

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



OJJDP FY 2019 Youth Gang Suppression Implementation Grants Program FY 2019 Competitive Grant Solicitation

CFDA #16.123

Grants.gov Solicitation Number: OJJDP-2019-14932

Solicitation Release Date: April 23, 2019

Solicitation Release Date: May 2, 2019

Application Deadline: 11:59 p.m. eastern time (ET) on June 24, 2019

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) 2019 Youth Gang Suppression Implementation Grants Program. This program furthers the Department's mission by strengthening community capacity to stem violence and reduce youth offending and victimization, improving the response to children's exposure to violence, and enhancing public safety.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply)

Eligible applicants are limited to states (including territories), units of local government,¹ federally recognized tribal governments (as determined by the Secretary of the Interior),²

¹ A "unit of local government" means—

- (a) Any city, county, township, town, borough, parish, village, or other general purpose political subdivision of a state.
- (b) Any law enforcement district or judicial enforcement district that—
 - (i) Is established under applicable state law, and
 - (ii) Has the authority to, in a manner independent of other state entities, establish a budget and impose taxes.
- (c) For the purposes of assistance eligibility, any agency of the government of the District of Columbia or the federal government that performs law enforcement functions in and for—
 - (i) The District of Columbia, or
 - (ii) Any Trust Territory of the United States.

² A determination by the Secretary of the Interior is not required for tribes to which federal recognition was extended by virtue of Public Law 115-121, the Thomasina E. Jordan Indian Tribes of Virginia Federal Recognition Act of 2017.

nonprofit organizations³ and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Eligible applicants that propose to provide direct services to youth must not include youth who are age 18 or older in the population they will serve.

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).⁴ The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application. For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

OJJDP may elect to fund applications submitted under this FY 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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. 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 **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 (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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. 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/FY2019/FAQ/GangSuplmp.pdf>.

A solicitation webinar will be held on May 13, 2019 at 2 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking [here](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than 5:00 p.m. May 8, 2019.

³ See ojp.gov/funding/Explore/SolicitationRequirements/OrganizationalRequirements.htm for additional information on demonstrating nonprofit status.

⁴ For additional information on subawards, see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

Submit your questions to grants@ncjrs.gov with the subject as “Questions for OJJDP FY 2019 Youth Gang Suppression Implementation Grants Program Webinar”.

Post-Award Legal Requirements Notice

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 and 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.

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Deadline Details

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 11:59 p.m. ET on June 24, 2019.

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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

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

For additional information, see the “How to Apply (Grants.gov)” section in the [OJP Grant Application Resource Guide](#).

Contents

A. Program Description	5
Overview	5
Program-Specific Information	5
Goals, Objectives, and Deliverables	7
Evidence-Based Programs or Practices	8
Information Regarding Potential Evaluation of Programs and Activities	8
B. Federal Award Information	9
Type of Award	9
Financial Management and System of Internal Controls	9
Budget Information	9
Cost Sharing or Match Requirement.....	9
Preagreement Costs (also known as Preaward Costs).....	9
Limitation on Use of Award Funds for Employee Compensation; Waiver.....	10
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	10
Costs Associated With Language Assistance (if applicable)	10
C. Eligibility Information	10
D. Application and Submission Information	10
What an Application Should Include	10
How To Apply (Grants.gov)	16
E. Application Review Information	16
Review Criteria	16
Review Process.....	17
F. Federal Award Administration Information.....	18
Federal Award Notices	18
Administrative, National Policy, and Other Legal Requirements	18
Information Technology (IT) Security Clauses	19
General Information About Post-Federal Award Reporting Requirements	19
G. Federal Awarding Agency Contact(s).....	20
H. Other Information	20
Freedom of Information and Privacy Act (5 U.S.C. 552 and U.S.C. 552a)	20
Provide Feedback to OJP	20
Appendix A: Performance Measures Table	21
Appendix B: Application Checklist	25

OJJDP FY 2019 Youth Gang Suppression Implementation Grants Program CFDA #16.123

A. Program Description

Overview

OJJDP is seeking proposals from applicant jurisdictions interested in preventing or reducing gang violence to implement suppression strategies outlined in the OJJDP Comprehensive Gang Model as part of a community- and data-driven response to gang-related crime and violence. Under this initiative, OJJDP expects successful applicants to reduce violent crime, gangs, and youth victimization and enhance public safety in communities through gang suppression efforts for gang-involved youth or youth at risk of becoming gang involved.

Statutory Authority: Department of Justice Appropriations Act, 2019, Pub. L. No. 116-6, 113 Stat. 13, 115.

Program-Specific Information

Law enforcement agencies and researchers have yet to establish a universal definition for gang or gang member(s). To date, all states (including the District of Columbia) have some form of legislation that defines “gang” and a “gang member” or specifies “gang-related activity.”⁵ While gangs continue to present unique challenges to individuals, the community, law enforcement, and service providers, youth in general are too often involved in community violence as perpetrators, victims, or witnesses/bystanders.⁶ According to the last National Youth Gang Survey conducted in 2012, there were an estimated 30,700 gangs and 850,000 gang members identified in 3,100 self-reported jurisdictions. The number of reported gang-related homicides in 2012 increased 20 percent from 2011.⁷ Youth gangs have a significant adverse impact on youth, families, and communities across America and threaten public safety across urban, suburban, and rural areas and across gender, ethnicity, and income levels.

There are many ways to categorize the type of gangs in a community and the activity level of its membership (gang typologies and structures). At the individual gang member level, there are some universal rankings that help us understand the overall structure of such groups. For example, the most active persons in the group tend to be the “core” members who will stay in the gang longer and commit the most criminal acts compared to others who slightly associate (fringe members) or those at high risk of joining (wannabe members) the gang.^{8 9} Alternatively, transnational criminal organizations (TCOs) or transnational gangs are often considered separate and distinct from traditional street gangs. Some of the distinctions between

⁵ National Gang Center. 2016. Highlights of gang-related legislation. Tallahassee, FL: Institute for Intergovernmental Research, National Gang Center, <https://www.nationalgangcenter.gov/Legislation/Highlights>.

⁶ Finkelhor, D., Turner, H., Shattuck, A., Hamby, S., and Kracke, K. 2015. *Children’s Exposure to Violence, Crime, and Abuse: An Update*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, <https://www.ojjdp.gov/pubs/248547.pdf>.

⁷ Egley Jr., A., Howell, J., and Harris, M. 2014. *Highlights of the 2012 National Youth Gang Survey*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention, <https://www.ojjdp.gov/pubs/248025.pdf>.

⁸ Vigil, J.D. 1988. *Barrio Gangs: Street Life and Identity in Southern California*. Austin, TX: University of Texas.

⁹ Taylor, C.S. 1990. *Dangerous Society*. East Lansing, MI: Michigan State University Press.

transnational gangs and other domestic street gangs include the fact that transnational gangs (1) tend to be criminally active and operational in more than one country; (2) are very mobile, highly adaptable to new geographic areas, and maintain connections in their native countries; and (3) may be characterized as gangs in which members in one country typically commit crimes that could have been substantially planned, directed, and controlled by the gang's leaders in another country.^{10 11} Understanding the gang's pattern of criminal behaviors and the individual characteristics of its members can provide a jurisdiction with valuable intelligence to help create effective gang suppression strategies.¹²

This program solicitation is based on the recognition that sustainable gang suppression efforts require a collaborative, multidisciplinary approach to identify and address any gaps and service needs for affected youth. As such OJJDP offers the OJJDP Comprehensive Gang Model is an evidence-based framework for the coordination of multiple data-driven, antigang and violence-reduction strategies to address the impact of serious and violent youth street gang problems, including non-traditional/hybrid gangs. The model combines prevention, intervention, and suppression tactics that reach beyond enforcement to address the root causes of criminal gang activity within a community. This framework provides a mechanism to pull together disjointed or fragmented approaches into an organized plan of action. The OJJDP Comprehensive Gang Model is a set of five core strategies—community mobilization, opportunities provision, social intervention, suppression, and organizational change and development—that offer a comprehensive, collaborative approach designed to prevent and reduce gang violence. These core strategies are described in more detail below:

- *Community Mobilization:* Involvement of local citizens, including former gang youth, community groups, and agencies; and coordination of programs and staff functions within and across agencies.
- *Opportunities Provision:* Development of a variety of specific education, training, and employment programs targeting gang-involved youth.
- *Social Intervention:* Youth-serving agencies, schools, grassroots groups, faith-based organizations, law enforcement agencies, and other criminal justice organizations reaching out and acting as links to gang-involved youth, their families, and the conventional world and needed services.
- *Suppression:* Formal and informal social control procedures, including close supervision or monitoring of gang youth by agencies of the criminal justice system and also by community-based agencies, schools, and grassroots groups.
- *Organizational Change and Development:* Development and implementation of policies and procedures that result in the most effective use of available and potential resources, within and across agencies, to better address the gang problem.

In addition, the OJJDP FY 2019 Youth Gang Suppression Implementation Grants Program is part of the Project Safe Neighborhoods (PSN) suite of programs, which is focused on reducing

¹⁰ Franco, C. 2010. *The MS-13 and 18th Street Gangs: Emerging Transnational Gang Threats?* CRS Report RL 34233. Washington, DC: Congressional Research Service, Library of Congress.

¹¹ Seelke, C.R. 2016. *Gangs in Central America.* CRS Report for Congress 7-5700. Washington, DC: Congressional Research Service, Library of Congress.

¹² Bolden, C. 2018. *Gang Organization and Gang Types.* Criminal Behavior, Criminological Theory, Juvenile Justice. Online publication.

violent crime. The PSN suite includes PSN, Strategies for Policing Innovation, Innovative Prosecution Solutions, Crime Gun Intelligence Centers, the National Public Safety Partnership, Technology Innovation for Public Safety, Encouraging Innovation: Field Initiated Programs, Innovations in Community-Based Crime Reduction, and Community-Based Violence Prevention Demonstration. These initiatives coordinate proactively with the PSN team in the district of the respective U.S. Attorney's Office (USAO) to enhance collaboration and strengthen commitment to reducing violent crime. Applicants are highly encouraged to demonstrate coordination with their USAO district PSN team in their submission.

Goals, Objectives, and Deliverables

The goal of this solicitation is to support communities in developing a wide variety of suppression strategies that are evidence-based or promising models for gang-involved youth or youth at risk of becoming gang involved.

Specific objectives include:

- Expand and enhance the availability and sharing of gang intelligence information to design and target effective suppression strategies.
- Identify and address service gaps and barriers, and create a blueprint for a comprehensive network of services for youth at risk of becoming gang involved or continuing in the gang lifestyle.
- Reduce the impact of violence on youth by improving identification, screening, access, delivery, and quality of services available to youth exposed to gang-related violence in an attempt to prevent them from joining a gang or being victimized by a gang.
- Reduce and sustain reductions in community youth violence, particularly gun and gang violence, and victimization.

Applicants should include information in their application that clearly outlines the following deliverables:

- Provide available local, regional, or state data highlighting the prevalence of youth violence and the presence of gangs in the targeted communities. Include examples of data-sharing efforts or systems currently in place that may be expanded with these grant funds.
- Describe how funds will be used to develop, expand, or enhance effective suppression programs and strategies to identify and serve youth at risk of becoming gang involved or continuing in the gang lifestyle. These programs should be evidence based and applicants are encouraged to review the National Gang Center website at www.nationalgangcenter.gov for more information.
- Provide a detailed explanation of how the suppression strategies are part of any broader, coordinated approach to address youth gang violence (i.e., prevention and intervention). Applicants should include a copy of any existing formal strategic plans being used as a framework to address youth gang violence. This should be included as an attachment labeled "strategic plan."

- Convene a task force or working group (this may be an existing group) that meets regularly throughout the project period to identify and address service gaps and barriers, and create a blueprint for a comprehensive network of services for youth at risk of becoming gang involved or continuing in the gang lifestyle. The application should describe this task force or working group, including a list of members, date of creation, and history of working to address youth gang violence.

In addition to addressing the specific goals and objectives listed for this solicitation, applicants may include public awareness activities as part of their projects and should discuss how their strategies will raise awareness of community-based, gang violence prevention efforts. Funds budgeted for these activities may not exceed 10 percent of the total budget.

Additional Resources:

- [National Gang Center is a project that is jointly funded by OJJDP and the Bureau of Justice Assistance.](#)
- [OJJDP Model Programs Guide](#) contains information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety.
- [OJP CrimeSolutions.gov](#) uses rigorous research to inform practitioners and policymakers about what works in criminal justice, juvenile justice, and crime victim services.
- [Youth.gov](#) provides interactive tools and other resources to help youth-serving organizations and community partnerships plan, implement, and participate in effective programs for youth.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

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. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled “Information Regarding Potential Evaluation of Programs and Activities.”

Encouraging Program Investments in Economically-Distressed Communities (Qualified Opportunity Zones)

Under this program, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that directly benefit federally designated Qualified Opportunity

Zones (QOZ).¹³ In order to assist OJP in considering this factor, applicants should include information in the application that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

B. Federal Award Information

Maximum number of awards OJJDP expects to make	6
Estimated maximum dollar amount for each award	Up to \$230,000
Total amount anticipated to be awarded under solicitation	\$1,380,000
Period of performance start date	October 1, 2019
Period of performance duration	36 months

OJJDP may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports) and the progress of the work funded under the award.

All awards 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 grant. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹⁴ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

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

Preagreement 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.

¹³ See Public Law 115-97, Title I, Subtitle C, Part IX, Subpart B, Sec. 13823.

¹⁴ 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.

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 the 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 (Post award Requirements section) at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

Limitation on Use of Award Funds for Employee Compensation; Waiver

For applicants seeking the waiver, see the [OJP Grant Application Resource Guide](#) for information.

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. See the [OJP Grant Application Resource Guide](#) for information.

Costs Associated With Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

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

For this solicitation, OJJDP has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Complete the Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

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. The abstract should indicate whether the applicant will use any portion of the project budget to conduct research, as described in Note on Project Evaluations on page 13. All project abstracts should follow the detailed template available at www.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) statement of the problem; (2) goals, objectives, and performance measures; (3) program design and implementation; and (4) capabilities/competencies. The applicant should clearly delineate the connections between and among each of these sections. For example, the applicant should derive the goals and objectives directly from the problems to be addressed. Similarly, the project design section should clearly explain how the program's structure and activities will accomplish the goals and objectives identified in the previous section.

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

- a. **Statement of the Problem.** Applicants should briefly describe the nature and scope of the problem that the program will address (e.g., gang activity, gang-related violence). 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.

- b. **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 7. 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 25.

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 25. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

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

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.

- d. **Plan for Collecting the Data Required for This Solicitation's 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. 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 for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

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.

Successful applicants for the 2019 Youth Gang Suppression Implementation Grants Program will report under the violence prevention module, which can be found on this page of OJJDP's website: <https://ojdppmt.ojp.gov/>.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

4. Budget Information and Associated Documentation

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for details on the Budget Detail Worksheet and on budget information and associated documentation, such as information on proposed subawards, proposed procurement contracts under awards, and preagreement costs.

OJJDP supports a national training and technical assistance (TTA) center to provide assistance to OJJDP-funded sites addressing youth gang violence. Sites funded through this solicitation are expected to work closely with this TTA center. Successful applicants are expected to participate in an up to 3-day cross-site grantee meeting in each year of the project and budget for as many as three representatives to travel to attend these meetings.

5. Indirect Cost Rate Agreement

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#) for information.

6. Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

7. 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. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this questionnaire.

8. Disclosure of Lobbying Activities

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

9. 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. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

10. Applicant Disclosure and Justification – DOJ High Risk Grantees¹⁵ (if applicable)

An applicant that is designated as a DOJ High Risk Grantee is to submit as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High Risk Grantee Applicant Disclosure and Justification.” (See, also, “Review Process,” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. Research and Evaluation Independence and Integrity

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

12. Additional Attachments

a. Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE)

Each applicant must provide responses to the following questions as an attachment to the application:

- (1) Does your jurisdiction have any laws, policies, or practices related to whether, when, or how employees may communicate with DHS or ICE?
- (2) Is your jurisdiction subject to any laws from a superior political entity (e.g., a state law that binds a city) that meet the description in question 1?
- (3) If yes to either:
 - Please provide a copy of each law or policy.
 - Please describe each practice.
 - Please explain how the law, policy, or practice complies with 8 U.S.C. § 1373.

Note: Responses to these questions must be provided by the applicant as part of the application. Further, the requirement to provide this information applies to all tiers of funding and for all subawards made to state or local government entities, including public institutions of higher education. All subrecipient responses must be collected and maintained by the direct recipient of funding and must be made available to DOJ upon request. Responses to these questions are not required from subrecipients that are either a tribal government/organization, a nonprofit organization, or a private institution of higher education.

¹⁵ A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

OJP will not deny an application for an FY 2019 award for failure to submit these required responses by the application deadline, but a recipient will not receive award funds (and its award will include a condition that withholds funds) until it submits these responses.

b. Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

As is mentioned above, OJP will, as appropriate, give priority consideration in award decisions to applications that propose projects that will likely enhance public safety in federally designated Qualified Opportunity Zones (QOZ). Each applicant proposing a project it anticipates will likely enhance public safety in one or more QOZs should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s). The attachment(s) should be clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

- 16.544, titled Youth Gang Prevention, and 16.123, titled Community-Based Violence Prevention Program
- OJJDP-2019-14932

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

E. Application Review Information

Review Criteria

Successful applicants will clearly demonstrate a willingness and readiness to develop community- and data-driven responses to youth and their families who are victims of gang-related crime and violence. The selection criteria used by peer reviewers will focus heavily on the applicant's plan and ability to identify data strengths, gaps, and needs. The applicant is encouraged to identify the data partners and the structure for sharing, analyzing, and monitoring data as a collaborative, including the office, team, or individual responsible for ensuring data are available on schedule.

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

1. Statement of the Problem (20%)
2. Project Design and Implementation (30%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for This Solicitation's Performance Measures (15%)
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.¹⁶

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."

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 (specifically including, but not limited to, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), potential project sustainability factors such as voluntary committed cost sharing (or match), and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain

¹⁶ 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.

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.

In addition, if OJP anticipates that an award will exceed \$250,000 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.

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

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Statutory and Regulatory Requirements; Award Special Conditions

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with award conditions, as well as all applicable requirements of federal statutes and regulations. OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions prior to submitting an application.

Individual FY 2019 awards made pursuant to this solicitation will, as appropriate and to the extent consistent with law, include conditions that will require the recipient (and any subrecipient) that accepts the award to do various things, with respect to the “program or activity” that would receive federal financial assistance thereunder. Although the specific terms of each of those conditions are what will govern the awards, included among such conditions will be some that, generally speaking, will require the recipient (and any subrecipient) that accepts the award to do some or all of the following:

- Not to violate 8 U.S.C. § 1373 (prohibiting restrictions on— (1) communication to/from the Department of Homeland Security (“DHS”) of information regarding the citizenship or immigration status of any individual; and (2) maintaining, or exchanging with any government entity, information regarding the immigration status of any individual).
- Not to violate 8 U.S.C. § 1644 (prohibiting restrictions on communication to/from DHS of information regarding the immigration status of an alien).
- Not to publicly disclose federal law enforcement information in an attempt to conceal, harbor, or shield certain individuals from detection, including in violation of 18 U.S.C. §§ 1071 or 1072, or 8 U.S.C. § 1324(a).
- Not to impede the exercise of the authority of the federal government under 8 U.S.C. § 1266(a) & (c) (authorizing arrest and detention of certain aliens and providing that the federal government “shall take into custody” certain criminal aliens “when the alien is released”) and 8 U.S.C. § 1231(a)(4) (relating to removal from the United States of aliens after detention/confinement at the federal, state, and local level), specifically by requiring such recipients to provide (where feasible) at least 48 hours’ advance notice to DHS regarding the scheduled release date and time of an alien in the recipient’s custody when DHS requests such notice in order to take custody of the alien pursuant to the Immigration and Nationality Act. (Note: This condition will apply only with respect to alien adult detainees and only in jurisdictions where law enforcement is assisting in implementing this program.)
- Not to impede the exercise by DHS agents, “anywhere in or outside the United States” (8 C.F.R. § 287.5(a)(1)), of their authority under 8 U.S.C. § 1357(a)(1) to “interrogate any alien or person believed to be an alien as to his right to be or to remain in the United States,” specifically by requiring such recipients to permit DHS agents to have access to any correctional facility in order to meet with an alien (or an individual believed to be an alien) and inquire as to his right to be or remain in the United States. (Note: This condition will apply only with respect to alien adult detainees and only in jurisdictions where law enforcement is assisting in implementing this program.)

The reasonable costs (to the extent not reimbursed under any other federal program) of complying with these conditions, including honoring any duly authorized requests from DHS that is encompassed by these conditions, will be allowable costs under the award.

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

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 certain 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.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 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. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

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. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Description	Data Recipient Provides
Increase suppression strategies available for gang-involved youth or youth at risk of becoming gang involved.	Number of program youth served during the reporting period.	An unduplicated count of the number of individual youth served by the program during the reporting period. Definition of the number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new admissions during the reporting period. Program records are the preferred data source.	A. Number of program youth carried over from the previous reporting period. B. New admissions during the reporting period.
	Number and percent of programs/initiatives employing evidence-based programs or practices.	Number and percent of programs that implement an evidence-based program or practice. Evidence-based programs and practices include program models that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, State Model Program resources, etc.).	A. Number of programs implementing an evidence-based program or practice prevention model during the reporting period. B. Total number of implementing programs during the reporting period. C. Percent (A/B).
	Number and percent of youth with whom an evidence-based program or practice was used.	Number and percent of youth served with whom an evidence-based model or program was used. Evidence-based models and programs include those that have been shown, through rigorous evaluation and replication, to be effective at preventing or reducing juvenile delinquency or related risk factors, such as substance abuse. Model programs can come from many valid sources (Blueprints for Violence Prevention, OJJDP's Model Programs Guide, SAMHSA's Model Programs, etc.).	A. Number of youth served using an evidence-based model or program during the reporting period. B. Number of youth served during the reporting period. C. Percent (A/B).
	Number and percent of	Number and percent of participating program youth who were arrested or	A. Total number of program youth served.

	<p>program youth who offend and reoffend during the reporting period (short and long term).</p>	<p>seen at a juvenile court for a delinquent offense during the reporting period. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source. The number of youth tracked should reflect the number of program youth who are followed or monitored for arrests or offenses. Ideally this number should be all youth served by the program during the reporting period. A youth may be “committed” to a juvenile facility any time that he/she is held overnight. Certain jurisdictions refer to adjudications as “sentences.” Other sentences may be community-based sanctions, such as community service, probation, etc.</p>	<p>B. Number of program youth tracked during the reporting period or who exited the program 6–12 months ago and were tracked during the reporting period. C. Number of program youth who had an arrest or delinquent offense during the reporting period. D. Number of program youth who were committed to a juvenile facility during the reporting period. E. Number of program youth who were sentenced to adult prison during the reporting period. F. Number of youth who received another sentence during the reporting period. G. Percent offending (C/B).</p>
	<p>Percent of program youth exhibiting a desired change in the targeted behavior (short and long term).</p>	<p>Number and percent of program youth who exhibited a desired change in the targeted behavior during the reporting period or 6–12 months after exiting the program.</p>	<p>A. Number of program youth served during the reporting period or who exited the program 6–12 months ago with the noted behavioral change (behavior targeted will depend on specific program goals and activities and may include family relationships, gang resistance/involvement, substance abuse, etc.). B. Total number of youth receiving services for the targeted behavior during the reporting period or who exited the program 6–12 months ago. C. Percent (A/B).</p>
	<p>Number and percent of program youth who are victimized (short-term measure).</p>	<p>Number and percent of program youth who were harmed or adversely affected by someone else’s criminal actions during the reporting period. Victimization can be physical or psychological; it also includes damage to one’s property. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p>	<p>A. Total number of program youth served during the reporting period. B. Number of program youth tracked during the reporting period for victimization. C. Of youth tracked, the number of program youth who were victimized during the reporting period. D. Percent of youth victimized (short term) (C/B).</p>

		The number of youth tracked should reflect the number of program youth who are followed or monitored for victimization. Ideally this number should be all youth served by the program during the reporting period.	
	Number and percent of program youth who are victimized (long-term measure).	<p>Number and percent of program youth who were harmed or adversely affected by someone else’s criminal actions during the reporting period. Victimization can be physical or psychological; it also includes damage to one’s property. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p> <p>The number of youth tracked should reflect the number of program youth who are followed or monitored for victimization. Ideally this number should be all youth served by the program during the reporting period.</p>	<p>A. Number of program youth who exited the program 6–12 months ago and were tracked during the reporting period for victimization.</p> <p>B. Of youth tracked, the number of program youth who were victimized during the reporting period.</p> <p>C. Percent of youth victimized (long term) (B/A).</p>
	Number and percent of program youth who experience a gun-related victimization (short-term measure).	<p>Number and percent of program youth who were harmed or adversely affected by someone else’s criminal actions during the reporting period. Victimization can be physical or psychological; it also includes damage to one’s property. Appropriate for any youth-serving program. Official records (police, juvenile court) are the preferred data source.</p>	<p>A. Total number of program youth served.</p> <p>B. Number of program youth tracked during the reporting period for victimization.</p> <p>C. Of youth tracked, the number of program youth who experienced violent gun-related victimization during the reporting period.</p> <p>D. Of youth tracked, the number of program youth who experienced nonviolent gun-related victimization during the reporting period.</p> <p>E. Percent of youth victimized by a gun-related offense (short term) ((C+D)/B).</p>
	Number and percent of program youth who experience a gun-related victimization	<p>Number and percent of program youth who were harmed or adversely affected by someone else’s criminal actions during the reporting period. Victimization can be physical or psychological; it also includes damage to one’s property. Appropriate for any</p>	<p>A. Number of program youth who exited the program 6–12 months ago and were tracked during the reporting period for victimization.</p>

	(long-term measure).	youth-serving program. Official records (police, juvenile court) are the preferred data source.	B. Of youth tracked, the number of program youth who experienced violent gun-related victimization during the reporting period. C. Of youth tracked, the number of program youth who experienced nonviolent gun-related victimization during the reporting period. D. Percent of youth victimized by a gun-related offense (long term) $((B+C)/A)$.
	Number of planning activities conducted (gang).	Activities include meetings held, needs assessments undertaken, and so on, related to reducing gang-related activity.	Number of gang-related planning activities conducted during the reporting period.
	Number of stakeholders (task force, coalitions, agencies).	Number of additional stakeholders (government agencies, nonprofit organizations, community groups, etc.) joining in violence prevention efforts during the reporting period.	Number of stakeholder relationships built during the reporting period.
	Number of memoranda of understanding (MOU) developed during the reporting period.	An MOU is an interagency agreement whose purpose is to enable all parties to facilitate the conduct of certain efforts of mutual interest (e.g., specifying the types of information to be shared, stating the terms of the agreement, and including the signatures of all parties to the agreement). Include all formal partnering or coordination agreements. Program records are the preferred data source.	Number of MOUs developed during the reporting period.
	Number of agency policies or procedures created, amended, or rescinded.	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. Program records are the preferred data source.	Number of program/agency policies or procedures created, amended, or rescinded.

Appendix B: Application Checklist

OJJDP FY 2019 Youth Gang Suppression Implementation Grants Program

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 D-U-N-S Number (see [OJP Grant Application Resource Guide](#))
- _____ Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- _____ Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 16)
- _____ Access Funding Opportunity and Application Package (see page 16)
- _____ Sign up for Grants.gov email [notifications](#) (optional)
- _____ 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

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 [OJP Grant Application Resource Guide](#))

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

- _____ Contact the Response Center at grants@ncjrs.gov regarding experiencing technical difficulties (see page 2)

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 \$230,000.

Eligibility Requirement:

- _____ For eligibility information, see the title page.

What an Application Should Include:

The following items are critical application elements required to pass BMR. An application that OJP determines does not include the application elements designated to be critical will neither proceed to peer review nor receive further consideration.

- Program Narrative (see page 12)
- Budget Detail Worksheet and Narrative (see page 14)

- Application for Federal Assistance (SF-424) (see page 10)
- Project Abstract (see page 11)
- Program Narrative (see page 11)
- Budget Detail Worksheet (including Narrative) (see page 14)
- Indirect Cost Rate Agreement (if applicable) (see page 14)
- Tribal Authorizing Resolution (if applicable) (see page 14)
- Financial Management and System of Internal Controls Questionnaire (see page 14)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see page 14)

Additional Attachments:

- Documentation of Anticipated Benefit to federally designated Qualified Opportunity Zones (if applicable) (see page 8)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 10)
- Logic Model (see page 12)
- Timeline (see page 12)
- Applicant Disclosure of Pending Applications (see page 14)
- Applicant Disclosure and Justification—DOJ High Risk Grantees (if applicable) (see page 14)
- Research and Evaluation Independence and Integrity (see page 15)
- Information regarding Communication with the Department of Homeland Security (DHS) and/or Immigration and Customs Enforcement (ICE) (see page 15)