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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) is seeking applications for its OJJDP Fiscal Year (FY) 2014 School Justice Collaboration Program: Keeping Kids in School and Out of Court. The overall purpose of this initiative is to enhance collaboration and coordination among schools, mental and behavioral health specialists, law enforcement, and juvenile justice officials to help students succeed in school and prevent negative outcomes for youth and communities.

## OJJDP FY 2014 School Justice Collaboration Program: Keeping Kids in School and Out of Court

### Eligibility

This initiative includes two categories, and the eligibility differs for each component:

- **Category 1: Local School Justice Collaboration Program.** Applicants are limited to local juvenile and family courts (including rural and tribal juvenile and family courts) that can verify that they have a partnership—with a local education agency (LEA) that has applied to the Department of Education’s School Climate Transformation Grants-LEA (SCTG) and the Substance Abuse and Mental Health Services Administration Project Now Is the Time Project AWARE–LEA program. Additionally, applicants must partner with local law enforcement (via subgrants) as part of their collaborative effort. To meet these eligibility criteria, applicants to this solicitation must provide a letter of commitment or agreement, as described on page 17, and the Grants.gov tracking numbers for the SCTG and Project AWARE grant programs applications. Awards under this category may be made only to juvenile and family courts in communities that have been awarded Department of Education School Climate Transformation Grants, as required under paragraph (3)(D) under the Juvenile Justice heading in the Department of Justice Appropriations Act, 2014, P.L. 113-76, 128 Stat. 5, 64-65. A factor that will be considered in selection is whether an application also provides a plan to collaborate with the LEA on SAMHSA’s Now Is The Time Project AWARE-LEA program.
- **Category 2: School Justice Collaboration Program National 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, for additional information.

## Deadline

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. (See “How To Apply,” page 23) All applications are due by 11:59 p.m. eastern time on July 21, 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](mailto: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](mailto: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](mailto: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 School Justice Collaboration Program: Keeping Kids in School and Out of Court (CFDA #16.829)

## Overview

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) envisions a nation where our children are healthy, educated, and free from violence. If they come into contact with the juvenile justice system, the contact should be rare, fair, and beneficial to them. To meet this vision, OJJDP is partnering with the Department of Education and Substance Abuse and Mental Health Services Administration (SAMHSA) to implement a multidisciplinary initiative to improve school climates, respond early and appropriately to student mental health and behavioral needs, avoid referring students to law enforcement and juvenile justice as a disciplinary response, and facilitate a proactive and supportive school reentry process in the rare instances in which a youth is referred. The larger goal of this program is to enhance collaboration and coordination among schools, mental and behavioral health specialists, law enforcement, and juvenile justice officials at the local level to ensure adults have the support, training, and a shared framework to help students succeed in school and prevent negative outcomes for youth and communities.

This program is authorized pursuant to paragraph (3)(D) under the Juvenile Justice heading in 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 July 21, 2014. See “How To Apply” on page 23 for details.

## Eligibility

This initiative includes two categories, and the eligibility differs for each component:

- **Category 1: Local School Justice Collaboration Program.** Applicants are limited to local juvenile and family courts (including rural and tribal juvenile and family courts) that can verify that they have a partnership—with a local education agency (LEA) that has applied to the Department of Education’s School Climate Transformation Grants-LEA (SCTG) and the Substance Abuse and Mental Health Services Administration Now Is the Time Project AWARE-LEA program. Additionally, applicants must partner with local law enforcement (via subgrants) as part of their collaborative effort. To meet these eligibility criteria, applicants to this solicitation must provide a letter of commitment or agreement, as described on page 17, and the Grants.gov tracking numbers for the SCTG and Project AWARE grant programs applications. Awards under this category may be made only to juvenile and family courts in communities that have been awarded Department of Education School Climate

Transformation Grants, as required under paragraph (3)(D) under the Juvenile Justice heading in the Department of Justice Appropriations Act, 2014, P.L. 113-76, 128 Stat. 5, 64-65. A factor that will be considered in selection is whether an application also provides a plan to collaborate with the LEA on SAMHSA's Now Is The Time Project AWARE-LEA program.

- **Category 2: School Justice Collaboration Program National 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 supplemental awards to grantees selected or may make awards for applications submitted under this solicitation in future fiscal years, dependent on grantee performance, the merit of the applications and on the availability of appropriations.

## 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. Furthermore, 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 (view Attorney General's National Task Force on Children Exposed to Violence's report at [www.justice.gov/defendingchildhood/cev-rpt-full.pdf](http://www.justice.gov/defendingchildhood/cev-rpt-full.pdf)). Additionally, OJJDP is supporting judicial leadership approaches, such as the School Pathways Project model of court-led problem-solving partnerships with LEAs (<http://www.ncjfcj.org/ncjfcj-selects-16-court-sites-participate-its-school-pathways-juvenile-justice-system-project>).

## Purpose

This program is the Department of Justice/OJJDP component of a major new program undertaken with the Department of Health and Human Services/SAMHSA and the Department of Education. Education's and SAMHSA's components are part of the Administration's [Now Is The Time initiative](#).<sup>1</sup> In alignment with those grant programs, OJJDP's School Justice Collaboration Program aims to collaboratively engage the courts, law enforcement, and other

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<sup>1</sup> Now is the Time is the President's plan to reduce gun violence, make schools safer, and increase access to mental health services. Find the President's plan at: [http://www.whitehouse.gov/sites/default/files/docs/wh\\_now\\_is\\_the\\_time\\_full.pdf](http://www.whitehouse.gov/sites/default/files/docs/wh_now_is_the_time_full.pdf). The Departments of Education, Health and Human Services, and Justice are implementing coordinated programs consistent with the overall goals of the initiative and the FY 2014 Consolidated Appropriations Act. LEAs and juvenile or family courts that implement this suite of programs as part of a coordinated strategy will enhance their ability to achieve the goals and objectives of the various programs. The combination and coordination of these programs will facilitate interagency partnerships and strategies to address the issues of school climate, school safety, and mental health needs in a comprehensive manner.

stakeholders in efforts to improve school climates; respond early and appropriately to student mental health and behavioral needs; use positive, alternative responses, such as diversion programs, restorative justice responses, and court-led problem-solving approaches to avoid referring students to law enforcement and juvenile justice; and facilitate a proactive and supportive school reentry process in those instances in which a youth is referred to the justice system. This program will further the goals of interagency work already in process on supportive school discipline. Applicants can apply to the following two categories.

- **Category 1: Local School Justice Collaboration Program.** OJJDP will provide competitive grants to local juvenile and family courts to address their role in the purpose and the goals listed in this solicitation. As part of the larger initiative with Education and SAMHSA, the School Justice Collaboration Program applicants must articulate the depth and breadth of their current and planned relationships with a LEA and mental health partners and their intent to work with the three federal agencies and their technical assistance providers to access training and other support. They must also confirm that their LEA partner in the same community has applied for funds through the Department of Education's School Climate Transformation Grants-LEA program<sup>2</sup> and SAMHSA's Now Is the Time Project AWARE-LEA program grants.<sup>3</sup> OJJDP will coordinate with Education and SAMHSA in the selection process. Awards under this category may be made only to juvenile and family courts in communities that have been awarded Department of Education School Climate Transformation Grants, as required under paragraph (3)(D) under the Juvenile Justice heading in the Department of Justice Appropriations Act, 2014, P.L. 113-76, 128 Stat. 5, 64-65. A factor that will be considered in selection is whether an application also provides a plan to collaborate with the LEA on SAMHSA's Now Is The Time Project AWARE-LEA program.

Within 60 days of award, a LEA that receives both NITT-AWARE-LEA and School Climate Transformation Grants will submit a description detailing the activities, timing, and personnel involved in implementing the grants in an aligned and complementary manner. An interagency committee of staff from SAMHSA and the Department of Education will review, approve, and monitor the description. If the LEA is in a partnership with a juvenile or family court that receives a DOJ Collaboration Category 1 grant, the description must include that grant as well. DOJ will also contribute staff to the interagency committee in those instances.

- **Category 2: School Justice Collaboration Program National Training and Technical Assistance.** OJJDP will select a national training and technical assistance provider to:
  - support implementation and sustainability of the multidisciplinary initiatives that can be expected to achieve positive school discipline reforms and significantly reduce the number of student suspensions, expulsions, and referrals to court for nonserious behaviors in those program sites selected to receive Education, SAMHSA, and Justice funds.
  - develop tools, training materials, and other resources, including information to educate key stakeholders on collateral consequences and issues related to expungement for jurisdictions throughout the nation (to include sites that received School Climate

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<sup>2</sup> Full version is here: [www.gpo.gov/fdsys/pkg/FR-2014-05-07/pdf/2014-10497.pdf](http://www.gpo.gov/fdsys/pkg/FR-2014-05-07/pdf/2014-10497.pdf)

<sup>3</sup> Full version is here: [www.grants.gov/search-grants.html?agencies%3DHHS%7CDepartment%20of%20Health%20and%20Human%20Services](http://www.grants.gov/search-grants.html?agencies%3DHHS%7CDepartment%20of%20Health%20and%20Human%20Services)

Transformation LEA Grants but that OJJDP did not select for School Justice Collaboration Program funding).

- support a limited number of other sites identified as needing assistance in implementing supportive school discipline approaches, such as those school communities that DOJ staff identify as needing training and technical assistance.

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

The overall DOJ program (Category 1 and Category 2) has the following goals:

- to build, expand, and sustain capacity at the local level to make schools safer, increase awareness of mental health issues, connect children exhibiting behavioral health issues to needed services, and avoid unnecessary referrals from schools and juvenile justice and law enforcement agencies formally processing youth.
- to develop and implement systems for early identification of signs and symptoms, including trauma and exposure to violence that, without intervention, can manifest as behaviors and issues that result in the application of exclusionary discipline or involvement in the juvenile justice system.
- to create positive school climates through evidence-based reforms and practices, including those that promote positive discipline practices.

In addition to the goals identified above, objectives for Category 1 applicants to this program are to:

- engage with staff from schools (LEAs), local law enforcement, mental and behavioral health agencies, and local advocacy organizations in collaborative efforts to keep students in school, learning, and out of courts through professional development, policy reforms, and use of evidence- and practice-based strategies and programs. Such efforts may include joint reviews of agencies' policies and practices; specialized training for prosecutors, school resource officers and other police officers, probation staff, and court personnel; cross-sector training with educators and mental and behavioral health practitioners and support for peer mentoring; use of diversion programs, court-led and court-based initiatives, and civil citation programs; and collaboration with schools to establish effective alternatives to formal juvenile justice processing, such as truancy panels and restorative justice programs (peer mediation and positive conflict resolution approaches, among others).
- strengthen multidisciplinary collaboration and joint decisionmaking among schools, behavioral and mental health service providers, law enforcement, and juvenile justice agencies to provide a continuum of prevention and early intervention services to identify and proactively address student mental health and behavioral health issues and reduce inappropriate reliance on referrals to the justice system.
- ensure reentry supports that fully integrate youth back into supportive school environments to reduce recidivism and increase student success.
- eliminate disparities in school discipline and referrals to law enforcement based on such

factors as students' disability, race, national origin, sex, gender identity, sexual orientation, religion, or language proficiency.

The selected Category 2 applicants will provide a full range of training and technical assistance strategies and activities to support implementation and sustainability of the multidisciplinary initiatives that are part of the designated school community collaboratives funded through this coordinated federal initiative. The successful applicant will be expected to coordinate with other federal TTA providers in achieving common goals and objectives. Category 2 applicants are to propose support for the objectives cited above through activities such as:

- assessing existing policies and practices that influence use of punitive discipline practices or increase the likelihood of student involvement in the justice system for nonserious, nonviolent behaviors.
- implementing and sustaining evidence-based policies and practices to keep students in school, engaged in learning, and out of courts. This may include joint reviews of agencies' policies and practices; specialized training for prosecutors, school resource officers and other police officers, probation staff, and court personnel and cross-sector training with educators and behavioral health practitioners; use of diversion programs, court-led and court-based initiatives, and civil citation programs; and collaboration with schools to establish effective alternatives to formal juvenile justice processing, such as truancy panels and restorative justice programs (peer mediation and positive conflict resolution approaches, among others).
- strengthening their ability to fully participate in and contribute to a multidisciplinary collaboration between schools, mental health services, law enforcement, and juvenile justice agencies that provides a continuum of prevention and early intervention services to address student mental health and behavioral health issues and implement restorative justice approaches and other alternatives to formal juvenile justice processing.
- improving agencies' collection and use of data to inform decisionmaking.
- fully engaging students and families in development of solutions.
- undertaking pertinent, affiliation/discipline-specific, and cross-sector training and professional development that includes knowledge and skills development related to child and adolescent development, children's exposure to violence and the consequences of youth involvement in the justice system.

Additionally, Category 2 applicants are to develop tools, training materials, and other resources that school communities throughout the nation can use and are to support a limited number of other sites identified as needing assistance in implementing supportive school discipline approaches, including those school communities identified by DOJ.

Training and technical assistance approaches may include (but not be limited to) use of strategic consultation, training, support for peer (agency to agency) mentoring, all-site meetings, and establishment of and/or support to actively participate in an existing community of practice, among others.

## 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](http://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.

### Anticipated Amount and Length of Award(s):

**Category 1: Local School Justice Collaboration Program.** OJJDP expects to make as many as four cooperative agreements of as much as \$600,000 each for a 36-month project period.

**Category 2: School Justice Collaboration Program National Training and Technical Assistance.** OJJDP expects to make one cooperative agreement of as much as \$2 million for a 24-month period. Based on the availability of funds and determination of successful performance, OJJDP may provide continuation funding for as many as two additional 1-year increments.

OJJDP will enter into a cooperative agreement with the successful applicants under both categories. Owing to the federal government's interest in this work and 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.

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

## 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](http://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](http://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](http://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.

## OJJDP Training and Technical Assistance Awardee Standards

OJJDP has developed the *Core Performance Standards for Training, Technical Assistance, and Evaluation* to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding. For additional information, go to OJJDP's NTTAC Web site ([www.nttac.org](http://www.nttac.org)).

Requirements related to coordination of activities will include, but are not limited to:

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP NTTAC by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP funded Webinars.** The award recipient must comply with OJJDP's Webinar Guidelines, as described in the core performance standards. Minimally, OJJDP training and technical assistance providers will submit to OJJDP NTTAC information in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and upload the files onto NTTAC's Online University.
- **Training information sharing.** The Office of Justice Programs (OJP) will be collecting information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form and submit information to NTTAC on all training events (i.e. name of requestor, description of request, dates of event, etc.) 30 days in advance of the event date and report additional data as OJJDP requires.

## 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/](http://www.ojjdp-dctat.org/). Performance measures for this solicitation are as follows:

### Category 1: Local School Justice Collaboration Program

Objective	Performance Measure(s)	Data Grantee Provides
	Percent decrease in	Number of suspensions/expulsions/

To support the implementation and sustainability of the multidisciplinary initiatives that can be expected to achieve positive school discipline reforms, significantly reduce the number of student suspensions, expulsions, and referrals to court for nonserious behaviors and eliminate disparities in the administration of discipline practices.	suspensions/expulsions/referrals to juvenile justice.  Percentage decrease in discipline disparities.	referrals to juvenile justice by race, gender and special education designation at the beginning of the reporting period  Number of suspension/expulsions/referrals to juvenile justice by race, gender, and special education designation at the end of the reporting period.
	Percentage of target population assessed as needing mental health services who received those services.	Number of youth assessed as needing mental health services.  Number of youth who received mental health services.
	Number of youth served.	Number of youth served.
	Percentage of targeted school communities that initiate desired reforms in discipline practice and school climate improvements.	Number of school communities served with desired change in discipline practice and student outcomes (eg, revised discipline codes, improved school attendance, academic achievement, graduation rates).

**Category 2: School Justice Collaboration Program National Training and Technical Assistance**

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
To develop tools, training materials and other resources for use by school communities and to provide training and technical assistance to justice agencies and school communities in collaborating on implementation of supportive school discipline approaches.	Number of training requests received.	Number of training requests received.
	Number of planning or training events held.	Number of planning or training events held.
	Number of deliverables completed.	Number of deliverables completed (by type of deliverable).
	Number of people trained.	Number of people trained.
	Percentage of people exhibiting increased knowledge of the program area.	Number of people (recipients of training/technical assistance) exhibiting increased knowledge of the program area (determined by pre- and post-testing).
	Number of technical assistance requests received.	Number of technical assistance requests received.
Reduced reliance on punitive disciplinary practices in supported school communities and reductions in disparities for youth subject to disciplinary practices in supported school communities.	Percentage of organizations reporting reductions in suspensions, expulsions and disparities in discipline administration based on training and technical assistance.	Number of organizations reporting reductions in suspensions, expulsions, and disparities in discipline administration based on training and technical assistance.

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” below for additional information.

## **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; name of the law enforcement agency or agencies that will receive subgrant funding; a letter of commitment or memorandums of agreement, as described on page 17; and the Grants.gov tracking numbers for the SCTG and Project AWARE grant programs applications.

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, and the activities that the applicant will implement to achieve the project’s goals and objectives.
- a description of how the applicant will measure progress toward these goals.
- the category under which the applicant is applying.
- the Grants.gov tracking numbers for application numbers to the Department of Education School Climate Transformation Grants–LEA and SAMHSA Now Is the Time - Project AWARE-LEA program solicitations. (Refer to [www.grants.gov](http://www.grants.gov) to locate these funding announcements.)
- The name of the law enforcement agency or agencies that will receive subgrant funding.

All project abstracts should follow the detailed template available at [www.ojp.usdoj.gov/funding/Project\\_Abstract\\_Template.pdf](http://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 clearly states which solicitation component the applicant is responding to. The narrative should present a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem they propose to address. Specifically, this section should address their understanding of the scope and nature of suspensions, expulsions, and referrals to law enforcement in their jurisdiction; the consequences in their jurisdiction of discipline that is overly punitive and/or applied inequitably to certain student populations; and the roles of educators, law enforcement, judges, prosecutors, probation staff, behavioral health professionals, students, and parents individually and collectively to keep students in school and out of court for nonserious, nonviolent behavior to support student success.

Category 1 applicants should additionally describe relevant outcomes and research or evaluation studies that relate to required subject matter expertise and contribute to their understanding of how they can use this information to inform the development of the local program being proposed.

Category 2 applicants should additionally describe the challenges that they will face supporting cross-sector collaborations to bring about changes to long-standing policies and practices, relevant research or evaluation studies, and their understanding of how they can use this information to provide training and technical assistance.

- b. **Goals, Objectives, and Performance Measures.** Applicants should explain their proposed goals, objectives and deliverables without repeating verbatim the solicitation's goals, objectives, and deliverables to demonstrate how they intend to incorporate an understanding of this solicitation into their work. When formulating proposed goals and objectives, applicants should be cognizant of the performance measures that OJJDP will require successful applicants to provide. Applicants should comprehensively address the overall initiative's goals and objectives in their narrative application (see pages 6-8 of this solicitation). Program 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.

**Performance Measures.** OJJDP does not require applicants to submit performance measures data with their applications. Performance measures (see Performance Measures, page 11) 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. Specifically, Category 1 applicants should:

- address in detail how they propose to undertake and accomplish the tasks and challenges listed under section a. Statement of the Problem, above.
- discuss in detail how they propose to address the Goals, Objectives, and Deliverables discussed on pages 6-8 of this solicitation.
- demonstrate a willingness and capacity to undertake reform.
- articulate their approach to establishing or strengthening current and planned relationships with their local education and mental health partners that have applied for funds through the Department of Education's School Climate Transformation LEA Grants program and SAMHSA's Project AWARE LEA grants and their identified subgrantees.
- describe how the applicant will collaborate and coordinate grant activities with the Department of Education's and SAMHSA's LEA grantees.
- confirm their willingness to participate in this joint effort, given the requirement to coordinate both locally and with the federal government and its technical assistance providers.
- provide a descriptive list of proposed deliverables (publications, tools, resources) for this project.
- provide a draft implementation and sustainability plan with key benchmarks with their application. (Grantees will update the plan within 60 days and finalize it within 6 months of award, in consultation with federal agency staff.)
- describe how the proposed management structure and staffing of the project will facilitate the delivery of the services, as described in the implementation plan.
- describe the activities the law enforcement agency receiving the subgrant will complete.
- describe the role of the advocacy organizations with which the applicant will partner.

Category 2 applicants are to address how they will support Category 1 grantees in each of the above items. Additionally, they must provide a descriptive list of proposed deliverables (publications, tools, resources, convenings, and training and technical assistance consultations) for this project.

**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](http://www.ojjdp.gov/grantees/pm/logic_models.html). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 20.

**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](http://www.ojjdp.gov/grantees/timelines.html)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 20.

- d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization, coapplicants, or partners, and any contractors or subgrantees that the applicant will rely on to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. If applicable, applicants should highlight their experience/capability/capacity to manage contracts, consultant agreements or subawards, including details on their system for fiscal accountability. Management, staffing patterns and accountability 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 project will be organized and the larger supporting organizational structure within which the project resides.

This section of the application should address the following:

- why the applicant is uniquely positioned to carry out this project.
- details regarding the capacity of the organization to deliver the required services and perform the key tasks identified.
- a description of the organization’s history of involvement with projects of this nature.
- A description of the subaward selection process and how the applicant will monitor the subgrant.
- A description of how the applicant will partner with advocacy organizations.

**Letters of Commitment/Memoranda of Understanding.** Applicants must provide signed and dated letters of commitment or memoranda of understanding with the law enforcement agency or agencies that will receive subgrant funding as well as key partners (at minimum, the local education agency (school district), behavioral health agencies, and local advocacy organizations) that include, as relevant, the following:

- expression of support for the program and a statement of willingness to actively participate and collaborate with the applicant on proposed activities.

- 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.

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](http://www.ojp.usdoj.gov/financialguide/index.htm).

- Budget Detail Worksheet.** A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://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.
- 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.

- 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](mailto: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](http://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 must disclose whether another federal grant making agency has designated them to be high risk. 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 has designated the applicant to be high risk, you must e-mail the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- the federal agency that currently designated the applicant as high risk.
- date the applicant was designated 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 applications. While the materials listed below are not assigned specific point values, peer reviewers will, as appropriate, consider these items when rating applications.

- 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; <a href="mailto:jane.doe@usdoj.gov">jane.doe@usdoj.gov</a>
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; <a href="mailto:john.doe@hhs.gov">john.doe@hhs.gov</a>

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 16)
- c. timeline or milestone chart (see Timeline, page 17)
- d. résumés of all key personnel
- e. job descriptions outlining roles and responsibilities for all key positions
- f. letters of commitment/memoranda of understanding from partner organizations, including the law enforcement agency or agencies to receive subgrant funding and key partners (at minimum, the local education agencies (school districts), mental and behavioral health agencies, and local advocacy organizations) (see Letters of Support/Memoranda of Understanding, page 17)
- g. evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.

## 9. 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

1. Statement of the Problem (15 percent)
2. Goals, Objectives and Performance Measures (10 percent)
3. Project Design and Implementation (35 percent)
4. Capabilities and Competencies (35 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.<sup>4</sup> (5 percent)

Awards under this category may be made only to juvenile and family courts in communities that have been awarded Department of Education School Climate Transformation Grants, as required under paragraph (3)(D) under the Juvenile Justice heading in the Department of Justice Appropriations Act, 2014, P.L. 113-76, 128 Stat. 5, 64-65. A factor that will be considered in selection is whether an application also provides a plan to collaborate with the LEA on SAMHSA’s Now Is The Time Project AWARE-LEA program.

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<sup>4</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

See What an Application Is Expected To Include, page 13, 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.

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](http://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](http://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 only permits the use of certain characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any 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 ( . )	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b>		

**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](http://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](http://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](http://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 16.829 , titled "Juvenile Justice Education Collaboration Assistance," and the funding opportunity number is OJJDP-2014-3929.
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: Local School Justice Collaboration Program. Competition ID: OJJDP-2014-3930.**
  - **Category 2: School Justice Collaboration Program National Training and Technical Assistance. Competition ID: OJJDP-2014-3931.**
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](http://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](mailto: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](mailto: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 School Justice Collaboration Program: Keeping Kids in School and Out of Court

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 24)
- Acquire or renew registration with SAM (see page 24)

##### *To Register with Grants.gov:*

- Acquire AOR and Grants.gov username/password (see page 25)
- Acquire AOR confirmation from the E-Biz POC (see page 25)

##### *To Find Funding Opportunity:*

- Search for the funding opportunity on Grants.gov (see page 25)
- Select the correct Competition ID (see page 25)
- Download Funding Opportunity and Application Package
- Sign up for Grants.gov e-mail notifications (optional) (see page 24)
- Read [Important Notice: Applying for Grants in Grants.gov](#)

#### General Requirements:

- Review "[Other Requirements](#)" Web page

#### Scope Requirement:

**Category 1: Local School Justice Collaboration Program.** The federal amount requested is within the allowable limit of as much as \$600,000.

**Category 2: School Justice Collaboration Program National Training and Technical Assistance.** The federal amount requested is within the allowable limit of as much as \$2 million.

#### Eligibility Requirement:

**Category 1:** Applicants are limited to local juvenile and family courts (including rural and tribal juvenile and family courts) that can verify that they have a partnership—with a local education agency (LEA) that has applied to the Department of Education's School Climate Transformation Grants-LEA (SCTG) and the Substance Abuse and Mental Health Services Administration Now Is the Time Project AWARE—LEA program. Additionally, applicants must partner with local law enforcement (via subgrants) as part of their collaborative effort. To meet these eligibility criteria, applicants to this solicitation must provide a letter of commitment or agreement, as described on page 17, and the Grants.gov tracking numbers for the SCTG and Project AWARE grant programs applications. Awards under this category may be made only to juvenile and family courts in communities that have been awarded Department of Education School Climate Transformation Grants, as required under paragraph

(3)(D) under the Juvenile Justice heading in the Department of Justice Appropriations Act, 2014, P.L. 113-76, 128 Stat. 5, 64-65. A factor that will be considered in selection is whether an application also provides a plan to collaborate with the LEA on SAMHSA's Now Is The Time Project AWARE-LEA program.

**Category 2:** School Justice Collaboration Program National 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.

**What an Application Is Expected to Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 13)
- \_\_\_\_\_ Project Abstract (see page 13)
- \_\_\_\_\_ Program Narrative (see page 14)
- \_\_\_\_\_ Budget Detail Worksheet (see page 18)
- \_\_\_\_\_ Budget Narrative (see page 18)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 10)
- \_\_\_\_\_ Read and indicate understanding of OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 10)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL)(see page 25)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 19)
- \_\_\_\_\_ Tribal Authorizing Resolution (see page 19)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 19)
- \_\_\_\_\_ Additional Attachments (see page 20)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications
  - \_\_\_\_\_ logic model (see page 16)
  - \_\_\_\_\_ timeline or milestone chart (see page 17)
  - \_\_\_\_\_ résumés of all key personnel
  - \_\_\_\_\_ job descriptions outlining roles and responsibilities for all key positions
  - \_\_\_\_\_ letters of support/memoranda of understanding (see page 17)
  - \_\_\_\_\_ 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 21)