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) 2016 Youth with Sexual Behavior Problems Program. This program furthers the Department's mission by supporting states, communities, and tribes as they develop, enhance, and implement effective treatment programs for youth with sexual behavior problems and their child victims and provide intervention and supervision services for the offending youth.

OJJDP FY 2016 Youth with Sexual Behavior Problems Program
Applications Due: April 4, 2016

Eligibility

Eligible applicants for both Category 1 and Category 2 are limited to states (including territories), units of local government, federally recognized tribal governments (as determined by the Secretary of the Interior), nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education). *Recipient organizations must agree to forgo any profit or management fee.*

Organizations currently receiving funds or that have previously received funds as a program site through an OJJDP Youth with Sexual Behavior Problems Program solicitation are not eligible to apply.

OJJDP welcomes applications that involve two or more entities that will carry out the funded Federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. OJJDP will consider only one application per lead applicant; however, subrecipients may be part of multiple proposals.

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

Deadline

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to **submit applications 72 hours** prior to the application due date. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on April 4, 2016.

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

For additional information, see How To Apply in Section D. Application and Submission Information.

Contact Information

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

Applicants who experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the OJJDP contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" 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), by e-mail at grants@ncjrs.gov, or by web chat. Response Center hours of operation are 10 a.m. to 6 p.m. ET, Monday through Friday. Answers to frequently asked questions that may assist applicants are posted at www.ojjdp.gov/grants/solicitations/FY2016/FAQ/YSBPPFAQ.pdf.

Grants.gov number assigned to this announcement: OJJDP-2016-9004

Release date: February 2, 2016

Contents

OJJDP FY 2016 Youth with Sexual Behavior Problems Program
(CFDA #16.543 and 16.750)

A. Program Description

Overview

This program will fund agencies that use a comprehensive, multidisciplinary approach to provide intervention and supervision services for youth with sexual behavior problems and treatment services for their child victims and families. Award recipients will target services for youth with sexual behavior problems, their child victim(s), and parents/caregivers of the offending youth and child victims. Youth participating in this program must undergo a mental health evaluation to determine if they are amenable to community-based treatment and intervention. Youth targeted for program services should have no prior history of court involvement for sexual offenses. OJJDP must approve any deviation from this target population parameter prior to admission to the program.

This program solicitation has two parts. Category 1 (program sites) will provide funding to as many as three sites for the purposes described above. Category 2 (support, training, and technical assistance) will fund one awardee to provide support and technical assistance to the program sites selected under Category 1.

This program represents a collaboration between OJJDP and OJP's Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART Office) and is authorized by an Act appropriating funds for the Department of Justice, 2016.

Program-Specific Information

Research suggests that youth commit more than one-quarter (25.8 percent) of all sex offenses and more than one-third (35.6 percent) of sex offenses against juvenile victims.[1] In addition, studies have found that most youth who sexually offend come to the attention of law enforcement when they are between the ages of 12 and 14 and that early adolescence is the peak age for sexual offenses against younger children.[2] In cases where youth offend against juvenile victims, 88 percent of these victims are reported to be either family members or acquaintances.[3]

When older youth victimize children, the impact of inappropriate sexual behavior on child victims can be devastating and long lasting and can affect the entire family/residence. Some research indicates that child victims of inappropriate sexual behavior by family members (primarily an older sibling or cousin and often called incest) have more romantic and family

---

[1] Finkelhor, D., Ormrod, R., and Chaffin, M. 2009. *Juveniles Who Commit Sex Offenses Against Minors*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

[2] *Ibid.*

[3] *Ibid.*

relationship problems and more sexual problems as they grow older.[4] Other studies have found that these victims are more likely to abuse substances; have a psychiatric hospitalization or experience clinical levels of depression and are at risk for suicide; believe that their parents were ashamed of them and did not love them; and have required police involvement, including being picked up by police for running away from home.[5]

Research suggests that youth who exhibit inappropriate sexual behavior early and receive early intervention services are less likely to have future incidents and/or to escalate their behavior.[6,7] Furthermore, it is well documented that appropriate interventions with child sexual abuse victims can reduce the likelihood of long-term negative impacts. The most comprehensive treatment services for child victims of youth with sexual behavior problems should also target the parents and/or guardians. As research has noted: "a child's ability to recover from sexual abuse may be greatly influenced by support received from a non-offending parent and evidence is growing that maternal support is critical for a child's recovery for both the short and long term."[8] Accordingly, it is imperative that the families of both victims and youth with sexual behavior problems receive comprehensive family treatment to best recover from the trauma associated with sexual victimization with minimal long-term consequences.

Purpose

The purpose of this program is to prevent sexual reoffending, promote healing, and provide services for victims and families. This program will assist communities in developing a multi-disciplinary, comprehensive approach to providing treatment services and community supervision for youth with sexual behavior problems and treatment services to victims and families of these youth. The program will focus on interfamilial and/or coresidential child victims and youth with problematic sexual behavior. Examples of these types of sexual behaviors include, but are not limited to, sexual contact between children who do not know each other well (i.e., foster home or institutional setting); sexual contact between children of different ages, sizes, and developmental levels; aggressive or coerced sexual contact; sexual contact that causes harm to the child or others; and sexual contact that causes another child to be highly upset and/or fearful.

Since 2010, OJJDP and the SMART Office have partnered to support the Youth with Sexual Behavior Problems Program, which provides comprehensive, community-based interventions with the above-mentioned youth. In fiscal year 2016, OJJDP and the SMART Office expect to fund new project sites and provide training and technical assistance to these new sites on comprehensive, multidisciplinary approaches to treating youth with sexual behavior problems and their child victims. The program will focus on interfamilial and/or coresidential sexual misconduct by youth ages 9 to 14 and provide adjunctive support services to child victims and families who have been victimized. Applicants should propose comprehensive, **evidence-based**, intervention strategies for serving both the child

---

[4] Meiselman, K. 1978. *Incest.* San Francisco, CA: Jossey-Bass.

[5] Russell, D. 1986. *The secret trauma: Incest in the lives of girls and women.* New York, NY: Basic Books.

[6] Carpentier, M., Silovsky, J.F., and Chaffin, M. 2006. "Randomized trial of treatment for children with sexual behavior problems: Ten-year follow-up." *Journal of Consulting and Clinical Psychology* 74:482-488.

[7] Bonner, B.L., Walker, C.E., and Berliner, L. 1999. *Children with Sexual Behavior Problems: Assessment and Treatment* (Final report, Grant No. 90-CA-1469). Washington, DC: Department of Health and Human Services, Administration of Children, Youth, and Families. Retrieved from http://www.calib.com/nccanch/pubs/otherpubs/childassessment/index.cfm.

[8] Corcoran, J. 1998. "In defense of mothers of sexual abuse victims." *Families in Society* 79(4):358-369.

victim(s) and the youth with sexual behavior problems and their parents/caregivers. Program models that have been shown to be effective with this target population include (but are not limited to) the use of cognitive-behavioral or psycho-educational interventions (i.e., trauma-focused cognitive behavioral therapy, group therapy, support groups, multisystemic therapy).

Goals, Objectives, and Deliverables

CATEGORY 1: Program Sites

OJJDP will fund new program sites that will provide a comprehensive community-based intervention model to serve youth who have sexual behavior problems and are in pre- or post-adjudication for inappropriate sexual behavior with a family member, coresident, or other child with close social ties to the youth who committed the offense. The proposed interventions should also include support services for the child victim and nonoffending family or household members. Applicants should have a functioning multidisciplinary team that uses a comprehensive, holistic approach to treat both the child victim and the youth with sexual behavior problems and a history of working with interfamilial child abuse cases. At a minimum, multidisciplinary teams should consist of social services staff, probation staff, juvenile court staff, mental health personnel, victim advocate personnel, law enforcement, and community-support providers. This team should serve as the case staffing entity to determine service provision, including treatment and case management and supervision for the youth with sexual behavior problems, the child victim, and their families.

The successful applicant will develop and implement a comprehensive program for the target population over a 24-month period. OJJDP expects program sites to work closely with the training and technical assistance provider and include their community partners in the collaborative learning process that the training and technical assistance provider will establish.

Deliverables. Deliverables for the program sites will serve as a guide to other communities that wish to replicate the program and include the development and/or use of the following:

- A comprehensive community-based strategy to treat youth ages 9 to14 with sexual behavior problems who are in pre- or post-adjudication status for inappropriate sexual misconduct against a child family member, coresident, or other child with close social ties.

- An evidence-based treatment curriculum responsive to the targeted population (i.e., youth with sexual behavior problems, child victims of youth with sexual behavior problems, parents/caregivers).

- A multidisciplinary team to address sexual behavior problems in youth and inclusive of social services staff, probation staff, juvenile court staff, mental health personnel, victim advocate personnel, law enforcement, and community-support providers.

- A strategy to provide community-based support services to child victims and families of youth with sexual behavior problems.

- Reports that speak to the effectiveness of the community-based interventions and the challenges encountered during implementation to be submitted to OJJDP and the training and technical assistance provider.

CATEGORY 2: Support, Training, and Technical Assistance

The goals of Category 2 of this solicitation are to develop, design, and deliver training and technical assistance that supports and guides the program sites as they implement their community-based management strategies for youth with sexual behavior problems and their victims and families. Technical assistance needs may vary greatly depending on the current practices of each program site. Some sites may have a well-developed multi-disciplinary team that addresses such cases. Others may have existing treatment services that specialize in juvenile sex offender treatment or victim/family services, and some sites may lack this capacity entirely.

As a result, applicants must demonstrate competency in the following:

- Age and developmentally appropriate problem sexual behavior treatment and interventions, supervision, and victim/family support services.

- Training and technical assistance on evidence-based juvenile sex offender management practices.

- Multi-disciplinary, collaborative team development, including building community support and involvement.

- Conducting system assessments.

- Providing technical assistance to a wide range of communities, agencies, and disciplines.

- Training curriculum development and delivery.

- Experience in identifying and collecting data that documents the process and progress of program implementation.

Deliverables. Deliverables for the training and technical assistance provider include:

- Training materials and curricula for the community-based treatment of youth with sexual behavior problems and resources for, and contributions to, the evidence-based treatment of victims of youth with sexual behavior problems, including support of the national website that provides information on youth with sexual behavior problems for professionals and parents that the Youth with Sexual Behavior Problems Program currently supports.

- Guidance and consultation to the funded program sites. Technical assistance should be provided onsite, over the phone, and through other strategies, as appropriate. Training and technical assistance should be inclusive of and responsive to the needs of all members of the multidisciplinary team at each site.

- One 2-day cluster meeting in the first year of the project for OJJDP and SMART Office program managers and as many as three representatives from each of the funded program sites to provide technical assistance and training and to share findings and challenges.

- Individual training and technical assistance plans for each funded program site.

- Limited technical assistance to program sites funded in prior years.

- Reports for possible future publication and dissemination that document the progress of project implementation and the model developed at each site.

Category 2 applicants should demonstrate their ability to develop materials appropriate to diverse audiences.

Family engagement. OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system.

Applicants should describe how the proposed program will include a family engagement component. As stated in Goals and Objectives, the Youth with Sexual Behavior Problems Program requires parent/caregiver engagement and support.

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

- Improving the quantity and quality of evidence OJP generates.

- Integrating evidence into program, practice, and policy decisions within OJP and the field.

- 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 and OJJDP's 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. Both CrimeSolutions.gov and the Model Programs Guide include information on effective programs serving children with sexual behavior problems and juveniles who have been arrested for a sexual offense.

Additional resources. OJJDP encourages applicants to review the recommendations from the [Attorney General's National Task Force on Children Exposed to Violence](#) and the [Attorney General's Advisory Committee on American Indian/Alaska Native Children Exposed to Violence](#) and the National Research Council's *[Reforming Juvenile Justice: A Developmental Approach](#)* and *[Implementing Juvenile Justice Reform](#)* and consider incorporating the recommendations into their applications, where applicable.

B. Federal Award Information

Under Category 1: Program Sites, OJJDP expects to make as many as three awards of as much as $300,000 each for a 24-month project period, beginning October 1, 2016.

Under Category 2: Support, Training, and Technical Assistance, OJJDP expects to make one award of as much as $600,000 for a 24-month project period, beginning October 1, 2016.

OJJDP may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of 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[9]. OJJDP expects to make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if OJJDP expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this.

Financial management and system of internal controls. Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity[10]) must, as described in the Part 200 Uniform Requirements 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 Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

---

[9] See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

[10] For purposes of this solicitation (or program announcement), "pass-through entity" includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

(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.

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

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 cost (also known as Pre-award Cost) approvals. Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, preagreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as preagreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide, for more information.

Limitation on use of award funds for employee compensation; waiver. With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.[11] The 2016 salary

---

[11] This limitation on use of award funds does not apply to the nonprofit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

table for SES employees is available at the Office of Personnel Management [website](). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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

Prior approval, planning, and reporting of conference/meeting/training costs. OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the [OJP policy and guidance]() on conference approval, planning, and reporting. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center]().

C. Eligibility Information

For additional eligibility information, see the title page.

Limit on number of application submissions. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply]().

D. Application and Submission Information

What an Application Should Include

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

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

Applicants should review the "Note on File Names and File Types" under How To Apply to be sure that they submit their applications in the permitted formats.

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

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

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

   Intergovernmental review. This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate 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 (Times New Roman) with 1-inch margins.

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

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 21. All project abstracts should follow the detailed template.

Permission to share project abstract with the public. It is unlikely that OJJDP will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. This public posting would allow other possible funders to become aware of such proposals. The abstract template asks applicants to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

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

3. **Program Narrative**

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**. Category 1 and 2 applicants should briefly describe the nature and scope of the problem that the program will address (e.g., youth with sexual behavior problems). 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. Applicants should describe the target population and any previous or current attempts to address the problem.

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

    Applicants in both categories should also detail the obstacles communities face in identifying and providing effective treatment strategies to the target populations and address the unique challenges associated with intrafamilial and coresidential child sexual abuse.

    Category 2 applicants must present a clear understanding of issues pertaining to developing and implementing multi-faceted intervention programs that serve the target populations identified in the solicitation and detail how targeted training and technical assistance can address these issues.

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. They should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to increase the number of youth with sexual behavior problems (ages 9-14), their victims, and their parents/caregivers who receive evidence-based treatment by serving 40 youth per year; to educate juvenile justice and related agencies about the treatment program and increase referrals by 20 percent; to increase the number of agencies participating in the multidisciplinary team to enhance coordinated service provision for youth with sexual behavior problems, their victims, and families).

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

through the [Data Reporting Tool](). Performance measures for this solicitation are as follows:

Category 1 Performance Measures

Objective	Performance Measures	Description	Data Grantee Provides
The solicitation's overall objective is to: Category 1: Develop and implement community-based intervention programs for youth with sexual behavior problems aged 9-14 and their victims and non-offending family or household members.	Percent of youth or youth and families served with whom an evidence-based program or practice was used (short term).	The number and percent of youth with whom an evidence- based program or practice was used. Evidence-based program and practice models 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 (e.g., Blueprints, OJJDP's Model Programs Guide, SAMHSA's Model Programs, state model program resources, etc.).	A. Number of youth and families with whom an evidence-based program or practice was used during the reporting period (report youth and families separately). B. Number of youth and families served during the reporting period. C. Percent A/B.
	Number of youth or youth and families served.	An unduplicated count of the number of youth (or youth and families) served by the program during the reporting period. Definition of the number of youth (or youth and families) served for the reporting period is the number of youth (or youth and families) carried over from the previous reporting period plus new admissions during the reporting period.	Number of program youth (or youth and families) carried over from the previous reporting period, plus new admissions during the reporting period.
	Percent of program staff who have completed training in program area.	Number and percent of program staff who have completed training or a formal learning opportunity during the reporting period.	A. Number of program staff completing training or formal learning opportunity. B. Number of program staff enrolled. C. A/B.
	Number of families with at least one parent/guardian participating in a majority of relevant services.	Number of families with at least one parent/guardian participating in a majority of relevant services (e.g., family counseling, family-oriented recreation activities, accompanying youth to court and other appointments).	A. Number of families with youth participating in the program with at least one parent/ guardian participating in a majority of relevant services. B. Number of families with youth served during the reporting period.
	Percent of program youth	The number and percent of program youth who have successfully fulfilled	Number of program youth who exited the program

Objective	Performance Measures	Description	Data Grantee Provides
	completing program requirements.	all program obligations and requirements. This does not include youth who are still participating in ongoing programs. Program obligations will vary by program but should be a predefined list of requirements or obligations that clients must meet before program completion. The total number of youth includes those youth who have exited successfully and unsuccessfully. Program records are the preferred data source.	having completed program requirements. Total number of youth who exited the program during the reporting period (either successfully or unsuccessfully). Total number of program youth served. Number of program youth tracked during the reporting period.
	Percent of program youth who offend (short and long term).	The number and percent of participating program youth who were arrested or 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 that are followed or monitored for arrests or offenses. Ideally this number should be all youth that the program serves during the reporting period or 6-12 months post program completion.	Number of program youth who had an arrest or delinquent offense during the reporting period. Number of program youth who were committed to a juvenile facility during the reporting period. Number of program youth who were sentenced to adult prison during the reporting period. Number of youth who received another sentence during the reporting period. Total number of program youth served. Number of program youth tracked during the reporting period.
	Number of program youth who were victimized (short and long term).	The measure determines the number of program youth who are harmed or adversely affected by someone else's criminal actions. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. The number of youth tracked should reflect the number of program youth that are followed or monitored for victimization. Ideally this number should be all youth that the program	Number of program youth who were victimized. Number of program youth tracked during the reporting period for victimization. Total number of program youth served.

Objective	Performance Measures	Description	Data Grantee Provides
		served during the reporting period or 6-12 months post program completion.	
	Number of program youth who are revictimized (short and long term).	The revictimization measure counts the number of youth who experienced subsequent victimization. Victimization can be physical or psychological; it also includes harm or adverse effects to youth's property. The number of youth tracked should reflect the number of program youth that are followed or monitored for re-victimization. Ideally this number should be all youth that the program serves during the reporting period or 6-12 months post program completion.	Number of program youth who were revictimized. Number of program youth tracked during the reporting period for revictimization. Number of youth served.
	Percent of program youth who reoffend (short and long term).	The number and percent of participating program youth who were arrested or seen at a juvenile court for a new 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 that are followed or monitored for new arrests or offenses. Ideally this number should be all youth that the program serves during the reporting period or 6-12 months post program completion. This would only apply to youth who can be tracked within the grant award period.	Number of program youth who had a new arrest or new delinquent offense during reporting period. Number of program youth who were recommitted to a juvenile facility during the reporting period. Total number of program youth served. Number of program youth tracked during the reporting period.
	Percent of program youth exhibiting a desired change in the targeted behavior (short and long term).	The number and percent of program youth who have exhibited a desired change in the targeted behavior during the reporting period or 6-12 months post program completion. This would only apply to youth who can be tracked within the grant award period. An unduplicated count of the number of program youth that the program served during the reporting period. The number of youth served for a reporting period is the number of program youth carried over from the previous reporting period, plus new	Number of program youth exhibiting a desired change in the targeted behavior (determined by pre-post testing). Number of program youth served.

Objective	Performance Measures	Description	Data Grantee Provides
		admissions during the reporting period.	
	Number of service hours completed by program youth.	The number of hours of service that the program youth completed during the reporting period. Service is any explicit activity (such as program contact, counseling sessions, course curriculum, community service, etc.) that program staff or other professionals deliver dedicated to completing the program requirements. Program records are the preferred data source.	Number of service hours completed by program youth during the reporting period.
	Percent of increase in family members served during reporting period.	An unduplicated count of the number of additional family members (youth and adults) that the program serves during the reporting period. Program records are the preferred data source.	Number of family members carried over from the previous reporting period. New admissions during the reporting period.
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. The number of program materials related to cultural or racial and ethnic diversity should also be identified. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during the reporting period. Number of program materials related to cultural or racial and ethnic diversity developed during the reporting period.
	Number of planning activities conducted.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning activities conducted during the reporting period.

Category 2 Performance Measures

Objective	Performance Measure(s)	Description	Data Grantee Provides
Category 2: Provide guidance, support, and assistance to the awarded sites in working toward the successful implementation of the Youth with Sexual Behavior Problems Program.	Number of training requests received. Percent of training request completed.	This measure represents the number of training requests received during the reporting period. Requests can come from individuals or organizations served.	Number of training requests received during the reporting period. Of those training request received, the number of training requests completed.
	Number of technical assistance requests received. Percent of technical assistance requests completed.	This measure represents the number of technical assistance requests received during the reporting period. Requests can come from individuals or organizations served.	Number of technical assistance requests received during the reporting period. Of those technical assistance requests, the number of technical assistance requests completed.
	Number of program materials developed.	This measure represents the number of program materials that were developed during the reporting period. Include only substantive materials such as program overviews, client workbooks, lists of local service providers. The number of program materials related to cultural or racial and ethnic diversity should also be identified. Do not include program advertisements or administrative forms such as sign-in sheets or client tracking forms. Count the number of pieces developed. Program records are the preferred data source.	Number of program materials developed during the reporting period. Number of program materials related to cultural or racial and ethnic diversity developed during the reporting period.
	Number of people trained.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training on cultural or race and ethnic issues should also be identified. Training does not have to have been completed during the reporting period. Preferred data source is program records.	Number of people trained during the reporting period. Number of people trained on cultural or racial and ethnic diversity during the reporting period.

	Number of planning or training events held.	This measure represents the number of planning or training activities held during the reporting period. Planning and training activities include creation of task forces or interagency committees, meetings held, needs assessments undertaken, etc. Preferred data source is program records.	Number of planning or training activities held during the reporting period.
	Number of people trained during the reporting period.	This measure represents the number of people trained during the reporting period. The number is the raw number of people receiving any formal training relevant to the program or their position as program staff. Include any training from any source or medium received during the reporting period as long as receipt of training can be verified. Training does not have to have been completed during the reporting period. Preferred data source is program records.	Number of people trained during the reporting period.
	Percent of people exhibiting increased knowledge of the program area.	This measure represents the number of people who exhibit an increased knowledge of the program area after participating in training. Use of pre- and post-tests is preferred.	A. Number of people exhibiting an increase in knowledge post-training. B. Number of people trained during the reporting period. C. Percent of people trained who exhibited increased knowledge (A/B).
	Percent of organizations reporting improvements in operations based on training and technical assistance.	The number and percent of organizations reporting improvements in operations as a result of training and technical assistance 1 to 6 months post-service.	A. The number of organizations reporting improvements in operations based on training and technical assistance during the reporting period. B. Number of organizations served by training and technical assistance during the reporting period. C. (A/B).

	Percent of those served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the training and technical assistance.	Number and percent of programs served by training and technical assistance that reported implementing an evidence-based program and/or practice during or after the training and technical assistance. 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 use.	A. Number of programs served by training and technical assistance that reported using an evidence-based program and/or practice. B. Number of programs served by training and technical assistance. C. Percent of programs served by training and technical assistance that report using an evidence-based program and/ or practice (A/B).
	Number of program materials disseminated during the reporting period.	This measure represents the number of program materials disseminated during the reporting period.	Enter the number of program materials disseminated during the reporting period.

OJJDP does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that OJJDP will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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

Note on project evaluations. Applicants that propose to use funds awarded 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." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections 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, see the decision tree to assist applicants on the

"[Research and the Protection of Human Subjects](#)" section of the [OJP Funding Resource Center](#) webpage. Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that webpage.

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 6. 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.

Applicants under Category 2 should outline how they will provide training and technical assistance that supports development of innovative treatment and service strategies that could be replicated in communities nationwide. Applicants should describe strategies that they will use to develop and deliver training and technical assistance related to the targeted population. These strategies should include use of a multidisciplinary team and systems assessment tools or protocols; development of training materials; identification of promising and evidence-based treatment practices for youth with sexual behavior problems, their child victims, and their families; supervision of youth with sexual behavior problems and service planning and provision for all target populations; drafting protocols, policies, and procedures; publications; and provision of onsite technical assistance.

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.

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.

Category 2 applicants should discuss the following:

- Their experiences engaging service delivery, management, and intervention agencies.

- Their ability to enhance multidisciplinary team functioning and develop an intervention program that incorporate program area needs, such as supervision, treatment, family stabilization.

- Their ability to identify and develop outreach strategies to serve target populations that are not clearly identified as needing services or may be reluctant to participate in service planning and programming.

Applicants should demonstrate competency in all areas listed on page 6 under Goals, Objectives, and Deliverables.

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.

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

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

Category 1 applicants should budget for as many as three representatives to attend one cluster meeting during the project period.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide.

a. **Budget Detail Worksheet.** Find a sample Budget Detail Worksheet here. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

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

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

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

c. **Noncompetitive procurement contracts in excess of simplified acquisition threshold.** If an applicant proposes to make one or more noncompetitive procurements of products or services, where the noncompetitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000, the application should address the considerations outlined in the Financial Guide.

d. **Preagreement cost approvals.** For information on preagreement costs, see Section B. Federal Award Information.

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

Indirect costs are allowed only under the following circumstances:

(a) The applicant has a current, federally approved indirect cost rate; or

(b) The applicant 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).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain

information needed to submit an indirect cost rate proposal at
http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

In order use the *de minimis* indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the *de minimis* rate) and its election. If the applicant elects the *de minimis* method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.[12]

6. **Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk.

- Date the applicant was designated high risk.

- The high risk point of contact name, phone number, and email address, from that federal agency.

- Reasons for the high risk status.

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

7. **Additional Attachments**

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

a. **Applicant disclosure of pending applications.** Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation <u>and</u> will cover the identical cost items outlined in the budget narrative and worksheet in the application under this

---

[12] See 2 C.F.R. § 200.414(f).

solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency.

- The solicitation name/project name.

- The point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/ Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

b. Logic model (see page 22).

c. Timeline or milestone chart (see page 22).

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 23).

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

h. Evidence of for-profit status, e.g., a copy of the articles of incorporation, if applicable.

8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 CFR 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

9. Disclosure of Lobbying Activities

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

How To Apply

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

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

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

Note on file names and file types. Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

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

Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

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

All applicants are required to complete the following steps:

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

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at https://apply07.grants.gov/apply/IndCPRegister to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and validating address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online. A DUNS number is usually received within 1-2 business days.

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

SAM registration and renewal can take as long as 10 business days to complete.

Applicants cannot successfully submit their applications until Grants.gov receives the SAM registration information. **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

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. Applicant organizations must use their DUNS number to complete this step. For more information about the registration process, go here.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. 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 numbers for this solicitation are 16.543 and 16.750, titled "Missing Children's Assistance" and "Support for Adam Walsh Act Implementation Grant Program," and the funding opportunity number is OJJDP-2016-9004.

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 Program Sites. **Competition ID: OJJDP-2016-9163.**
   Category 2 Support, Training, and Technical Assistance. **Competition ID OJJDP-2016-9164.**

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

Note: Duplicate applications. If an applicant submits multiple versions of the same application, OJJDP will review only the most recent system-validated version submitted. See Note on File Names and File Types under How To Apply.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov Customer Support Hotline or the SAM Help Desk (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must e-mail the Response Center at grants@ncjrs.gov **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: OJJDP does not automatically approve requests.** After the program office reviews the submission and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (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, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding webpage.

E. Application Review Information

Selection Criteria

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, Statement of the Problem, is worth 15 percent of the entire score in the application review process.

1. Statement of the Problem (15 percent).

2. Goals, Objectives, and Performance Measures (15 percent).

3. Project Design and Implementation (30 percent).

4. Capabilities and Competencies (30 percent).

5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[13] (10 percent)

See What an Application Should Include, page 12, for the criteria that the peer reviewers will use to evaluate applications.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.

- Applications must request funding within programmatic funding constraints (if applicable).

- Applications must be responsive to the scope of the solicitation.

- Applications must include all items designated as "critical elements."

- Applicants will be checked against the System for Award Management (SAM).

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

OJJDP may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum

---

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

requirements. Peer reviewers' ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding.

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

1. Financial stability and fiscal integrity.

2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide.

3. History of performance.

4. Reports and findings from audits.

5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients.

6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior OJJDP and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official. The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9 p.m. ET on the award date. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms

and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

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

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

- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[14] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center.](#)

As stated above, OJJDP anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with OJJDP. OJJDP's role will include the following tasks:

---

[14] *See generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of Federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

- Reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents and materials used in the provision of project services.

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

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

General Information about Post-Federal Award Reporting Requirements

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

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

G. Federal Awarding Agency Contact(s)

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

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

H. Other Information

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

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

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

Application Checklist

OJJDP FY 2016 Youth with Sexual Behavior Problems Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____Acquire a DUNS Number   (see page 28)
_____Acquire or renew registration with SAM   (see page 28)
To Register with Grants.gov:
_____Acquire AOR and Grants.gov username/password   (see page 29)
_____Acquire AOR confirmation from the E-Biz POC   (see page 29)
To Find Funding Opportunity:
_____Search for the Funding Opportunity on Grants.gov   (see page 29)
_____Select the correct Competition ID   (see page 29)
_____Download Funding Opportunity and Application Package
_____Sign up for Grants.gov email notifications (optional)   (see page 27)
_____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
                                              (see page 11)
After application submission, *receive Grants.gov email notifications that:*
_____(1) application has been received,
_____(2) application has either been validated or rejected (see page 29)
If no Grants.gov receipt, and validation or error notifications are received:
_____ contact the Response Center at grants@ncjrs.gov regarding technical difficulties
(see page 30)

General Requirements:

_____Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

_____The federal amount requested is within the allowable limit(s) of as much as $300,000 for
           Category 1 and as much as $600,000 for Category 2.

Eligibility Requirement:

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

What an Application Should Include:

_____Application for Federal Assistance (SF-424)   (see page 12)
_____Project Abstract   (see page 12)
_____Program Narrative   (see page 13)
_____Budget Detail Worksheet and Narrative   (see page 23)

_____Indirect Cost Rate Agreement (if applicable)   (see page 24)
_____Applicant Disclosure of High Risk Status   (see page 25)
_____Additional Attachments   (see page 25)
      _____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
      _____evidence of nonprofit status, e.g., a copy of the tax exemption letter from the
           Internal Revenue Service, if applicable.
      _____*evidence of for-profit status, e.g., a copy of the articles of incorporation, if*
applicable.
_____Financial Management and System of Internal Controls Questionnaire (see page 27)
_____Disclosure of Lobbying Activities (SF-LLL)   (see page 27)
_____Employee Compensation Waiver request and justification (see page 10)