The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applications for research on risk assessment in juvenile justice. This program furthers the Department's mission by enhancing what is understood about the impact of risk assessment tools and risk assessment implementation on recidivism/reoffending.

OJJDP FY 2014 Investigator-Initiated Research on Risk Assessment

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). *For-profit organizations must agree to forgo any profit or management fee.* (See Eligibility, page 4.)

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

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

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 23.) All applications are due by 11:59 p.m. eastern time on June 30, 2014. (See "Deadlines: Registration and Application," page 4.)

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

Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their applications by the deadline must e-mail JIC@telesishq.com

within 24 hours after the application deadline and request approval to submit their application.

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

Grants.gov number assigned to this announcement: OJJDP-2014-3891

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Contents

OJJDP FY2014 Investigator-Initiated Research on Risk Assessment
(CFDA #16.542; #16.123, and #16.819)

Overview

This solicitation seeks applications for research studies on the implementation and impact of risk assessment in the juvenile justice system. OJJDP works with communities across the country to divert youth who pose low public safety and recidivism risk from the juvenile justice system and to provide youth in the system with appropriate and effective interventions and services. A better understanding of risk assessment tools' effectiveness and how those tools are best used across the juvenile justice system is the foundation to better identifying the risks and needs of youth and effectively intervening with the youth who come in contact with the juvenile justice system. Understanding how risk assessments can be used to promote diversion and community-based alternatives, when appropriate, is of particular interest to OJJDP. This program is authorized pursuant to paragraph (2) under the Juvenile Justice heading in the Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat. 5, 64-5.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 30, 2014. See "How To Apply" on page 23 for details.

Eligibility

Eligible applicants are limited to states (including territories), units of local government (including federally recognized tribal governments, as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

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

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

Program-Specific Information

OJJDP is seeking to support robust research that investigates comprehensive approaches to risk assessment (i.e., use by multiple agencies involved in juvenile justice decisions) and that is likely to inform juvenile justice reform and improvement efforts. This research should provide clear and compelling answers about the most effective risk assessment tools and their

implementation and how risk assessments are used for decisions to ensure optimal adjudication, disposition, and placement and service provision to reduce recidivism. The research should consider a focus on assessment implementation and use across the entire continuum of agencies within a juvenile justice system and may include local, regional/county, or state systems. OJJDP is also interested in how needs assessments may be used in conjunction with risk assessments to inform service decisions and to promote positive youth outcomes and how use of risk assessments can promote diversion and community-based alternatives, when appropriate.

Purpose

The focus of this solicitation is on risk assessment tools and processes, which refer, generally, to the standardized instruments and their use to assess the risk of recidivism and/or the criminogenic risk and needs of youth for disposition, adjudication, and placement and service planning of youth in the juvenile justice system. Research under this program must focus on standardized risk assessment with recidivism/reoffending being the primary outcome; however, this research may include static actuarial, static/dynamic actuarial, and/or structured professional judgment risk assessments. The research study may also include assessing well-being needs for the purposes of service delivery, but not for the purposes of predicting reoffending.[1]

Research has shown that formal juvenile system processing is not always a means to effectively reduce delinquency, and can worsen outcomes for measures of crime prevalence, incidence, and severity.[2] Research has also illustrated the importance of accurately assessing the risks of a juvenile who has come into contact with the juvenile justice system to provide an effective response.[3,4] However, there are also documented variations in the validity and reliability of risk assessment tools[5] and the quality of their implementation.[6] Enhancing the understanding of effective risk assessment can help jurisdictions select more appropriate and cost effective responses across a continuum of diversion, community-based alternatives, or incarceration options.

Research under this solicitation may also investigate how needs assessments are integrated in or coordinated with risk assessments. In 1995, OJJDP's *Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders* focused attention on risk and needs assessment. It underscored the importance of not only understanding the risks, but also the needs of the individuals to respond to and reduce juvenile delinquency.[7] The recent OJJDP-funded National Research Council Report, *Reforming Juvenile Justice*: *A Developmental Approach* highlighted

[1] Hoge, R.D., Vincent, G. M., and Guy, L.S. 2012. Prediction and Risk/Needs Assessments. *From Juvenile Delinquency to Adult Crime.* R. Loeber and D.P. Farrington (eds). New York, NY: Oxford University Press.

[2] Petrosino, A., Turpin-Petrosino, C., and Guckenburg, S. 2010. "Formal System Processing of Juveniles: Effects on Delinquency." *Campbell Systematic Reviews* 1. Retrieved from: http://campbellcollaboration.org/lib/project/81/.

[3] Wilson, H.A., and Hoge, R.D. 2012. The Effect of Youth Diversion Programs on Recidivism: A Meta-Analytic Review. *Criminal Justice and Behavior 2013* 40:497. Originally published online 15 October 2012.

[4] Lipsey, M.W., Howell, J.C., Kelly, M.R., Chapman, G., Carver, D. 2010. *Improving the Effectiveness of Juvenile Justice Programs: A New Perspective on Evidence-Based Practice.* Washington, DC: Center for Juvenile Justice Reform, Georgetown University. Retrieved from: .http://cjjr.georgetown.edu/pdfs/ebp/ebppaper.pdf.

[5] Baird, C., Healy, T., Johnson, K., Bogie, A., Dankert, E. W., and Scharenbroch, C. 2013. *Comparison of Risk Assessment Instruments in Juvenile Justice.* Washington, DC: National Council on Crime and Delinquency.

[6] Hoge, R.D., Vincent, G.M., and Guy, L.S. 2012. Prediction and Risk/Needs Assessments. From *Juvenile Delinquency to Adult Crime.* R. Loeber and D.P. Farrington (eds). New York, NY: Oxford University Press.

[7] Office of Juvenile Justice and Delinquency Prevention. 1995. *Guide for Implementing the Comprehensive Strategy for Serious, Violent, and Chronic Juvenile Offenders.* Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention. Retrieved from: https://www.ncjrs.gov/pdffiles/guide.pdf.

that the overarching goal of the juvenile justice system is to promote prosocial development, which will support public safety.[8] A needs assessment can identify which services a juvenile might need, assist jurisdictions in matching the youth to those services, and aim to improve additional well-being outcomes for the youth.

OJJDP works with communities across the country to divert youth who pose low public safety and recidivism risk from the juvenile justice system and to provide the youth in the system with appropriate interventions and services. Additional research on valid, reliable risk (and needs) assessment tools and procedures that are well-implemented and appropriately used to inform decision making and service delivery is important to reforming the juvenile justice system, reducing recidivism, promoting positive youth outcomes, and improving public safety.

Goals, Objectives, and Deliverables

The goal of this research program is to gain a better understanding of how juvenile justice systems can effectively implement risk assessment tools and procedures to reduce recidivism. OJJDP has identified the following related gaps in the research. Applicants should discuss how their proposed study may or may not address these gaps. As noted above, the proposed research questions should address tools that assess risk of recidivism, their implementation, and impact on recidivism/reoffending as the primary outcome. However, OJJDP is also interested in a comprehensive systems study that examines needs assessment in conjunction with risk assessment use and influences on outcomes.

1. **Risk Assessment Tools.** Which risk assessment tools/instruments are the most accurate and effective at predicting recidivism/reoffending and why? OJJDP encourages the comparison of multiple tools. (If applicable, which needs assessment tools/questions are most effective in need identification?)

2. **Risk Assessment Tool Implementation and Monitoring.** How does the implementation of risk assessments impact the accuracy of recidivism prediction? What type and level of monitoring is required? (If applicable, how does the way in which needs assessments are implemented impact need identification?)

3. **Use of Risk Assessments in System Decisions and Interventions.** How are risk assessments (and needs assessments) used for applicable adjudication, disposition, and service delivery decisions? How does the use (and variations in use) of the assessment information affect recidivism and other outcomes?

4. **Impacts of Risk and Needs Assessments.** What is the impact of appropriate use of risk assessment on recidivism? Depending on what instrument is used to assess risk (and needs, if applicable), what other youth outcomes may be affected? How do variations in risk assessment tools, implementation and monitoring, and usage throughout the juvenile justice system mediate and moderate variations in impact?

Applicants should provide a detailed explanation of the proposed research design, including why it is a scientifically valid approach and the most rigorous method(s) available for the proposed questions. This includes, but is not limited to addressing:

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[8] National Research Council. 2013. *Reforming Juvenile Justice: A Developmental Approach.* Committee on Assessing Juvenile Justice Reform, Richard J. Bonnie, Robert L. Johnson, Betty M. Chemers, and Julie A. Schuck, Eds. Committee on Law and Justice, Division of Behavioral and Social Sciences and Education. Washington, DC: The National Academies Press.

- a brief review of the relevant theories and research supporting the proposed approach.

- the sampling plan:

  o OJJDP expects applications for evaluations under this solicitation to propose random selection and assignment of participants to experimental and control conditions, if feasible. Applications that include evaluation research but do not propose randomization should explain clearly why randomization is not feasible and propose a strong quasi-experimental design that can address the risk of selection bias.

  o sampling plans should address how the method will increase the scientific yield of the research while weighing it with practical challenges or costs with respect to program implementation.

  o the sampling plan in evaluation applications should also include a power analysis that supports the proposed number of subjects.

- the human subjects considerations.

- how the applicant will measure impact for the proposed research questions and why this is the best approach. This should include, but is not limited to:

  o the reliability and validity of the tool(s) in predicting recidivism.

  o the variations in implementation and impact on recidivism.

  o the variations in use and influences on adjudication, disposition, and service decisions, including the use of diversion and community-based alternatives and impact on recidivism.

  o the youth outcomes to be examined. Applicants should address recidivism/reoffending and an analysis of the types of offenses, including violent offending. Applicants may also address positive outcomes for youth, including school achievement, healthy behaviors, and well-being indicators; the mediators and moderators of the impact; and costs and benefits.

- how implementation will be examined, including the key programmatic or systemic components, theoretical foundation, and implementation quality.

- the data sources, data collection tools, and data collection procedures, including how the applicant will collect and triangulate data from multiple sources and modalities, whenever feasible.

- the statistical and data analyses anticipated.

- the anticipated limitations and barriers in the approach and project.

Deliverables. Proposals should describe all products that the grantee will produce from the project. Successful applicants will submit relevant reports and deliverables to OJJDP. These will be a part of their progress reporting or special reports and include the following:

- practitioner friendly overview documents highlighting the project's goals and objectives, as OJJDP requires. (Refer to *OJJDP News @ a Glance* and JuvJust publications for examples of the type of documents requested, www.ojjdp.gov/enews/enews.html.)

- practitioner friendly interim reports highlighting the project's progress and interim findings, as OJJDP requires.

- a detailed progress report to OJJDP every 6 months describing the status of the research, methodological and implementation issues, progress toward the project goals, and any other issues that are relevant to the study's completion.

- a final, detailed report documenting the research and its findings. This publication should include an executive summary and be suitable for a nontechnical audience, to be disseminated at OJJDP's discretion.

- one or more scholarly products to result from each award under this solicitation, taking the form of one or more published, peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s), or book(s) in the academic press.

- a plan for dissemination to broader audiences. Applicants should identify plans (if any) to produce or to make available to broader interested audiences, such as juvenile justice practitioners or policymakers, summary information from the planned scholarly products of the project, such as summaries of articles in peer-reviewed scientific journals, in a form that is readily accessible and useful to those audiences. (Such dissemination might include, for example, trade press articles or Webinars.)

Evidence-Based Programs or Practices

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

- improving the quantity and quality of evidence OJP generates;

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

- improving the translation of evidence into practice.

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

Additional Resources

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

Amount and Length of Awards

OJJDP expects to make as many as one awards of as much as $1 million for a project period of as long as 5 years. Within these limits, applicants should propose a funding amount commensurate with the size and scope of the study. (For planning purposes, the applicant should include plans to collaborate with OJJDP in the final year of the award regarding dissemination of the research and findings.)

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

OJJDP may, in select cases, provide supplemental funding in future years to awards under its research, development, and evaluation solicitations. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, OJJDP's assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and OJJDP's assessment of the progress of the work funded under the award.

Budget Information

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

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

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

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs. OJP strongly encourages applicants who propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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

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

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

Performance Measures

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

Objective	Performance Measure(s)	Data Grantee Provides
To generate research about effective risk assessment in juvenile justice that has practical application.	Number of new policies, procedures, strategies, or interventions evaluated.	Number of new policies, procedures, strategies, or interventions evaluated.
	Number of gaps identified as a result of research.	Number of gaps identified as a result of research on risk assessment.
	Number of documents published.	Number of documents published (i.e. peer-reviewed, scientific journal articles, and/or (if appropriate) law review journal articles, book chapter(s) or book(s) in the academic press).
	Number of deliverables that meet expectations.	Number of deliverables that meet expectations (as outlined in the solicitation).

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

Human Subjects and Confidentiality Requirements

The following requirements must be met for all applications that propose to conduct research and include human subjects. Research is defined as follows:

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

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

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

Applicants selected for an award will be required to submit all appropriate IRB and privacy documents prior to spending OJP funds for research-related activities.

What an Application Is Expected To Include

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

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

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

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

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

2. **Project Abstract**

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

   - written for a general public audience.

   - submitted as a separate attachment with "Project Abstract" as part of its file name.

   - single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

   If the proposal is funded, the abstract typically will become public information and be used to describe the work. The abstract should include a description of:

   - the purpose of the project, the problem to be investigated, and the anticipated relevance to juvenile justice policy, practice, and theory.

   - the study site(s) and target population, including number of subjects and other relevant attributes.

   - the research design and methodology, including the type of data, collection strategies, instruments, study sites, and other methods or procedures. For an evaluation, clearly describe the type of evaluation (randomized control trial, quasi-experimental design, or process evaluation).

   - the techniques proposed for data analysis.

- the expected deliverables, such as data sets, interim and final reports, and other dissemination plans.

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

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

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

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

3. **Program Narrative**

Applicants must submit a program narrative that presents a detailed description of the purpose, goals, objectives, strategies, design, and management of the proposed program. The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered "1 of 30," etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit. If the program narrative fails to comply with these length-related restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem and research questions; (2) program design and implementation; (3) potential impact; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the project design section should clearly explain how the program's structure and activities will respond to the problem statement identified in the previous section.

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

a. **Title Page** (not counted against the program narrative page limit). This page should include the title of the project, submission date, funding opportunity number, and the name and complete contact information (that is, address, telephone number, and e-mail address) for both the applicant organization and the principal investigator(s).

b. **Statement of the Problem and Research Questions.** Applicants should briefly describe the nature and scope of the problem that the program will address (i.e., research gaps in risk assessment). The applicant should use data to provide evidence of the need, 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 discuss their research questions and how their proposed study addresses the gaps identified on page 6 around:

- risk assessment tools

- risk assessment tool implementation and monitoring

- use of risk assessments in system decisions and interventions

- impacts of risk assessments.

Applicants should describe the study site(s) and target population and provide a brief review of the relevant theories and research supporting the proposed approach.

Applicants should describe any research or evaluation studies that relate to the need and contribute to the applicant's understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

c. **Project Design and Implementation.** Applicants should provide a detailed description of the research design and methods, addressing the items noted on pages 6-7. This includes detailed explanations of:

- the sampling plan.

- the human subjects considerations.

- how the applicant will measure impact for the proposed research questions and why this is the best approach. Applicants should address recidivism/reoffending and an analysis of the types of offenses, including violent offending and may address other outcomes.

- how the applicant will examine implementation, including the key programmatic or systemic components, theoretical foundation, and implementation quality.

- the data sources, data collection tools, and data collection procedures.

- the statistical and data analyses anticipated.

- the anticipated limitations and barriers in the approach and project.

Performance Measures. Applicants should describe the performance measures that OJJDP will require successful applicants to provide. OJJDP does not require applicants

to submit performance measures data with their applications. Performance measures (see Performance Measures, page 10) are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data should they receive funding.

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

Logic Model. Applicants should include a logic model that graphically illustrates the theory of change to be measured by the evaluation. Sample logic models are available at www.ojjdp.gov/grantees/pm/logic_models.html. Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 18.

Timeline. Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" at www.ojjdp.gov/grantees/timelines.html).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 18.

d. **Potential Impact.** Applicants should describe the potential impact of the research and how it may inform or improve juvenile justice-related policy, practice, and theory in the United States. This includes a description of:

- how the proposed research will inform juvenile justice systems reform and improvement efforts; will provide clear and compelling answers about the most effective risk assessment tools and their implementation; and address how risk assessments are used for optimal adjudication, disposition, and placement decisions to reduce recidivism.

- implications for public safety and juvenile justice policy and practice, including how the research may promote the use of diversion and community-based alternatives.

- how applicants will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 7.

- a plan for dissemination to broader audiences.

e. **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 scope, design, and magnitude. Applicants should address:

- experience and capacity to design and complete rigorous studies of similar scope and size.

- experience and capacity to evaluate the risk assessment and systems change, in particular.

- whether a research advisory board will be included in the development and review of the research methodology.

Applicants should also highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section.

Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Resumes. Applicants should include resumes of key personnel.

Letters of Support/Memoranda of Understanding. If submitting an application with a subaward, as described under Eligibility, page 4, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners that include the following:

- expression of support for the program and a statement of willingness to participate and collaborate with it.

- description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational.

- estimate of the percent of time that the partner will devote to the planning and operation of the project.

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

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

   Applicants should budget for two or three staff members to attend one 2- to 3-day meeting in Washington, DC. (The location and date of this training will be determined later.)

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

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

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

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

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

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

5. **Indirect Cost Rate Agreement (if applicable)**

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

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

   Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or

comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants who cannot submit an application that includes a fully executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of their applications (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, OJJDP will make use of and access to funds contingent on receipt of the fully executed legal documentation.

7. **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 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.

- reasons for the high risk status.

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

8. **Additional Attachments**

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

a. **Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation 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 15)

d. timeline or milestone chart (see Timeline, page 15)

e. project organizational chart (see Capabilities and Competencies, page 16)

f. résumés of all key personnel (see Resumes, page 16)

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

h. letters of support/memoranda of understanding from partner organizations (see Letters of Support/Memoranda of Understanding, page 16)

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

j. evidence of for-profit status, e.g., 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 must download, complete, and submit this form.

Selection Criteria

1. Statement of the Problem (15 percent)
2. Project Design and Implementation (40 percent)
3. Potential Impact (15 percent)
4. Capabilities and Competencies (25 percent)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[9] (5 percent)

See What an Application Is Expected To Include, page 11, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for OJJDP's research award recommendations and decisions include, but are not limited to: (1) appropriateness and strength of research design, (2) planned dissemination of findings, and (3) potential impact on the field. Additional considerations for award recommendations and decisions also may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

All final award decisions will be made by the OJJDP Administrator, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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

Additional Requirements

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

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

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

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-Profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

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

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

- Active SAM Registration

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

- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

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

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

Note on File Names and File Types: Grants.gov <u>only</u> permits the use of <u>certain</u> <u>specific</u> characters in names of attachment files. Valid file names may include <u>only</u> 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 <u>any</u> characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

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

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

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal

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

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

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

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

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

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

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.542 titled "Part D – Research, Evaluation, Training, and Technical Assistance;" 16.123 titled "Community-Based Violence Prevention; and 16.819 titled "National Forum on Youth Violence Prevention." The funding opportunity number is OJJDP-2014-3891.

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

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is

received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

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

Experiencing Unforeseen Grants.gov Technical Issues

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified in the Contact Information section on page 1 **within 24 hours after the application deadline** and request approval to submit their applications. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After OJJDP reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

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

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

- failure to follow each instruction in the OJP solicitation.

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

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

Provide Feedback to OJP

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

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this

mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

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

Application Checklist

OJJDP FY 2014 Investigator-Initiated Research on Risk Assessment

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____Acquire a DUNS number (see page 23)
_____Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password (see page 24)
_____Acquire AOR confirmation from the E-Biz POC (see page 24)

To Find Funding Opportunity:
_____Search for the funding opportunity on Grants.gov (see page 24)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov e-mail notifications (optional) (see page 23)
_____Read **Important Notice: Applying for Grants in Grants.gov**

General Requirements:

_____Review "Other Requirements" Web page

Scope Requirement:

_____The federal amount requested is within the allowable limit of $1 million.
_____The application is for research on risk assessment.

Eligibility Requirements:

_____State or territory
_____Unit of local government, including federally recognized tribal government
_____Nonprofit or for-profit organization, including tribal nonprofit and for-profit organization
_____Institution of higher education, including tribal institution of higher education

What an Application Is Expected to Include:

_____Application for Federal Assistance (SF-424) (see page 12)
_____Project Abstract (see page 12)
_____Program Narrative (see page 13)
_____Budget Detail Worksheet (see page 16)
_____Budget Narrative (see page 17)
     _____Employee Compensation Waiver request and justification (if applicable) (page 9)
     _____Read OJP policy and guidance on "conference" approval, planning, and reporting
          available at www.ojp.gov/funding/confcost.htm (see page 10)
_____Disclosure of Lobbying Activities (SF-LLL) (see page 24)
_____Indirect Cost Rate Agreement (if applicable) (see page 17)

_____Tribal Authorizing Resolution (if applicable) (see page 17)
_____Applicant Disclosure of High Risk Designation (see page 18)
_____Additional Attachments (see page 18)

    _____Applicant Disclosure of Pending Applications
    _____Research and Evaluation Independence and Integrity
    _____logic model (see page 15)
    _____timeline or milestone chart (see page 15)
    _____ project organizational chart
    _____résumés of all key personnel
    _____job descriptions outlining roles and responsibilities for all key positions
    _____letters of support/memoranda of understanding (see page 16)
    _____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the Internal Revenue Service, if applicable.
    _____evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.
    _____Accounting System and Financial Capability Questionnaire (see page 20)