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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJ P), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for the Smart on Juvenile Justice: Enhancing Youth Access to Justice Initiative. This program furthers the Department's mission by funding efforts that reduce recidivism and ensure that children receive the guarantees of due process and equal protection. The initiative will support DOJ's efforts to improve the quality of indigent defense services in the United States.

## OJJDP FY 2015 Smart on Juvenile Justice: Enhancing Youth Access to Justice Initiative

### Eligibility

This initiative is composed of three categories, and the eligibility differs for each category:

- **Category 1: Youth Access to Justice State Reform Planning Grants.** Eligible applicants are limited to states (including territories and the District of Columbia) and federally recognized tribal governments (as determined by the Secretary of the Interior).
- **Category 2: Youth Access to Justice 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.
- **Category 3: Youth Access to Justice State and Tribal Juvenile Defender Resource Centers.** 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.

For additional eligibility information, see section C. Eligibility Information.

### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 25, 2015.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see "[How To Apply](#)" in Section D. Applications and Submission Information

## 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 that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under [Experiencing Unforeseen Grants.gov Technical Issues](#).

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420, by e-mail at [responsecenter@ncjrs.gov](mailto:responsecenter@ncjrs.gov), or by web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. Answers to frequently asked questions that may assist applicants are posted at <http://www.ojjdp.gov/grants/solicitations/FY2015/FAQ/SmartJJYouthAccessFAQ.pdf>.

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# OJJDP FY 2015 Smart on Juvenile Justice: Enhancing Youth Access to Justice Initiative (CFDA #16.738 and 16.812)

## A. Program Description

### Overview

This initiative will provide funding to (1) develop effective, statewide, well-resourced model juvenile indigent defense legal delivery systems; (2) develop and implement standards of practice and policy for the effective management of such delivery systems; and (3) develop state or regional resource centers to help state, tribal, and local juvenile defense systems enhance the quality of legal representation, leverage resources, and collect and analyze data to measure the effectiveness of specific initiatives. This initiative will provide cost-effective and innovative training for the juvenile indigent defense bar, including public defenders and court-appointed counsel working on behalf of juvenile indigent defendants, particularly in traditionally underserved locations, including rural areas.

**Authorizing legislation.** U.S. Department of Justice Appropriations Act, 2015, Pub. L. No. 113-235 and Section 211 of the Second Chance Act.

**Resources for civil legal aid under the Second Chance Act.** Civil legal assistance can often play a critical role in addressing barriers to successful reintegration. This guidance clarifies that an allowable use of Second Chance Act funds for reentry services includes referral to and payment of legal services related to the purpose of the grant, such as securing a driver's license; expunging criminal records; litigating inappropriate denials of housing or employment and violations of the Fair Credit Reporting Act; creating and/or modifying child support orders; and other family law services that help stabilize individuals and families. This excludes the payment of fines or penalties associated with a driver's license suspension or the payment of child support. For more information, go to [www.bja.gov/Programs/SecondChanceLegalServicesGuidance.pdf](http://www.bja.gov/Programs/SecondChanceLegalServicesGuidance.pdf).

### Program-Specific Information

The Office of Juvenile Justice and Delinquency Prevention (OJJDP) recognizes that the role of the juvenile defender is highly complex and specialized. In 1967, the U.S. Supreme Court issued its landmark decision (*In re Gault*, 387 U.S. 1) guaranteeing the right to counsel for children in delinquency proceedings. Despite the efforts of juvenile justice professionals, many children across the nation are still denied meaningful access to counsel at critical stages of the juvenile justice process. For example, OJJDP's Survey of Youth in Residential Placement found that only 42 percent of youth in custody reported that they had access to a lawyer.<sup>1</sup> The survey also found that a minority of youth in custody had requested counsel, and only 13 percent of those that requested counsel actually received access to a lawyer.<sup>2</sup>

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<sup>1</sup> Sedlak, A.J., and McPherson, K.S. 2010. *Conditions of Confinement: Findings from the Survey of Youth in Residential Placement*. Bulletin. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

<sup>2</sup> *Ibid.*

In addition, the absence of counsel can contribute to racial and ethnic disparities throughout the juvenile justice system.

This initiative will fund 1-year planning grants for state government agencies and federally recognized tribal governments to develop strategies to ensure that every youth involved with the justice system has fair and equal access to quality legal representation. In addition, a training and technical assistance provider will provide education and national technical assistance to defenders on adolescent brain and behavioral development, recent advances in neuroscience, and the impact of exposure to violence and trauma on normal human development and wellbeing. This initiative also will fund Juvenile Defender Resource Centers to support communities of juvenile defenders, including court-appointed counsel.

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

**Category 1: Youth Access to Justice State Reform Planning Grants.** This planning program will support state and tribal efforts to develop strategies and policies that will ensure that every juvenile receives the guarantees of due process and equal protection and that their constitutional rights are honored. OJJDP will provide 1-year grants to state government agencies and federally recognized tribal governments to develop and finalize a comprehensive statewide juvenile indigent defense reform strategic plan. The plan should lead to an effective, well-resourced model juvenile indigent defense delivery system with standards of practice and policies for the management of that system.

During the planning phase, grantees must convene a diverse committee of critical stakeholders, including frontline juvenile defenders, defender supervisors, juvenile court judges, juvenile justice agency leaders (including juvenile probation, detention, and corrections), policymakers, mental health professionals, community advocates, state-level decision-makers, schools, prosecutors, law enforcement, youth- and family-serving organizations, justice-involved youth and their families, and others concerned with the fair administration of justice. The stakeholders should represent urban, suburban, and rural communities.

OJJDP will require grantees to:

- develop educational programs on adolescent development, trauma-informed care, and other topics that would enhance the effective assistance of counsel for public defenders in their state.
- encourage law school clinics, bar associations, public defenders, and private attorneys to partner with service providers to facilitate clients' access to legal services for youth to address employment, education, housing, health care, record expungement, and reentry or aftercare needs.
- convene a diverse committee to develop and finalize comprehensive statewide or tribal indigent defense system strategic plans to decrease waiver of counsel, increase representation at detention hearings, establish post-disposition legal services addressing collateral consequences, reduce disproportionate minority confinement, institutionalize specialized juvenile defense practice and training programs, and examine state policies for transferring youth to adult court in light of the latest research on adolescent development.

During the planning phase, OJJDP will require grantees to work with a training and technical assistance provider that OJJDP will identify when developing their strategic plans. Upon completion of the planning phase, OJJDP will invite the awarded states to submit competitive applications for grants to implement their plans. Funding decisions for implementation grants will consider the quality and comprehensiveness of the juvenile indigent defense system reform strategic plans.

**Category 2: Youth Access to Justice Training and Technical Assistance.** OJJDP will select a training and technical assistance provider to focus on juvenile defense, identify gaps in practice, and train on strategies. The provider will do the following:

- provide direct training and technical assistance to state planning grantees on assessing their current systems and developing their strategic plans.
- assess and address the national training and technical assistance needs of juvenile indigent defense.
- provide training and technical assistance to states, tribal jurisdictions, and local communities on best practices for employing a trauma-informed and developmental approach standard in juvenile justice services.
- Use the latest research to train juvenile and criminal justice professionals about the impact of transferring youth to the adult system.
- create a network of criminal justice and health professionals to provide specialized education and technical assistance to law school clinics, public defenders, and private attorneys.
- provide grantees and communities with tools, resources, and assistance to engage in multidisciplinary partnerships and task forces.
- implement strategies to enhance service delivery of quality legal representation.
- facilitate peer-to-peer consultation and networking among grantees.
- hire and train civil legal services attorneys who will provide legal services to youth who are reintegrating back into their communities from secure confinement or out-of-home placement. Services that may be provided include record expungement and/or sealing of juvenile records and assisting clients to overcome legal obstacles/barriers associated with collateral consequences, such as obtaining housing (including public housing), professional licenses, drivers' licenses, employment and education.
- provide technical assistance, including ongoing phone consultations, 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 webinars, and other distance/online learning technologies that facilitate peer-to-peer learning.

- identify experts to build local capacity for the development and implementation of state strategic plans that use multi-disciplinary partnerships, balanced approaches, and data-driven strategies and help the sites meet their needs.

**Deliverables.** In addition to the strategy and content of the program design, the successful applicant must complete the following deliverables during the 24-month project period. The program narrative should reflect how the applicant will accomplish the activities. Subsequent deliverables may be developed annually according to need and funding ability. When the project ends, OJJDP will require the awardee to transfer products to OJJDP. The successful applicant will develop the following:

**1. Needs assessment planning and implementation guide and materials for state or tribal government planning grantees**

- a transition work plan that describes how the grantee will incorporate data, materials, and processes into the new program approach, including the collaboration and interface needed during the startup phase.
- a strategic plan (including timelines, performance measures, and benchmarks for measuring internal progress) that specifies which activities the grantee will conduct to achieve the program goals and objectives.
- a plan of action for training and technical assistance requests to assist states in developing a comprehensive strategic plan and the capacity to collect and use program evaluation management data.

**2. Marketing**

- a marketing plan that outlines the development of products and materials that will assist state, localities, and tribal jurisdictions to address quality legal representation for juveniles.

**3. Technical assistance**

- training, technical assistance, and evaluation protocols to ensure consistency and quality of service delivery.
- a projected plan for onsite technical assistance visits.
- develop shadowing and or mentoring programs with legal services corporations on providing legal services for record expungement and/or sealing of juvenile records and developing collateral consequences checklists or helping clients overcome legal barriers, such as obtaining housing (including public housing), professional licenses, drivers licenses, employment, and education, to youth who are reentering their communities from incarceration or out-of-home placement. **Grantees should set aside \$700,000 in their budget to conduct these activities over a 24-month period.**

#### 4. Training

- a training proposal for grantees of the Youth Access to Justice State Reform Planning Grants to plan for implementation.
- a proposal to promote practices that respect youth's rights and support jurisdictions to conduct system-wide juvenile-specific trainings for juvenile defenders, prosecutors, judges, police, and other influential actors that enhances procedural justice and ensures due process.
- develop a training curricula for attorneys that addresses such areas as (1) expunging, sealing, or correcting inaccurate records of reentering youth; (2) reinstating drivers licenses; (3) securing certificates of rehabilitation; (4) modifying or resolving conflicting criminal justice system fees and fines; (5) advising reentering youth about their legal rights and obligations; and (6) connecting reentering youth with other community resources..

#### 5. Hire Attorneys to Provide Legal Services

- select, hire, place, and train civil legal services attorneys to provide legal services to youth who have been released from secure confinement or out-of-home placement for offenses committed while those individuals were 18 or younger and are reintegrating back into their communities.
- services should address civil connections, such as record expungement and/or sealing of juvenile records and assisting clients to overcome legal barriers associated with collateral consequences, such as obtaining housing (including public housing), professional licenses, drivers' licenses, employment, and education.

Attorneys should be placed in nonprofit legal services organizations or community-based organizations that have experience providing legal services to juveniles returning to their communities from confinement or out-of-home placements.

Applicants should be realistic in estimating the cost of deliverables and in detailing the implementation schedule. OJJDP also encourages applicants to be innovative and expects applicants to propose alternative approaches to the delivery of training and technical assistance to maximize resources.

**Category 3: Youth Access to Justice State and Tribal Juvenile Defender Resource Centers.** Juvenile Defender Resource Centers will help state and tribal juvenile defenders leverage local resources in the following ways:

- provide resources that address challenges around juvenile defense in rural, tribal, remote, and underserved areas.
- evaluate ways to approach or solve problems related to juvenile defense through policy development and advocacy.
- work with researchers to develop best practices for the field.



- document case studies of different juvenile defense delivery systems.
- develop and support state appellate networks.
- conduct statewide juvenile indigent defense assessments, implement assessment findings, and assist states in developing self-assessment tools.
- assist with localizing national standards and materials.
- compile resources regarding ongoing efforts in juvenile defender offices that have been shown to reduce racial and ethnic disparities.
- serve multiple states and/or regions.
- collect, analyze, and use data specific to state, tribal, and local juvenile defense.
- conduct assessments of state, tribal, and local juvenile indigent defense systems, leading to improvements, such as decreasing waiver of counsel, increasing representation at detention hearings, creating state-level juvenile defender positions, ending indiscriminate shackling, establishing post-disposition and institutionalizing specialized juvenile defense practice and training programs.
- attract local talent and create incentives for career paths through the creation of juvenile defense units; collaboration with law schools, bar associations, and nonprofit law centers; and loan forgiveness or fellowship programs.
- work with state, tribal, and local representatives to address both implicit and inherent bias and address an end to racial and ethnic disparities in the juvenile justice system with the assistance of expert training and technical assistance.
- provide juvenile defense immersion training to include knowledge of the Prison Rape Elimination Act.
- develop state and tribal-based models for appellate advocacy.
- draw on national knowledge and assist in the development of a network of experts to support innovation in juvenile indigent defense through shared policy and practice.
- partner with other organizations to leverage existing resources and sustainability.

The program narrative should reflect how the applicant will accomplish the above program activities through the proposed deliverables. Applicants should be realistic in estimating the cost of deliverables and in detailing the implementation schedule. OJJDP also encourages applicants to be innovative and expects them to propose alternative approaches to the delivery of the services the resource center will provide to juvenile defenders.

**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 website](#).

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.

**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](#) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

**Family engagement.** OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities

to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system. Applicants should describe how the proposed program will include a family engagement component.

## **B. Federal Award Information**

**Category 1: Youth Access to Justice State Reform Planning Grants.** OJJDP will make as many as five awards of as much as \$125,000. The initial award will be for a 12-month project period.

**Future years funding: implementation awards.** If an applicant receives a FY 2015 planning award under this program, OJJDP will invite them to submit an application to compete for future funding that could include an individual implementation award. In FY 2016, OJJDP expects to make awards totaling as much as \$1 million each that will enable states to implement their strategic plans to develop effective, well-resourced model juvenile indigent defender offices and develop and implement standards of practice and policy for the effective management of those systems.

**Category 2: Youth Access to Justice Training and Technical Assistance.** OJJDP will make one award this fiscal year under this category for as much as \$1.28 million. The award will be for a 24-month project period.

Applicants under this category must budget at least \$700,000 to develop shadowing and or mentoring programs with legal services corporations on providing legal services for record expungement and/or sealing of juvenile records and developing collateral consequences checklists or helping clients overcome legal barriers, such as obtaining housing (including public housing), professional licenses, drivers licenses, employment, and education, to youth who are reentering their communities from incarceration or out-of-home placement. \$580,000 should be budgeted towards the other activities outlined in the solicitation. OJJDP may provide a third year of supplemental funding for TTA activities dependent on future funding and appropriations.

**Category 3: Youth Access to Justice State and Tribal Juvenile Defender Resource Centers.** OJJDP will make two awards this fiscal year under this category for as much as \$500,000. The award will be for a 36-month project period.

### **Type of Award<sup>3</sup>**

**Category 1: Youth Access to Justice State Reform Planning Grants.** OJJDP expects to make any award from this solicitation under this category in the form of a grant.

**Category 2: Youth Access to Justice Training and Technical Assistance and Category 3: Youth Access to Justice State and Tribal Juvenile Defender Resource Centers.** OJJDP expects to make the award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OJJDP expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant but does not

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<sup>3</sup> See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation.

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.

**Financial management and system of internal controls.** If selected for funding, the award recipient must:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the nonfederal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.
- (c) Evaluate and monitor the nonfederal entity's compliance with statute, regulations, and the terms and conditions of federal awards.
- (d) Take prompt action when instances of noncompliance are identified, including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the nonfederal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

## **Budget Information**

**Cost sharing and match requirement.** This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

**Preagreement cost approvals.** OJP does not typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, preagreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs before submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as preagreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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.<sup>4</sup> The 2015 salary table for SES employees is available at the Office of Personnel Management [website](#). 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. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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 that 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. 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.

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<sup>4</sup> This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

**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" [webpage](#).

## C. Eligibility Information

For additional eligibility information, see the title page.

**Cost sharing and match requirement.** For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

**Limit on number of applications submissions.** If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted.

## D. Application and Submission Information

### What an Application Should 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, or that 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 and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under "How to Apply" to be sure applications are submitted in permitted formats.

*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. Project abstracts should be—

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

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

All project abstracts should follow the detailed template available [here](#).

**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 webpage 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 project 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

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

- a. Statement of the problem.** Applicants should briefly describe the need for their program based on the goals and objectives identified in the Goals, Objectives, and Deliverables Section on page 5. The applicant should use data to provide evidence that the need exists, demonstrate the size and scope of the need, and document the effects of the need on the target population and the larger community. Applicants

should describe the target population and any previous or current attempts to address the need.

- b. Project design and implementation.** Applicants should detail how their proposed program will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified on page 5. Applicants should describe how they will complete the deliverables and accomplish the activities stated in the Goals, Objectives, and Deliverables section on pages 5-9. **Category 3 applicants should describe a plan to leverage existing resources that they will use to enhance the proposed project and sustain the project once OJJDP funding ends.** OJJDP encourages applicants to select evidence-based practices for their programs.

**Logic model.** Applicants may 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 [here](#).

**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](#).")

The timeline may be submitted as part of the narrative or in a separate attachment document.

- c. Capabilities and competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of the organizational chart showing how their organization operates, including who manages the finances; how they manage subawards, if there are any; and the management of the project proposed for funding.

**Letters of support/memoranda of understanding.** If submitting an application with partners, 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.

**d. Plan for collecting the data required for this solicitation’s performance measures.** OJJDP does not require applicants to submit performance measures data with their applications. Performance measures 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.

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 that 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: Youth Access to Justice State Reform Planning Grants**

Objective	Performance Measure(s)	Description	Data Grantee Provides
The objective is for states, localities, and tribal jurisdictions to develop strategies and policies that will ensure that juveniles receive the guarantees of due process and equal protection and that their constitutional rights are honored.	Number and percentage of court/probation units with indigent defense programs in place.	Determine coverage of the graduated sanctions approach within court and probation departments. Most appropriate for projects run through local units of government or tribal equivalent. Count would be the raw number of courts or probation departments that are implementing or in the process of implementing an indigent defense program (in the process includes things like training staff on indigent defense, developing policies on the use of indigent programming principles, or developing sub-contracts with service providers in anticipation of the program). Percent is the raw number divided by the number of cast/probation units in operation.	A Number of units with indigent defense programming in operation.  B Number of units.  C Percent (A/B).
	Number of types of indigent defense programs.	Determine program scope. Appropriate for programs that offer indigent defense programming. Report the raw number of types of indigent defense programs offered. Include both service types directly	

		delivered by the program and service types that youth have access to through the program.	
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**Category 2: Youth Access to Justice National Training and Technical Assistance**

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Description</b>	<b>Data Grantee Provides</b>
To provide national training and technical assistance provider to focus on the need for specialization in juvenile defense, identify gaps in practice, and train on strategies.	Percentage of participants trained who reported an increase in knowledge, skills, and/or abilities.	This measure represents the number participants who exhibit an increased knowledge of the program area after participating in training or technical assistance.	Number of people trained.  Number of participants trained who reported an increase in knowledge, skills, and/or abilities as a result of training and technical assistance participation (as determined by pre-and post-testing).
	Number of materials developed.	This measure represents the number of program technical assistance materials that were developed during the reporting period. Include only substantive materials such as program overviews, implementation and planning guides. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed.	Number of program technical assistance materials developed.
	Number of planning activities conducted.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or inter-agency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning activities conducted.
	Percentage of deliverables (e.g., reports, curricula, manuscripts) completed on time.	This measure represents the number of deliverables completed on time.	Number of deliverables completed on time.  Number of deliverables to be submitted to OJJDP. Deliverables will differ depending upon the specific project and should be outlined in the application.

	Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.	This measure represents the number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as reported by the OJJDP program manager.	Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as reported by the OJJDP program manager.
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**Category 3: Youth Access to Justice State and Tribal Juvenile Defender Resource Centers**

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Description</b>	<b>Data Grantee Provides</b>
To provide Juvenile Defender Resource Centers to help state and tribal juvenile defenders leverage local resources that address challenges around juvenile defense in rural, tribal, remote, and underserved areas.	Percentage of participants trained who reported an increase in knowledge, skills, and/or abilities.	This measure represents the number of participants who exhibit an increased knowledge of the program area after participating in training or technical assistance.	Number of people trained.  Number of participants trained who reported an increase in knowledge, skills, and/or abilities as a result of training participation (as determined by pre-and post-testing).
	Number of planning activities conducted.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or inter-agency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning activities conducted.
	Number of partnerships created.	This measure represents the number of partnerships created with state and tribal bar associations, researchers, and defenders.	Number of partnerships created.
	Percentage of deliverables (e.g., reports, curricula, manuscripts) completed on time.	This measure represents the number of deliverables completed on time.	Number of deliverables completed on time.  Number of deliverables to be submitted to OJJDP. Deliverables will differ depending upon the specific project and should be outlined in the application.
	Percentage of deliverables that	This measure represents the number of deliverables that meet	Number of deliverables that meet OJJDP's

	meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined by OJJDP.	OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as reported by the OJJDP program manager.	expectations for depth, breadth, scope and quality of study, and pertinence, as reported by the OJJDP program manager.
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OJJDP does not require applicants to submit performance measures data with their application. Performance measures 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.

#### 4. Budget Detail Worksheet and Budget Narrative

- a. Budget Detail Worksheet.** Applicants under **Category 2** must budget \$700,000 to develop and implement a program to hire and train civil legal services attorneys to provide legal services for youth reintegrating back into their communities from secure confinement or out-of-home placement. Services to be provided may include record expungement and/or sealing of juvenile records, development of collateral consequences checklists, or assistance to clients to overcome legal obstacles/barriers, such as obtaining public housing, professional licenses, drivers' licenses, employment, and education.

A sample Budget Detail Worksheet can be found [here](#). Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP [Financial Guide](#).

- 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. Noncompetitive procurement contracts in excess of simplified acquisition threshold.** If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive 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](#).
- d. Preagreement cost approvals.** Costs incurred prior to the start date of the award may be charged to the project only if the award recipient receives prior approval from the awarding agency. Grant recipients are required to submit a request for approval of preagreement costs to the program office head. The request is approved by the program office head, with the coordination of OCFO. OCFO reviews the expenditures in conjunction with the proposed budget categories to ensure costs are in compliance with grant guidelines and allowable under federal regulations.

The agreement does not guarantee current or future funding. The preagreement cost letter only authorizes the specified funds to be expended for tasks that are included in the application and budget currently pending final approvals. Award activities and expenditures must comply with the financial and administrative requirements set forth in the current edition of the OJP Financial Guide. The grant recipient will be responsible for the initial financing of these tasks and will be reimbursed for these costs subject to final budget approval and issuance of the award. All costs incurred prior to the final budget approval are incurred at the risk of the grant recipient.

Applicants must obtain written approval or authorization for preagreement costs as specified in [Title 2 Code of Federal Regulations \(CFR\) Par 220 \(Educational Institutions\) \[PDF – 348 Kb\]](#), [Title 2 CFR Part 225 \(State, Local, and Indian Tribal Governments\) \[PDF – 288 Kb\]](#), or [Title 2 CFR Part 230 \(Non-Profit Organizations\) \[PDF – 276 Kb\]](#), as costs that are allowable only with approval of the awarding agency or costs which contain special limitations (such as expenditure ceilings). All conferences (defined broadly to include meetings, retreats, seminars, symposiums, events, and group training activity) conducted by cooperative agreement recipients or contractors funded by OJP must receive written prior approval. An approved award budget is not prior approval. All prior approval requests must be submitted within the required number of days (90 or 120) in advance of the start date of the event. See Chapter 3.10: Prior Approval of the [OJP Financial Guide](#), for more information.

## **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 that 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, please 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 [here](#).

## **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 unable to 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 its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, 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 additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email 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 email address, from that federal agency; and
- 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**

- 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. Research and evaluation independence and integrity.** If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by OJJDP grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse’s work product (actual

conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

- c. logic Model. (See Logic Model, page 16)
- d. timeline or milestone chart. (See Timeline, page 16)
- e. résumés of all key personnel.
- f. job descriptions outlining roles and responsibilities for all key positions.
- g. letters of support/memoranda of understanding from partner organizations. (See Letters of support/memoranda of understanding, page 16)
- h. evidence of nonprofit status. For example, a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
- i. evidence of for-profit status. For example, a copy of the articles of incorporation, 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 is to download, complete, and submit this [form](#).

## 10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

### 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 that 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 email [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 ( . )	<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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the Federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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. Register 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 [here](#).
- 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 16.738 and 16.182 titled “Smart on Juvenile Justice: Enhancing Youth Access to Justice Initiative” and the funding opportunity number is OJJDP-2015-4209.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

**Category 1: Youth Access to Justice State Reform Planning Grants.** Competition ID: OJJDP-2015-4278

**Category 2: Youth Access to Justice Training and Technical Assistance.** Competition ID: OJJDP-2015-4279

**Category 3: Youth Access to Justice State and Tribal Juvenile Defender Resource Centers.** Competition ID: OJJDP-2015-4280

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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully 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 the same application, OJJDP will review only the most recent system-validated version submitted.

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov Customer Support Hotline or the SAM Help Desk to report the technical issue and receive a tracking number. Then applicant must e-mail the *OJJDP* contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their application. 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 the program office 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 website
- 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 webpage](#).**

## **E. Application Review Information**

### **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 20 percent of the entire score in the application review process.

1. Statement of the Problem (20 percent)
2. Project Design and Implementation (40 percent)
3. Capabilities and Competencies (20 percent)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 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>5</sup> (10 percent)

### **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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program

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<sup>5</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.

requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.
- Applications must request funding within the funding limitation set by this solicitation (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the General Services Administration’s Excluded Parties List.

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. 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, although their views are considered carefully. 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 under prior OJJDP and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity.
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.
3. History of performance.
4. Reports and findings from audits.
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities.
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding when making awards.

## **F. Federal Award Administration**

## Federal Award Notices

OJP award notification will be sent from the OJP Grants Management System. Recipients will be required to login; accept any outstanding assurances and certifications on the award; designate financial points of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

### Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements<sup>6</sup> with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as

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<sup>6</sup> See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

### **Program-specific Requirements, Terms, and Conditions**

Recipients of an award under this program should anticipate that the following special award terms and conditions will be included in the award:

As stated above, OJJDP expects to make Category 2 and 3 awards from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OJJDP.

In addition to any federal involvement condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on “conference” approval, planning, and reporting.

### **General Information About Post-Federal Award Reporting Requirements**

Recipients must submit quarterly financial reports, *semi-annual* progress reports, a final progress report, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special reporting requirements may be required by OJP depending on the statutory, legislative or administrative requirements of the recipient or the program.

#### **Legal, Administrative, and National Policy Requirements**

Applicants selected for awards must agree to comply with additional legal, administrative, and national policy 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 [here](#).

## **G. Federal Awarding Agency Contact(s)**

For additional Federal Awarding Agency Contact(s), see the title page.

For additional contact information for Grants.gov, see the title page.

## **H. Other Information**

### **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 email 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 2015 Smart on Juvenile Justice: Enhancing Youth Access to Justice Initiative

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

#### What an Applicant Should Do:

##### *Prior to Registering in Grants.gov:*

\_\_\_\_\_ Acquire a DUNS Number (see page 26)

\_\_\_\_\_ Acquire or renew registration with SAM (see page 26)

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

\_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 26)

\_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 26)

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

\_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 27)

\_\_\_\_\_ Select the correct Competition ID (see page 27)

\_\_\_\_\_ Download Funding Opportunity and Application Package

\_\_\_\_\_ Sign up for Grants.gov email notifications (optional) (see page 25)

\_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

\_\_\_\_\_ After application submission, receive Grants.gov email notifications that (1) application has been received, (2) application has been validated or rejected (see page 27)

\_\_\_\_\_ If no Grants.gov receipt, and validation or error notifications are received, contact [responsecenter@ncjrs.gov](mailto:responsecenter@ncjrs.gov), regarding technical difficulties (see page 27)

#### General Requirements:

\_\_\_\_\_ Review "[Other Requirements](#)" webpage.

#### Scope Requirement:

The federal amount requested is within the allowable limit(s) of:

\_\_\_\_\_ **Category 1: Youth Access to Justice State Reform Planning Grants:** \$125,000.

\_\_\_\_\_ **Category 2: Youth Access to Justice Training and Technical Assistance:** \$1.28 million.

\_\_\_\_\_ **Category 3: Youth Access to Justice State and Tribal Juvenile Defender Resource Centers:** \$500,000.

#### Eligibility Requirements:

\_\_\_\_\_ **Category 1: Youth Access to Justice State Reform Planning Grants:** State, territory, or federally recognized tribal government.

\_\_\_\_\_ **Category 2: Youth Access to Justice Training and Technical Assistance:** Nonprofit or for-profit organization, tribal nonprofit or for-profit organization, institution of higher education, or tribal institution of higher education.

\_\_\_\_\_ **Category 3: Youth Access to Justice State and Tribal Juvenile Defender Resource Centers:** Nonprofit or for-profit organization, tribal nonprofit or for-profit organization, institution of higher education, or tribal institution of higher education.

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 14)
- \_\_\_\_\_ Project Abstract (see page 15)
- \_\_\_\_\_ Program Narrative (see page 15)
- \_\_\_\_\_ Budget Detail Worksheet (see page 20)
- \_\_\_\_\_ Budget Narrative (see page 20)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (see page 13)
- \_\_\_\_\_ Read 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 13)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 25)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 21)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 22)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 25)
- \_\_\_\_\_ Additional Attachments (see page 22)
  - \_\_\_\_\_ applicant disclosure of pending applications
  - \_\_\_\_\_ research and evaluation independence and integrity
  - \_\_\_\_\_ logic Model.
  - \_\_\_\_\_ timeline or milestone chart.
  - \_\_\_\_\_ résumés of all key personnel.
  - \_\_\_\_\_ job descriptions outlining roles and responsibilities for all key positions.
  - \_\_\_\_\_ letters of support/memoranda of understanding from partner organizations.
  - \_\_\_\_\_ evidence of nonprofit status. For example, a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
  - \_\_\_\_\_ evidence of for-profit status. For example, a copy of the articles of incorporation, if applicable
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (see page 24)