending and recidivism. OJJDP is incorporating this research in the development of a Smart on Juvenile Justice Strategy that will focus on implementing reforms to enhance public safety, hold youth appropriately accountable, reduce reoffending, maximize cost savings, and support strategic reinvestment of some of the savings while supporting systemic statewide reform. OJJDP will also focus on reducing preadjudicatory detention and out-of-home placements as a way to reduce overall costs while improving outcomes for youth. Furthermore, OJJDP is committed to reducing children's exposure to violence and the traumatic effects of violence by promoting recovery, the well-being of children, youth and families who have been exposed to violence (view Attorney General's National Task Force on Children Exposed to Violence's report at www.justice.gov/defendingchildhood/cev-rpt-full.pdf).

The National Forum on Youth Violence Prevention was created to build the capacity of localities to more effectively address youth violence through multidisciplinary partnerships, balanced approaches, data-driven solutions, comprehensive planning, and sharing common challenges and promising strategies. The Forum is a strategy for federal and local collaboration that encourages its member jurisdictions to change the way they do business through review and improvement of internal decision making structures, policies, and practices; increased communication; and strategic, coordinated action.

Purpose

This solicitation will provide a nominal award to successful applicants to assist with planning and travel to the national summit on youth violence prevention. OJJDP will make a training and technical assistance available to Forum sites to assist in the planning process. More information regarding the Forum is available at www.findyouthinfo.gov/youthviolence.

Goals, Objectives, and Deliverables

The Forum will select as many as five new sites to join this expansion project. The goals of the Forum includes the following:

- 1. Elevate youth and gang violence as an issue of national significance.** A key goal of the Forum is to raise national awareness of the importance of addressing youth and gang violence, highlighting both its individual and societal impacts. An ongoing activity of the Forum, whether through periodic summits, national listening tours, or targeted media outreach, will be to elevate youth and gang violence as an area of national concern.
- 2. Enhance the capacity of participating localities to more effectively prevent youth and gang violence.** Participating localities have developed and implemented comprehensive strategic plans that guide their ongoing work to change how they do business and lead to a drop in violence and better outcomes for youth, families, and communities. The Forum will share information with other localities about promising models of collaboration that participating sites have developed and will make available new tools to prevent violence and promote wellbeing.
- 3. Expand engagement, collaboration, and coordination to promote systems and policy change in addressing youth violence at the national, state, and local levels.** The Forum promotes a model based on increased communication and coordinated action for addressing youth and gang violence. Communication and coordination will be critical to ensure successful implementation of the cities' plans.

The primary objective of the Forum expansion project is to guide successful localities within the first 6 months of this award to develop a draft comprehensive action plan to address youth violence. (Those comprehensive plans should include strategies for prevention, intervention, enforcement, and reentry; and set forth a communication plan and an updated logic model.) For information on awards made under each signature program solicitation see <http://www.ojjdp.gov/funding/funding.html#2> . [The Forum Coordination Team will approve the final comprehensive action plan within 12 months of the award.](#)

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.

Attorney General's National Task Force on Children Exposed to Violence

OJJDP is committed to facilitating identification, screening, assessment, and treatment to promote the recovery and well-being of children, youth, and families who have been exposed to violence. In December 2012, the Attorney General's National Task Force on Children Exposed to Violence published a report with more than 50 recommendations to improve the nation's response to children exposed to violence. The report can be found at www.justice.gov/defendingchildhood/cev-rpt-full.pdf. OJJDP encourages applicants to review the report and, when appropriate, include the use of trauma-informed care and training in the project design of programs serving youth and families.

Amount and Length of Awards

OJJDP will make planning awards of \$20,000 each to as many as five competitively selected applicants for a program and budget period of 12 months. Subject to performance, need, and availability of funds, OJJDP may provide supplemental implementation and continuation funding for as many as two additional 1-year increments.

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

Coordination/Collaboration. OJJDP will coordinate and share review and ranking of applications with the Forum Coordination Team, which is made up of representatives from participating federal agencies.

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.

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:

Objectives	Performance Measures	Data Grantees Provide
To develop and implement activities that prevent, intervene, and respond to youth violence.	Mandatory performance measures for year 1 (planning and assessment year) are outlined below.	
	Number of planning meetings.	Number of strategic planning meetings attended or convened during the reporting period.

	Number of partnerships developed.	Number of partnerships (city/county leadership, law enforcement, educators, and community members) developed during the reporting period.
To improve systems and services that identify and assist sites that have been impacted by violence.	Number of people trained- Number of deliverables that meet OJJDPs expectations.	Number of people trained during the reporting period (program staff, others). Number of deliverables that meet OJJDPs expectations, as outlined in the solicitation. Approved strategic plan (to include logic model, action plan, communication plan) developed during the reporting period.

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 10 for additional information.

Project Evaluations

Project evaluations are not a requirement of this solicitation. However, applicants that 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 designed 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 most research involving human subjects that is conducted or supported by a federal department or agency be reviewed and approved by an Institutional Review Board (IRB), in accordance with the regulations, before federal funds are expended 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 specific 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 the purpose of 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 and a signed letter of commitment to the goals of the National Forum from, at a minimum, the mayor, chief of police (or equivalent law enforcement executive), and superintendent of schools within the locality.

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 current violence prevention activities and the activities that the applicant will implement to achieve the project's goals and objectives.
- describe how the applicant will measure progress toward these goals.
- include data showing sustained high rates of youth violence and victimization in the target area of implementation.
- indicate whether the applicant will use any portion of the project budget to conduct research as described in Project Evaluations on page 9.

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, noncompliance may be considered 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) project 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.** The applicant should use data to provide evidence that the need exists and demonstrate the size and scope of the need.

Applicants should describe how this project will address the nature and scope of the violence and violent activity that affect youth in the target areas. Applicants must provide data to support substantiated high rates of youth violence and victimization in the targeted area. Applicants should include a clear problem statement and needs analysis that provides a factual justification for the plan’s direction. Applicants should use local 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. OJJDP suggests that applicants use computer mapping to demonstrate the scope of the problem. The applicant should present crime and violence data, specifically the rates of killings and shootings, for 3 or more years. The crime data should be mapped to show where the greatest rates of the violent incidents occur.

Applicants should describe:

- a specific description of where (e.g., home, public housing, school, way to school, street, parks) and when violence occurs (peak days and times) and the characteristics of youth or particular subgroups most likely to be victims or perpetrators of violence.

- current attempts to address the problem with particular emphasis on existing antiviolence strategies.
- the geographic scope of the proposed initiative, which may include initial limited or targeted work in one or more specific neighborhoods.

This section should describe existing partnerships and complementary antiviolence activities. The applicant should describe current local procedures to track gun- and gang-related incidents of violence.

- b. Goals, Objectives, and Performance Measures.** Applicants should set forth a clearly written vision that embraces both stopping youth violence and building caring, connected communities devoid of such violence. 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 clearly state goals related to each major strategy (i.e., prevention, intervention, enforcement, reentry), including both public safety goals (e.g., reduce youth violence) and quality of life goals (e.g. increase high school graduation rates).

Program Objectives. Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: the steps in the process by which the site will complete the mobilization, planning, and assessment to develop a comprehensive youth violence prevention plan. Applicants should include one or more objectives for each plan goal. Local data should guide objectives, and specific actions should have an evidence base that supports their potential benefits to the community. In addition, applicants should link objectives, where possible, to specific targets (e.g., reduce aggravated assaults by 50 percent within three blocks of Washington High School in the 2014-2015 school year).

Performance Measures. OJJDP requires award recipients to report data in support of mandated performance measures for this solicitation (see Performance Measures, page 8). OJJDP does not require applicants to submit performance measures data with their applications. 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 this award will help them achieve the steps in the planning process, as delineated in the Forum's Strategic Planning Toolkit, and describe the strategies that they will use to accomplish the goals and objectives identified in the previous section. Applicants should describe how they will meet the objectives and complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 6. Specifically, the applicant should:

- demonstrate a capacity to convene community leaders and stakeholders to work with OJJDP and its federal partners to build multidisciplinary partnerships and develop balanced approaches and data driven strategies to address youth violence in their localities.
- describe the violence prevention strategies currently being implemented.
- describe data-sharing opportunities and solutions to obstacles (e.g., through interagency working groups and/or data integration solutions).
- identify existing organizations, programs, services, groups, and individuals whose activities may be coordinated to address the problem and describe their current scope of activity.
- provide examples of specific activities the site will implement under the objectives. The Forum will encourage, but not require, sites to develop logic models that describe goals, objectives, and activities.

This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the development and implementation of the comprehensive youth violence prevention plan and discuss plans for sustainability beyond the grant period.

Applicants should identify any other federal, state, or private foundation grants that they receive for the same purpose in developing strategies to address youth and gang violence.

Logic Model. Include an initial 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 17.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at ojjdp.gov/grantees/timelines.html). Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 17. On receipt of an award, the recipient may revise the timeline based on guidance that OJJDP will provide.

- d. **Capabilities and Competencies.** Applicants should describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant’s organization and any contractors 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 identify a local planning leader/coordinator. This individual must be empowered to lead a multidisciplinary effort within a well-designed, staff-supported organizational structure, which includes a steering committee and operational teams. Find additional information regarding the expected capabilities and competencies of the coordinator within the Forum Strategic Planning Toolkit (www.findyouthinfo.gov/youth-topics/preventing-youth-violence/strategic-planning-toolkit/step-1/step-1.2).

Applicants should identify a planning team and partners. At a minimum, the partnership should include city/county leadership, law enforcement, educators, and community members. Partners should collectively have expertise in prevention, intervention, enforcement, and reentry.

Applicants should describe any previous or current experience with conducting comprehensive planning to address youth violence issues through the use of multi-disciplinary partnerships, balanced approaches, and data-driven strategies.

- e. **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.

The budget should include the expenses for travel and lodging for 2.5 days for three representatives to a National Summit scheduled for spring 2015 in Washington, DC.

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 all 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. Applicant Disclosure of High-Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring the federal agency to provide additional oversight due to past programmatic or financial concerns. If another federal grant making agency designates an applicant to be high risk, you must e-mail the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- the name of the federal agency that currently designated the applicant as high risk.
- date the agency designated the applicant to be high risk.
- the high-risk point of contact name, phone number, and e-mail address, from that federal agency.
- reasons for the high-risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. While the materials listed below are not assigned specific point values, 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.” 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 and 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. letter of commitment signed, at a minimum, by the mayor, chief of police, and superintendent of schools within the site
- c. the name and resume or summary of experience of the primary local coordinator who will build partnerships and lead the 6-month development or enhancement of a youth violence prevention plan—based on local data—that will address the nature of youth violence and its causes and an inventory of resources that already exist to address that violence through prevention, intervention, suppression, and reentry strategies and programs.
- d. logic model (see Logic Model, page 14)
- e. timeline or milestone chart (see Timeline, page 14)
- f. résumés of all key personnel
- g. job descriptions outlining roles and responsibilities for all key positions 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

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 5 percent of the entire score in the application review process.

1. Statement of the Problem (25 percent)
2. Goals, Objectives, and Performance Measures (25 percent)
3. Project Design and Implementation (20 percent)
4. Capabilities and Competencies (25 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 10, for the criteria that the 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.

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.

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.

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 File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward 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 “&amp;” 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/web/grants/register.html.
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. 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 number for this solicitation is 16.819, National Forum on Youth Violence Prevention Expansion Project, and the funding opportunity number is OJJDP-2014-3900.
- 6. 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.
- 7. 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 **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.

Applicant Checklist

OJJDP FY 2014 National Forum on Youth Violence Prevention Expansion Project

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 21)
- Acquire or renew registration with SAM (see page 22)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see page 22)
- Acquire AOR confirmation from the E-Biz POC (see page 22)

To Find Funding Opportunity:

- Search for the funding opportunity on Grants.gov (see page 22)
- Download Funding Opportunity and Application Package (see page 22)
- Sign up for Grants.gov e-mail notifications (optional) (see page 21)
- 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 of \$20,000.

Eligibility Requirement:

- Unit of local government, including state agency (only if targeted to a local community)
- Public agency
- Federally recognized tribal government
- Applicant is currently implementing a violence prevention strategy

What an Application Is Expected to Include:

- Application for Federal Assistance (SF-424) (see page 11)
- Project Abstract (see page 11)
- Program Narrative (see page 12)
- Budget Detail Worksheet (see page 15)
- Budget Narrative (see page 15)
- Employee Compensation Waiver request and justification (if applicable) (see page 7)
- Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 8)
- Disclosure of Lobbying Activities (SF-LLL) (see page 22)
- Indirect Cost Rate Agreement (if applicable) (see page 16)
- Tribal Authorizing Resolution (if applicable) (see page 16)

- _____ Applicant Disclosure of High-Risk Status
- _____ Applicant Disclosure of Pending Applications (see page 17)
- _____ Additional Attachments (see page 17)
 - _____ logic model (see page 14)
 - _____ timeline or milestone chart (see page 14)
 - _____ résumés of all key personnel
 - _____ job descriptions outlining roles and responsibilities for all key positions
 - _____ letters of support/memoranda of understanding (see page 15)
 - _____ 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 18)