

**U.S. Department of Justice**  
Office of Justice Programs  
*Office of Juvenile Justice and Delinquency Prevention*



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under the fiscal year (FY) 2018 Nonparticipating States Program of the Juvenile Justice and Delinquency Prevention Act (34 U.S.C. §§ 11131–11133) to the following nonparticipating states and territories: American Samoa, Connecticut, Nebraska and Wyoming.

# **OJJDP FY 2018 Nonparticipating States: American Samoa, Connecticut, Nebraska and Wyoming**

**Applications Due: July 30, 2018**

## **Eligibility**

Eligible applicants are limited to private nonprofit agencies and local public agencies (including tribal agencies) in American Samoa, Connecticut, Nebraska and Wyoming.

There are four categories of funding under this solicitation:

**Category 1: American Samoa, Competition ID: OJJDP-2018-14320**

**Category 2: Connecticut, Competition ID: OJJDP-2018-14321**

**Category 3: Nebraska, Competition ID: OJJDP-2018-14322**

**Category 4: Wyoming, Competition ID: OJJDP-2018-14702**

OJJDP welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).<sup>1</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire project.

OJJDP may elect to fund applications submitted under this FY 2018 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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<sup>1</sup> For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

## Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59p.m. eastern time (ET) on July 30, 2018.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>. Answers to frequently asked questions that may assist applicants are posted at <https://www.ojjdp.gov/grants/solicitations/FY2018/FAQ/NPS.pdf>.

Grants.gov number assigned to this solicitation: OJJDP-2018-13583

Release date: June 27, 2018

# Contents

A. Program Description .....	4
Overview .....	4
Project-Specific Information .....	4
Goals, Objectives, and Deliverables .....	4
Evidence-Based Programs or Practices .....	5
Information Regarding Potential Evaluation of Programs and Activities .....	5
B. Federal Award Information .....	6
Type of Award .....	6
Financial Management and System of Internal Controls .....	6
Budget Information .....	7
Cost Sharing or Matching Requirement .....	7
Preagreement Costs (also known as Preaward Costs) .....	7
Limitation on Use of Award Funds for Employee Compensation; Waiver .....	8
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs .....	8
Costs Associated With Language Assistance (if applicable) .....	9
C. Eligibility Information .....	9
D. Application and Submission Information .....	9
What an Application Should Include .....	9
How To Apply .....	20
E. Application Review Information .....	24
Review Criteria .....	24
Review Process .....	25
F. Federal Award Administration Information .....	26
Federal Award Notices .....	26
Administrative, National Policy, and Other Legal Requirements .....	27
General Information About Post-Federal Award Reporting Requirements .....	28
G. Federal Awarding Agency Contact(s) .....	28
H. Other Information .....	28
Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a) .....	28
Provide Feedback to OJP .....	29
Appendix A: Performance Measures Table .....	30
Appendix B: Application Checklist .....	42
Appendix C: Core Requirements .....	57

# **OJJDP FY 2018 Nonparticipating States: American Samoa, Connecticut, Nebraska and Wyoming CFDA # 16.540**

## **A. Program Description**

### **Overview**

American Samoa, Connecticut, Nebraska and Wyoming have chosen not to participate or have been found ineligible to participate in the Formula Grants program under Title II, Part B of the Juvenile Justice and Delinquency Prevention (JJDP) Act (34 U.S.C. §§ 11131–11133). As authorized under the JJDP Act at 34 U.S.C. § 11133(d), private nonprofit agencies and local public agencies in these four states/jurisdictions are eligible to receive funding that OJJDP will competitively award through this solicitation.

**Statutory Authority:** The statutory authority for this program is 34 U.S.C. § 11133(d).

### **Project-Specific Information**

These funds must be used for “carrying out activities of the kinds described in the [core requirements]” of the Title II, Part B Formula Grants program, as noted below and included comprehensively in Appendix C. The core requirements are:

- (1) deinstitutionalization of status offenders (DSO) (34 U.S.C. § 11133(a)(11));
- (2) separation of juveniles from adult inmates (separation) (34 U.S.C. § 11133(a)(12));
- (3) removal of juveniles from adult jails and lockups (jail removal) (34 U.S.C. § 11133(a)(13)); and
- (4) addressing disproportionate minority contact (DMC) (34 U.S.C. § 11133(a)(22)).

Finally, OJJDP recommends that applicants align their programmatic activities with existing efforts within their respective jurisdictions or states. That may include coordinating with their respective State Advisory Groups (SAG) and other youth-serving agencies.

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

These activities should support the state’s compliance with the four core requirements. Some examples include:

- Appropriate secure and nonsecure juvenile facilities for the detention of juvenile offenders **(34 U.S.C. § 11133(a)(12) and (13) [separation and jail removal])**.
- Intensive supervision in the juvenile’s home as a placement alternative and the use of home detention, including electronic monitoring, when safe and appropriate **(34 U.S.C. § 11133(a)(11) [deinstitutionalization of status offenders (DSO)])**.

- Emergency foster care, shelter care, group care, and independent living arrangements (**34 U.S.C. § 11133(a)(11) [DSO]**).
- Crisis intervention services, short-term residential crisis intervention programs, and nonsecure holdovers that can be used for conflict mediation, emergency holding, and the provision of emergency attention for juveniles with physical or emotional problems (**34 U.S.C. § 11133(a)(11), (12), and (13) [DSO, separation, and jail removal]**).
- Assessing the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system (**34 U.S.C. § 11133(a)(22) [DMC]**).

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking 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.
- 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.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov> and the [OJJDP Model Programs Guide](#) website are two resources that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Information Regarding Potential Evaluation of Programs and Activities**

DOJ has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and sub-recipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## B. Federal Award Information

Category 1: American Samoa, Competition ID: OJJDP-2018-14320. OJJDP expects to make one award of up to \$75,000 using funds from the FY 2017 Title II allocation. OJJDP expects to make the award for a 36-month period of performance, to begin on January 1, 2019.

Category 2: Connecticut, Competition ID: OJJDP-2018-14321. Information about each state's exact FY 2018 allocation will be available online [here](#). OJJDP expects to make one award. For planning purposes, please use the FY 2017 award amount of \$401,731. OJJDP expects to make the award for a 36-month period of performance, to begin on January 1, 2019.

Category 3: Nebraska, Competition ID: OJJDP-2018-14322. Information about each state's exact FY 2018 allocation will be available online [here](#). OJJDP expects to make one award. For planning purposes, please use the FY 2017 award amount of \$400,000. OJJDP expects to make the award for a 36-month period of performance, to begin on January 1, 2019.

Category 4: Wyoming, Competition ID: OJJDP-2018-14702. Information about each state's exact FY 2018 allocation will be available online [here](#). OJJDP expects to make one award. For planning purposes, please use the FY 2017 award amount of \$380,000. OJJDP expects to make the award for a 36-month period of performance, to begin on January 1, 2019.

All awards under Categories 1, 2, 3 and 4 are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

### Type of Award

OJJDP expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>2</sup>) must, as described in the Part 200 Uniform Requirements<sup>3</sup> as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] 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

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<sup>2</sup> For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section D of this solicitation.

<sup>3</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

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 recipient’s (and any subrecipient’s)] compliance with statutes, 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 recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://ojpfgm.webfirst.com/>. (This training is required for all OJP award recipients.)

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information), which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire – the [OJP Financial Management and System of Internal Controls Questionnaire](#) – that OJP requires all applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

## **Budget Information**

### **Cost Sharing or Matching 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.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

### **Preagreement Costs (also known as Preaward Costs)**

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving



preagreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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 2018 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/18Tables/exec/html/ES.aspx>. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with nonfederal funds. (Nonfederal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at <https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

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<sup>4</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in 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 under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

## **C. Eligibility Information**

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, including the funding limit, or that OJP determines does not include the application elements that OJJDP has designated to be critical, will neither proceed to peer review nor receive further consideration. For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

**NOTE:** OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and Associated Documentation" below for more information about the Budget Detail Worksheet and where it can be accessed.

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

Please review the "Note on File Names and File Types" under [How To Apply](#) to be sure applications are submitted in permitted formats.

## 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 preapplications, applications, and related information. Grants.gov and the OJP 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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for "Legal Name" (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP's financial system). Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice (GAN) updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How to Apply](#) section for more information on SAM and DUNS numbers.

**Intergovernmental Review:** This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2017/11/Intergovernmental-Review-SPOC-01-2018-OFFM.pdf>. If the state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372 but has not been selected by the state for review.")

## 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 (such as Times New Roman) with 1-inch margins.

The abstract should briefly describe the project's purpose, the population to be served, and the activities that the applicant will implement to achieve the project's goals and objectives. The abstract should describe how the applicant will measure progress toward these goals. All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

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

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

The following sections should be included as part of the program narrative:<sup>5</sup>

- a. **Description of the Issue.** Applicants should briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to their 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.

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<sup>5</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

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

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

**Program Objectives.** Applicants should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. Provide goals and objectives that will guide the applicant's efforts to support compliance with the core requirements as outlined under Project-Specific Information. They should be clearly linked to the problem identified in the preceding section and measurable. (An example of a measurable objective is an increase in the number of DMC training events conducted.)

**Performance Measures.** OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information About Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Possible performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#). However, OJJDP will work with the grantee upon award to identify appropriate performance measures that will demonstrate progress and outcomes.

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJJDP will require award recipients to submit semiannual performance metrics of relevant data through the discretionary module of the [Data Reporting Tool](#).

- c. Project Design and Implementation.** Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section on page 4. OJJDP encourages applicants to select evidence-based practices for their programs.

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

**Logic Model.** Applicants should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. See sample logic models [here](#). Applicants should submit the logic model as a separate attachment, as stipulated in Additional Attachments, page 19.

**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" [here](#)).

Applicants should submit the timeline as a separate attachment, as stipulated in Additional Attachments, page 19. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

- d. Capabilities and Competencies.** This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.
- e. Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under Eligibility, page 1, 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 percentage of time that the partner will devote to the planning and operation of the project.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

### Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements, likely do not constitute “research.” Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

“Research,” for purposes of human subjects protection for OJP-funded programs, is defined as “a systematic investigation, including research development, testing and evaluation, designed to develop or contribute to generalizable knowledge.” 28 C.F.R. 46.102(d).

For additional information on determining whether a proposed activity would constitute research for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the “[Requirements related to Research](#)” webpage of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#),” available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

## 4. Budget and Associated Documentation

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

### a. Budget Detail Worksheet

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.



For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

**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).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

**c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction, as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed online at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)



In general, the central question is the relationship between what the third party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other nonfederal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship should be given greater consideration than the form of agreement between the recipient and the outside entity.

## **1. Information on proposed subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet, and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

## **2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317–200.326). The

Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a noncompetitive approach for the procurement. An applicant that (at the time of its application) intends—without competition—to enter into a procurement contract that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold (currently, \$150,000) must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the \$150,000 Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source GAN. Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

#### **d. Preagreement Costs**

For information on preagreement costs, see [Section B. Federal Award Information](#).

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

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired) federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the *de minimis* indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, contact the Office of the Chief Financial Officer Customer Service Center at 800–458–0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the *de minimis* indirect cost rate. An applicant that is eligible to use the *de minimis* rate and that wishes to use the *de minimis* rate should attach written documentation to the application that advises OJP of both (1) the applicant's eligibility to use the *de minimis* rate and (2) its election to do so. If an eligible applicant elects the *de minimis* rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The *de minimis* rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the *de minimis* rate.) For the "de minimis" rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

## **6. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the preaward risk assessment process.

The questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the questionnaire directly impact the preaward risk assessment and should accurately reflect the applicant's financial management and internal controls system at the time of the application. The preaward risk assessment is only one of multiple factors and criteria used in determining funding. However, a preaward risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award

decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

## 7. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

## 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

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward ("subgrant") federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is 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 federal or state funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS)	COPS Hiring Program	Jane Doe, 202/000-0000; <a href="mailto:jane.doe@usdoj.gov">jane.doe@usdoj.gov</a>

Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; <a href="mailto:john.doe@hhs.gov">john.doe@hhs.gov</a>
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Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s legal name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

- b. Logic model (see page 13).
- c. Timeline or milestone chart (see page 13).
- d. Résumés of all key personnel.
- e. Job descriptions outlining roles and responsibilities for all key positions.
- f. Letters of support/memoranda of understanding from partner organizations (see page 13).

### How To Apply

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on federal holidays.

**Important Grants.gov update.** Grants.gov has updated its application tool. The legacy PDF application package was retired on December 31, 2017. Grants.gov Workspace is now the standard application method for applying for grants. OJP applicants should familiarize themselves with the Workspace option now. For complete information and instructions on using Workspace (and other changes), go to the Workspace Overview page at <https://www.grants.gov/web/grants/applicants/workspace-overview.html>.

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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other, etc.). Applicants should ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

Characters
Upper case (A – Z)
Lower case (a – z)
Underscore ( _ )
Hyphen ( - )
Space
Period ( . )

Special Characters		
Parenthesis ( )	Curly braces { }	Square brackets [ ]
Ampersand (&)*	Tilde (~)	Exclamation point (!)
Comma ( , )	Semicolon ( ; )	Apostrophe ( ' )
At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Percent sign ( % )	Plus sign ( + )	Equal sign ( = )

**\*When using the ampersand (&) in XML, applicants must use the “&amp;” format.**

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

All applicants are required to complete the following steps:

#### **Unique Entity Identifier (DUNS Number) and System for Award Management**

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.



If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

## Registration and Submission Steps

1. **Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 2 business days.

2. **Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a **new** entity registration in SAM.gov must provide an original, signed notarized letter stating that the applicant is the authorized Entity Administrator before the registration will be activated. To learn more about this process change, read the FAQs at <https://www.gsa.gov/about-us/organization/federal-acquisition-service/office-of-systems-management/integrated-award-environment-iae/sam-update>. Information about the notarized letter is posted at [https://www.fsd.gov/fsd-gov/answer.do?sysparm\\_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm\\_search=kb0013183](https://www.fsd.gov/fsd-gov/answer.do?sysparm_kbid=d2e67885db0d5f00b3257d321f96194b&sysparm_search=kb0013183).

All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an EIN. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete (2 more weeks to acquire an EIN).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>.



4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 (CFDA) number for this solicitation is 16.540, titled "Juvenile Justice and Delinquency Prevention Allocation to States," and the funding opportunity number is OJJDP-2018-13583.
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: American Samoa,** Competition ID: OJJDP-2018-14320

**Category 2: Connecticut,** Competition ID: OJJDP-2018-14321

**Category 3: Nebraska,** Competition ID: OJJDP-2018-14322

**Category 4: Wyoming,** Competition ID: OJJDP-2018-14702

7. **Access funding opportunity and application package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
8. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. ET on July 30, 2018..

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

**Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

## Experiencing Unforeseen Grants.gov Technical Issues

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties and must 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: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desk to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- 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, such as issues with firewalls or browser incompatibility.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

1. Description of the Issue (20%)
2. Goals, Objectives, and Performance Measures (5%)
3. Project Design and Implementation (45%)
4. Capabilities and Competencies (20%)
5. Budget (10%): complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally 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>6</sup>

See What an Application Should Include, page 9, 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 making awards. 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 an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as critical elements.
- The applicant must not be identified in SAM as excluded from receiving federal awards.

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review 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. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJJDP include geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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<sup>6</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.

In addition, if OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System (FAPIIS)).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as—

1. Applicant financial stability and fiscal integrity.
2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide.
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies.
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements.
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

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 take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

Award notifications will be made by September 30, 2018. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9 p.m. ET on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires physical signature of the award document by the authorized representative and the scanning and submission 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 OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](https://ojp.gov/funding/index.htm),” available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

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

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](https://ojp.gov/funding/index.htm)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

As stated above, OJJDP expects that it will make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

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 to provide project services.
- Providing guidance in significant project planning meetings and participating in project-sponsored training events or conferences.

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

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP. Performance measures for this program are listed as [Appendix A](#).

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

For OJP contact(s), see the title page.

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

## **H. Other Information**

### **Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory

exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement-sensitive information.

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, email your résumé to [ojpprsupport@usdoj.gov](mailto:ojpprsupport@usdoj.gov). (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.



## Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description	Data Recipient Provides
<p>To develop and support alternatives to detention or confinement for delinquent and status offending juveniles in those localities that hold juveniles in violation of the Juvenile Justice and Delinquency Prevention (JJDP) Act.</p> <p>To reduce violations of the following JJDP Act core requirements by 10 percent:</p> <ul style="list-style-type: none"> <li>• Sight and sound separation.</li> <li>• Deinstitutionalization of status offenders.</li> <li>• Jail removal.</li> </ul> <p>To reduce the number of minority juveniles in contact with the justice system at each of the OJJDP-specified nine disproportionate minority contact (DMC) contact points.</p>	<p>Number of cross-sector partnerships established.</p>	<p>Number of partnerships established and maintained during the reporting period to support reform efforts by type of partner agency/organization. Partner organizations may include schools, law enforcement officials, prosecutors, defense counsel, judges, jail officials, corrections officials, public and private service providers, local public interest groups, and healthcare providers.</p> <p>Program records are the preferred data source.</p>	<p>A. Number of new partnerships established during the reporting period.</p> <p>B. Number of partnerships ended during the reporting period.</p> <p>C. Number of partnerships continued from the previous reporting period.</p> <p>D. Number of new partnerships established with schools during the reporting period.</p> <p>E. Number of new partnerships established with law enforcement agencies during the reporting period.</p> <p>F. Number of new partnerships established with prosecutors during the reporting period.</p> <p>G. Number of new partnerships established with defense council during the reporting period.</p> <p>H. Number of new partnerships established with judges during the reporting period.</p> <p>I. Number of new partnerships established with jail officials during the reporting period.</p> <p>J. Number of new partnerships established with corrections officials during the reporting period.</p> <p>K. Number of new partnerships established with public and private service providers during the reporting period.</p> <p>L. Number of new partnerships established with public interest groups during the reporting period.</p>

		<p>M. Number of new partnerships established with healthcare providers during the reporting period.</p> <p>N. Number of new partnerships established with other groups or organizations during the reporting period.</p>
Number of planning or training events held during the reporting period.	<p>Number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc.</p> <p>Program records are the preferred data source.</p>	Number of planning or training activities held during the reporting period.
Number of agency policies or procedures created, amended, or rescinded.	<p>Number of cross-program or agency policies or procedures created, amended, or rescinded during the reporting period. A policy is a plan or specific course of action that guides the general goals and directives of programs and/or agencies. Include policies that are relevant to the topic area of the program or that affect program operations.</p> <p>Program records are the preferred data source.</p>	Number of program/agency policies or procedures created, amended, or rescinded.
Number of status offenders and nonoffenders placed in a secure detention or secure correctional facility.	<p>Number of accused and adjudicated status offenders and nonoffenders, including status offender valid court order violators and out-of-state runaways, securely detained for any length of time in an adult jail, lockup, secure juvenile detention facility, or secure juvenile correctional facility during the reporting period.</p> <p>The number reported should not include:</p> <ul style="list-style-type: none"> <li>• Youth charged with or who have committed a violation of section 922(x)(2) of title 18, United States Code, or a similar state law.</li> </ul>	<p>A. Number of accused status offenders securely detained for longer than 24 hours (not including weekends or holidays) in a public or private adult jail or lockup during the reporting period.</p> <p>B. Number of accused status offenders securely detained for longer than 24 hours (not including weekends or holidays) in a public or private secure juvenile detention or correctional facility during the reporting period.</p> <p>C. Number of adjudicated status offenders, including nonoffenders (both adjudicated and accused), securely detained for any length of time in a public or private secure</p>

	<ul style="list-style-type: none"> <li>• Youth charged with or who have committed a violation of a valid court order.</li> <li>• Youth held in accordance with the Interstate Compact on Juveniles as enacted by the state.</li> </ul> <p>Status offense is an offense that would not be criminal if committed by an adult.</p> <p>Facility intake records are the preferred data source.</p>	juvenile detention or correctional facility during the reporting period.
Number of youth detained or confined in an adult jail or lockup.	<p>Number of youth detained or confined in any adult jail or lockup during the reporting period.</p> <p>The number reported does not include:</p> <ol style="list-style-type: none"> <li>1. Youth accused of nonstatus offenses detained in such jail or lockup (with no contact with adult inmates) for a period not to exceed 6 hours: <ul style="list-style-type: none"> <li>• For processing or release.</li> <li>• While awaiting transfer to a juvenile facility in which period such youth makes a court appearance.</li> </ul> </li> <li>2. Youth accused of nonstatus offenses, who are awaiting an initial court appearance that will occur within 48 hours after being taken into custody (excluding Saturdays, Sundays, and legal holidays), and who are detained in a jail or lockup (with no contact with adult inmates) that: <ul style="list-style-type: none"> <li>• Is located outside a metropolitan statistical area (as defined by the Office of Management and Budget) and has no existing acceptable alternative placement available.</li> <li>• Is located where conditions of distance to be traveled or the lack of highway, road, or transportation do not allow for court appearances within 48</li> </ul> </li> </ol>	<p>A. Number of youth accused of nonstatus offenses held securely in adult jails, lockups, and nonapproved collocated facilities in excess of 6 hours during the reporting period.</p> <p>B. Number of youth accused of nonstatus offenses held securely in adult jails, lockups, and nonapproved collocated facilities for less than 6 hours for purposes other than identification, investigation, processing, release to parent(s), transfer to court, or transfer to a juvenile facility following initial custody during the reporting period.</p> <p>C. Number of youth adjudicated for nonstatus offenses held securely in adult jails and lockups for any length of time during the reporting period.</p> <p>D. Number of youth accused of nonstatus offenses held in excess of 6 hours but less than 48 hours awaiting an initial court appearance in areas meeting the Removal Exception, provided there was no contact with adult inmates during the reporting period.</p> <p>E. Number of accused youth held in excess of 48 hours but less than an additional 48 hours awaiting an initial court appearance in areas meeting the Removal Exception due to conditions of distance or lack of ground transportation, provided there was no contact with adult inmates during the reporting period.</p>

		<p>hours (excluding Saturdays, Sundays, and legal holidays) so that a brief (not to exceed 48 hours) delay is excusable.</p> <ul style="list-style-type: none"> <li>• Is located where conditions of safety exist (such as severely adverse, life-threatening weather conditions that do not allow for reasonably safe travel), in which case the time for an appearance may be delayed until 24 hours after the time that such conditions allow for reasonable safe travel.</li> </ul>	<p>F. Number of youth accused of a nonstatus offense held in excess of 24 hours but not more than an additional 24 hours after the time such conditions as adverse weather allow for reasonably safe travel, provided there was no contact with adult inmates, during the reporting period.</p>
	Number of youth separated from adult inmates.	<p>Number of youth alleged or found to be delinquent and status offenders detained or confined in any institution in which they have contact with an adult inmate during the reporting period.</p>	<p>A. Number of public and private facilities used for secure detention and confinement of both juvenile offenders and adult inmates that did not provide sight and sound separation during the reporting period.</p> <p>B. Number of youth offenders and nonoffenders not sight and sound separated from adult inmates during the reporting period.</p>
	Relative Rate Index of youth arrests/law enforcement contact.	<p>The rate of youth arrests/law enforcement contacts involving minority youth divided by the rate of arrests/law enforcement contact involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>Youth are considered to be arrested when law enforcement agencies apprehend, stop, or otherwise contact them and suspect them of having committed a delinquent act.</p>	<p>A. Numerical base rate.</p> <p>B. Relative Rate Index of arrests/law enforcement contacts of white, non-Hispanic youth during the reporting period.</p> <p>C. Relative Rate Index of arrests/law enforcement contacts of Hispanic youth during the reporting period.</p> <p>D. Relative Rate Index of arrests/law enforcement contacts of African American youth during the reporting period.</p> <p>E. Relative Rate Index of arrests/law enforcement contacts of Asian youth during the reporting period.</p> <p>F. Relative Rate Index of arrests/law enforcement contacts of Native Hawaiian/Pacific Islander youth during the reporting period.</p>

		<p>Delinquent acts are those that, if committed by an adult, would be criminal.</p> <p>Arrest data can be extracted from the FBI's Uniform Crime Reporting (UCR) Program or law enforcement agencies.</p> <p>The number of youth arrested refers to the placement of youth in a secure facility under court authority at some point between the time of referral to court intake and case disposition.</p>	<p>G. Relative Rate Index of arrests/law enforcement contacts of Native Alaska/American Indian youth during the reporting period.</p> <p>H. Relative Rate Index of arrests/law enforcement contacts of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth arrested during the reporting period.</p> <p>Number of minority youth arrested during the reporting period.</p>
	Relative Rate Index of referrals to juvenile court for legal processing.	<p>The rate of youth referrals to juvenile court for legal processing involving minority youth divided by the rate of referrals to juvenile court for legal processing involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>Referral is when a potentially delinquent youth is sent forward for legal processing and received by a juvenile or family court or juvenile intake agency, either because of law enforcement action or upon a complaint by a citizen or school.</p> <p>Court processing data capturing case counts can often be obtained from the courts.</p> <p>The number of youth referred may include youth with a complaint or petition filed with the juvenile court.</p>	<p>A. Numerical base rate.</p> <p>B. Relative Rate Index of juvenile court referrals of white, non-Hispanic youth during the reporting period.</p> <p>C. Relative Rate Index of juvenile court referrals of Hispanic youth during the reporting period.</p> <p>D. Relative Rate Index of juvenile court referrals of African American youth during the reporting period.</p> <p>E. Relative Rate Index of juvenile court referrals of Asian youth during the reporting period.</p> <p>F. Relative Rate Index of juvenile court referrals of Native Hawaiian/Pacific Islander youth during the reporting period.</p> <p>G. Relative Rate Index of juvenile court referrals of Native Alaska/American Indian youth during the reporting period.</p> <p>H. Relative Rate Index of juvenile court referrals of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth referred during the reporting period.</p>

			Number of minority youth referred during the reporting period.
	Relative Rate Index of cases diverted.	<p>The rate of cases diverted involving minority youth divided by the rate of cases diverted involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>The diversion population includes all youth referred for legal processing but handled without the filing of formal charges.</p> <p>Diversion is a mechanism designed to hold youth accountable for their actions by sanctioning behavior and in some cases securing services, but at the same time generally avoiding formal court processing in the juvenile justice system. The intent of the performance measure is to keep count of the number of youth diverted during the reporting period.</p>	<p>A. Numerical base rate.</p> <p>B. Relative Rate Index of cases diverted of white, non-Hispanic youth during the reporting period.</p> <p>C. Relative Rate Index of cases diverted of Hispanic youth during the reporting period.</p> <p>D. Relative Rate Index of cases diverted of African American youth during the reporting period.</p> <p>E. Relative Rate Index of cases diverted of Asian youth during the reporting period.</p> <p>F. Relative Rate Index of cases diverted of Native Hawaiian/Pacific Islander youth during the reporting period.</p> <p>G. Relative Rate Index of cases diverted of Native Alaska/American Indian youth during the reporting period.</p> <p>H. Relative Rate Index of cases diverted of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth diverted during the reporting period.</p> <p>Number of minority youth diverted during the reporting period.</p>
	Relative Rate Index of cases involving secure detention.	The rate of cases involving secure detention involving minority youth divided by the rate of cases involving secure detention involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at	<p>A. Numerical base rate.</p> <p>B. Relative Rate Index of secure detention cases of white, non-Hispanic youth during the reporting period.</p> <p>C. Relative Rate Index of secure detention cases of Hispanic youth during the reporting period.</p>

	<p>least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>Detention refers to youth held in secure detention facilities at some point during court processing of delinquency cases (i.e., prior to disposition). In some jurisdictions, the detention population may also include youth held in secure detention to await placement following a court disposition. Detention may also include youth held in jails and lockups. Detention should not include youth held in shelters, group homes, or other nonsecure facilities.</p> <p>Detention data, depending on the administrative structure of the local juvenile justice system, can be obtained from the juvenile courts, the executive entity that provides detention services, or the detention centers.</p> <p>Number of youth placed in a secure facility under court authority at some point between the time of referral to court intake and case disposition.</p> <p>Number of youth confined to a secure correctional facility as a sentence. A juvenile residential facility is a place where young persons who have committed offenses may be housed overnight. A facility has living and sleeping units, such as wings, floors, dorms, barracks, or cottages. Official records (police, juvenile court) are the preferred data source.</p>	<p>D. Relative Rate Index of secure detention cases of African American youth during the reporting period.</p> <p>E. Relative Rate Index of secure detention cases of Asian youth during the reporting period.</p> <p>F. Relative Rate Index of secure detention cases of Native Hawaiian/Pacific Islander youth during the reporting period.</p> <p>G. Relative Rate Index of secure detention cases of Native Alaska/ American Indian youth during the reporting period.</p> <p>H. Relative Rate Index of secure detention cases of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth detained during the reporting period.</p> <p>Number of minority youth placed in detention during the reporting period.</p> <p>Total number of youth confined in secure correctional facilities during the reporting period.</p> <p>Number of minority youth confined in secure correctional facilities during the reporting period.</p>
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	<p>Relative Rate Index of cases petitioned/charges filed.</p>	<p>The rate of cases petitioned/charges filed involving minority youth divided by the rate of cases petitioned/charges filed involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>Formally charged (petitioned) delinquency cases are those that appear on a court calendar in response to the filing of a petition, complaint, or other legal instrument requesting the court to adjudicate a youth as a delinquent or status offender or to waive jurisdiction and transfer a youth to criminal court.</p> <p>Petitioning occurs when a juvenile court intake officer, prosecutor, or other official determines that a case should be handled formally.</p> <p>Court processing data capturing case counts can often be obtained from the courts.</p> <p>Number of youth who receive a charging document or petition.</p>	<p>A. Numerical base rate.</p> <p>B. Relative Rate Index of cases petitioned/charges filed of white, non-Hispanic youth during the reporting period.</p> <p>C. Relative Rate Index of cases petitioned/charges filed of Hispanic youth during the reporting period.</p> <p>D. Relative Rate Index of cases petitioned/charges filed of African American youth during the reporting period.</p> <p>E. Relative Rate Index of cases petitioned/charges filed of Asian youth during the reporting period.</p> <p>F. Relative Rate Index of cases petitioned/charges filed of Native Hawaiian/Pacific Islander youth during the reporting period.</p> <p>G. Relative Rate Index of cases petitioned/charges filed of Native Alaska/American Indian youth during the reporting period.</p> <p>H. Relative Rate Index of cases petitioned/charges filed of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth formally charged during the reporting period.</p> <p>Number of minority youth formally charged during the reporting period.</p> <p>Total number of youth adjudicated during the reporting period.</p> <p>Number of minority youth adjudicated during the reporting period.</p>
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	<p>Relative Rate Index of cases resulting in a delinquent finding.</p>	<p>The rate of cases resulting in a delinquent finding involving minority youth divided by the rate of cases resulting in a delinquent finding involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>Youth are judged or found to be delinquent during adjudicatory hearings in juvenile court. It is a formal legal finding of responsibility. Court processing data capturing case counts can often be obtained from the courts.</p> <p>Number of youth with a judicial determination (judgment) that a juvenile is responsible for the delinquency or status offense that is charged in a petition or other charging document.</p>	<p>A. Numerical base rate.</p> <p>B. Relative Rate Index of cases resulting in a delinquent finding of white, non-Hispanic youth during the reporting period.</p> <p>C. Relative Rate Index of cases resulting in a delinquent finding of Hispanic youth during the reporting period.</p> <p>D. Relative Rate Index of cases resulting in a delinquent finding of African American youth during the reporting period.</p> <p>E. Relative Rate Index of cases resulting in a delinquent finding of Asian youth during the reporting period.</p> <p>F. Relative Rate Index of cases resulting in a delinquent finding of Native Hawaiian/Pacific Islander youth during the reporting period.</p> <p>G. Relative Rate Index of cases resulting in a delinquent finding of Native Alaska/American Indian youth during the reporting period.</p> <p>H. Relative Rate Index of cases resulting in a delinquent finding of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth adjudicated during the reporting period.</p> <p>Number of minority youth adjudicated during the reporting period.</p>

	<p>Relative Rate Index of cases resulting in probation placement</p>	<p>The rate of cases resulting in probation placement involving minority youth divided by the rate of cases resulting in probation placement involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>Probation cases are those in which a youth is placed on formal or court-ordered supervision following a juvenile court disposition. Youth on probation under voluntary agreements without adjudication should not be counted here; they should be part of the diverted population instead.</p> <p>Court processing data capturing case counts can often be obtained from the courts.</p> <p>Number of youth who are placed on informal/voluntary or formal/court-ordered supervision during the reporting period. Probation can be formal and/or informal.</p>	<p>A. Population reference group.</p> <p>B. Numerical base rate.</p> <p>C. Relative Rate Index of cases resulting in probation placement of white, non-Hispanic youth during the reporting period.</p> <p>D. Relative Rate Index of cases resulting in probation placement of Hispanic youth during the reporting period.</p> <p>E. Relative Rate Index of cases resulting in probation placement of African American youth during the reporting period.</p> <p>F. Relative Rate Index of cases resulting in probation placement of Asian youth during the reporting period.</p> <p>G. Relative Rate Index of cases resulting in probation placement of Native Hawaiian/ Pacific Islander youth during the reporting period.</p> <p>H. Relative Rate Index of cases resulting in probation placement of Native Alaska/ American Indian youth during the reporting period.</p> <p>I. Relative Rate Index of cases resulting in probation placement of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth on probation during the reporting period.</p> <p>Number of minority youth on probation during the reporting period.</p>
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	<p>Relative Rate Index of cases resulting in confinement in secure juvenile correctional facility.</p>	<p>The rate of cases resulting in confinement in secure juvenile correctional facility involving minority youth divided by the rate of cases resulting in confinement in secure juvenile correctional facility involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>Confined cases are those in which, following a court disposition, youth are placed in secure residential or correctional facilities for delinquent offenders. The confinement population should not include all youth placed in any form of out-of-home placement. Group homes, shelter homes, and mental health treatment facilities, for example, would usually not be considered confinement.</p> <p>Placement data, depending on the administrative structure of the local juvenile justice system, can be obtained from the juvenile courts, the executive entity that provides placement services, or (when no other source is available) a national data collection effort called the Census of Juveniles in Residential Placement (CJRP).</p> <p>Confined cases are those in which, following a court disposition, youth are placed in secure juvenile correctional facilities.</p>	<p>A. Numerical base rate.</p> <p>B. Relative Rate Index of cases resulting in secure correctional confinement of white, non-Hispanic youth during the reporting period.</p> <p>C. Relative Rate Index of cases resulting in secure correctional confinement of Hispanic youth during the reporting period.</p> <p>D. Relative Rate Index of cases resulting in secure correctional confinement of African American youth during the reporting period.</p> <p>E. Relative Rate Index of cases resulting in secure correctional confinement of Asian youth during the reporting period.</p> <p>F. Relative Rate Index of cases resulting in secure correctional confinement of Native Hawaiian/ Pacific Islander youth during the reporting period.</p> <p>G. Relative Rate Index of cases resulting in secure correctional confinement of Native Alaska/ American Indian youth during the reporting period.</p> <p>H. Relative Rate Index of cases resulting in secure correctional confinement of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth confined to secure juvenile correctional facility during the reporting period.</p> <p>Number of minority youth confined to secure juvenile correctional facility during the reporting period.</p>
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	<p>Relative Rate Index of cases transferred to adult court.</p>	<p>The rate of cases transferred to adult court involving minority youth divided by the rate of cases transferred to adult court involving white (majority) youth during the reporting period. Calculate rates using total number of events, including duplicate counts, for population groups at least 1 percent of total youth population.</p> <p>Data are not reported if the number of events is less than 5 or the base is less than 50 events.</p> <p>Waived cases are those in which a youth is transferred to criminal court because of a judicial finding in juvenile court.</p> <p>Court processing data capturing case counts can often be obtained from the courts.</p> <p>Number of youth transferred to adult court during the reporting period. Transfer to an adult court may include procedures such as judicial transfer, certification, automatic waiver, or direct file, for example.</p>	<p>A. Numerical base rate.</p> <p>B. Relative Rate Index of cases transferred to adult court of white, non-Hispanic youth during the reporting period.</p> <p>C. Relative Rate Index of cases transferred to adult court of Hispanic youth during the reporting period.</p> <p>D. Relative Rate Index of cases transferred to adult court of African American youth during the reporting period.</p> <p>E. Relative Rate Index of cases transferred to adult court of Asian youth during the reporting period.</p> <p>F. Relative Rate Index of cases transferred to adult court of Native Hawaiian/Pacific Islander youth during the reporting period.</p> <p>G. Relative Rate Index of cases transferred to adult court of Native Alaska/American Indian youth during the reporting period.</p> <p>H. Relative Rate Index of cases transferred to adult court of youth of multiple races, ethnicities, or some other race during the reporting period.</p> <p>Total number of youth transferred to adult court during the reporting period.</p> <p>Number of minority youth transferred to adult court during the reporting period.</p>
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## Appendix B: Application Checklist

### OJJDP FY 2018 Nonparticipating States: American Samoa, Connecticut, Nebraska and Wyoming

This application checklist has been created as an aid in developing an application.

#### What an Applicant Should Do:

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

- \_\_\_\_\_ Acquire a DUNS Number (see page 22)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 22)

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

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 22)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 23)

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

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 23)
- \_\_\_\_\_ Select the correct Competition ID (see page 23)
- \_\_\_\_\_ Access Funding Opportunity and Application Package (see page 23)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 21)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 8)

##### *After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) Application has been received
- \_\_\_\_\_ (2) Application has either been successfully validated or rejected with errors (see page 23)

##### *If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- \_\_\_\_\_ Contact Grants.gov and/or SAM regarding technical difficulties. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 24)
- \_\_\_\_\_ Contact the Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) to request to submit the application after the deadline because of unforeseen technical issues. Refer to the section: Experiencing Unforeseen Grants.gov Technical Issues (see page 24)

#### Overview of Post-Award Legal Requirements:

- \_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2018 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

#### Scope Requirement:

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

Category 1: American Samoa – \$75,000

Category 2: Connecticut – \$401,731

Category 3: Nebraska – \$400,000

Category 4: Wyoming – \$380,000

## Eligibility Requirement:

Category 1: American Samoa – private nonprofit agencies and local public agencies

Category 2: Connecticut – private nonprofit agencies and local public agencies

Category 3: Nebraska – private nonprofit agencies and local public agencies

Category 4: Wyoming – private nonprofit agencies and local public agencies

## What an Application Should Include:

_____ Application for Federal Assistance (SF-424)	(see page 10)
_____ Intergovernmental Review	(see page 10)
_____ Project Abstract	(see page 10)
_____ Program Narrative	(see page 11)
_____ Description of the Issue	
_____ Goals, Objectives, and Performance Measures	
_____ Project Design and Implementation	
_____ Capabilities and Competencies	(see page 13)
_____ Budget Detail Worksheet	(see page 14)
_____ Budget Narrative	(see page 15)
_____ Indirect Cost Rate Agreement (if applicable)	(see page 17)
_____ Financial Management and System of Internal Controls Questionnaire	(see page 17)
_____ <a href="#">Disclosure of Lobbying Activities (SF-LLL)</a>	(see page 19)
_____ Additional Attachments	(see page 19)
_____ Applicant Disclosure of Pending Applications	
_____ 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	
_____ Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 8)

## Appendix C: Core Requirements

**Under 34 U.S.C. § 11133(a)(11)**, states must provide that:

- A. juveniles who are charged with or who have committed an offense that would not be criminal if committed by an adult shall not be placed in secure detention facilities or secure correctional facilities, excluding:
  - juveniles who are charged with or who have committed a violation of section 922(x)(2) of title 18, United States Code, or of a similar State law;
  - juveniles who are charged with or who have committed a violation of a valid court order; and
  - juveniles who are held in accordance with the Interstate Compact on Juveniles as enacted by the state.
- B. juveniles who are not charged with any offense, and who are aliens; or alleged to be dependent, neglected or abused, shall not be placed in secure detention facilities or secure correctional facilities.

**Under 34 U.S.C. § 11133(a)(12)(A)**, states must provide that juveniles alleged to be or found to be delinquent or juveniles within the purview of paragraph (11) will not be detained or confined in any institution in which they have contact with adult inmates; and there is in effect in the State a policy that requires individuals who work with both such juveniles and such adult inmates, including in colocated facilities, have been trained and certified to work with juveniles.

**Under 34 U.S.C. § 11133(a)(13)**, states must provide that no juvenile shall be detained or confined in any jail or lockup for adults except:

- A. juveniles who are accused of nonstatus offenses who are detained in such jail or lockup for a period not to exceed 6 hours-
  - a. for processing or release;
  - b. while awaiting transfer to a juvenile facility, or
  - c. in which period such juvenile facility; or
  - d. in which period such juveniles make a court appearance;

and only if such juveniles do not have contact with adult inmates and only if there is in effect in the State a policy that requires individuals who work with both such juveniles and such adult inmates in colocated facilities have been trained and certified to work with juveniles.

- B. juveniles who are accused of nonstatus offenses, who are awaiting an initial court appearance that will occur within 48 hours after being taken into custody (excluding Saturdays, Sundays, and legal holidays), and who are detained in a jail or lockup-
  - a. In which-
    - i. Such juveniles do not have contact with adult inmates; and
    - ii. There is in effect in the State a policy that requires individuals who work with



both such juveniles and such adult inmates in colocated facilities have been trained and certified to work with juveniles; and

b. That-

- i. Is located outside a metropolitan statistical area (as defined by the Office of Management and Budget) and has no existing acceptable alternative placement available;
- ii. Is located where conditions of distance to be traveled or the lack of highway, road, or transportation do not allow for court appearances within 48 hours (excluding Saturdays, Sundays, and legal holidays) so that a brief (not to exceed 48 hours) delay is excusable; or
- iii. Is located where conditions of safety exist (such as severely adverse, life-threatening weather conditions that do not allow for reasonably safe travel), in which case the time for an appearance may be delayed until 24 hours after the time that such conditions allow for reasonable safe travel.”

**Under 34 U.S.C. § 11133(a)(22)**, states are required to “address juvenile delinquency prevention efforts and system improvement efforts designed to reduce, without establishing or requiring numerical standards or quotas, the disproportionate number of juvenile members of minority groups who come into contact with the juvenile justice system[.]”