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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is seeking applicants for its Fiscal Year (FY) 2011 Defending Childhood Task Force Technical Assistance Project. This program furthers DOJ's mission by creating a national dialogue on issues related to children exposed to violence, advancing the science of working with youth and children exposed to violence, and enhancing community strategies for preventing and reducing the effects of children's exposure to violence.

## OJJDP FY 2011 Defending Childhood Task Force Technical Assistance Project



### Eligibility

OJJDP invites nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education) to submit applications in response to this solicitation. For-profit organizations must agree to forgo any profit or management fee. (See "Eligibility," page 3.)

### Deadline

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. (See "How To Apply," page 11.) All applications are due by 11:59 p.m., Eastern Time, on **July 7, 2011**. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting an application, call the Grants.gov Customer Support Hotline at 1-800-518-4726 or e-mail [support@grants.gov](mailto:support@grants.gov). Hotline hours of operation are 24 hours, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact Will Bronson, Program Manager, Child Protection Division, at 202-305-2427 or via email at [willie.bronson@usdoj.gov](mailto:willie.bronson@usdoj.gov) or Catherine Pierce, Associate Administrator, Child Protection Division, at 202-307-6785 or via e-mail at [Catherine.Pierce@usdoj.gov](mailto:Catherine.Pierce@usdoj.gov).

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# OJJDP FY 2011 Defending Childhood Task Force Technical Assistance Project (CFDA #16.730)

## Overview

The Defending Childhood Task Force Technical Assistance Project will support an organization and/or a consortium of organizations that will (1) conduct four public Defending Childhood hearings nationwide to raise awareness of the issues surrounding children's exposure to violence and assist the Attorney General's National Task Force on Children Exposed to Violence (hereafter, the Task Force) in recommending promising practices to prevent and reduce the effects of children's exposure to violence, (2) prepare a final report, including information gathered at the hearings and other relevant information, from which the Task Force may draw specific policy recommendations, and (3) provide all necessary support for the Task Force and Defending Childhood hearings, which will drive the work of the Task Force.

The project will be administered through a cooperative agreement with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) in partnership with the Office for Victims of Crime (OVC), the National Institute of Justice, the Community Orientated Policing Services Office, and the Office on Violence Against Women (OVW). As a cooperative agreement, this project will require close coordination between the award recipient and the OJJDP program manager to ensure that all deadlines are met.

**Note:** Exposure to violence includes being a victim of violence or a witness to violence and encompasses abuse, neglect, child maltreatment, domestic violence, dating violence, sexual assault and stalking, school violence, and community violence.

This program is authorized by the Full-Year Continuing Appropriations Act, 2011, Pub. L. No. 112-10.

## Deadlines: Registration and Application

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. OJJDP encourages applicants to register several weeks before the application deadline of 11:59 p.m., Eastern Time, on July 7, 2011. See "How To Apply," page 11, for details.

## Eligibility

Applicants are limited to nonprofit and for-profit organizations (including tribal nonprofit and for-profit organizations) and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee.

OJJDP welcomes joint applications from two or more eligible applicants; however, one applicant must be clearly indicated as the primary applicant (for correspondence, award, and management purposes) and the others indicated as co-applicants.

## **Project-Specific Information**

Every year, millions of children and adolescents in the United States are victimized and exposed to violence in their homes, schools, and neighborhoods. Child victims of or witnesses to violence may suffer devastating consequences beyond physical harm, which may include attachment difficulties, regressive behavior, anxiety, depression, and aggression. When these problems go unaddressed, children are at greater risk for school failure, substance abuse, repeat victimization, delinquency, gang involvement, and criminal behavior during adulthood. In short, mitigating children's exposure to violence is central to breaking the cycle of violence.

### **The Defending Childhood Initiative**

The Defending Childhood Initiative, the Attorney General's Department-wide initiative on children's exposure to violence, builds on and incorporates the knowledge gained through research, programs, and demonstration initiatives that have addressed this problem over the past decade. The Attorney General's Defending Childhood Initiative consists of four major components: (1) engaging in direct action in communities through intensive support to demonstration sites and providing resources in other communities; (2) partnering with the Department of Health and Human Services and other federal agencies; (3) using the Attorney General's leadership to maximum effect to reduce children's exposure to violence; and (4) tapping national expertise and advancing the science of treating children and youth exposed to violence. This solicitation addresses the fourth stated component and seeks to assemble a panel of national experts and other high-profile individuals connected to issues related to children's exposure to violence that will convene four hearings around the country to raise awareness and gain perspective on this issue, provide a foundation of information on which policy recommendations may be made based on information gathered from the hearings and synthesized into a final report, and increase the overall knowledge base on children's exposure to violence that the Defending Childhood Demonstration sites and other programs serving children, families, and communities across the nation will use.

The Defending Childhood Initiative features a comprehensive effort to identify successful policies and practices that address the trauma and harm that children exposed to violence experience in their homes, communities, and schools. The Defending Childhood Initiative will discuss prevention, intervention, treatment, and community organizing strategies to provide source materials for communities to design and implement a comprehensive continuum of care for children and teens, from birth through age 17, who have been exposed to violence. The ultimate goals of the Defending Childhood Initiative are to reduce the severity of violence, reduce the frequency of violence, reduce the short- and long-term traumatic impact of violence, increase community safety and accountability, improve the response to children exposed to violence, improve the safety and well-being of children, and create a national dialogue on the issue of children exposed to violence. To this end, this solicitation fully supports the work of the Task Force and the Defending Childhood hearings.

### **Attorney General's National Task Force on Children Exposed to Violence**

The Defending Childhood Task Force will be a federal advisory committee of experts that the Attorney General will convene to examine the pervasive problems associated with children's exposure to violence. The purpose of this project is to convene as many as four hearings in urban, rural, and tribal areas throughout the United States in support of the Task Force. This support also will include review of documentation on the problem of children's exposure to

violence, the impact it has on our nation's children, and responses to the problem. Based on detailed information that the grant recipient will gather during the four hearings, the Task Force will prepare a report that will lay out final policy recommendations for the Attorney General. OJJDP expects that the final recommendations will have significant legal and policy implications for public and private agencies regarding the current system of care provided to children exposed to violence at the local, state, tribal, and federal levels.

OJJDP expects that the Task Force will deliver its final policy recommendations to the Attorney General by September 2012. The successful applicant will be responsible for the following three purposes of the Defending Childhood Task Force Technical Assistant Project:

- (1) conducting up to four public Defending Childhood hearings to raise awareness, hear testimony, and collect information to assist the Task Force in its development of recommendations on ways to improve practices across the nation to prevent and reduce the effects of exposure to violence on children.
- (2) providing a final report to OJJDP and the Task Force, based on the hearings and related activities that provide the foundation for policy recommendations for serving children exposed to violence.
- (3) providing all necessary support for the Attorney General's National Task Force on Children Exposed to Violence and the Defending Childhood hearings.

Regarding the first purpose, the successful applicant will conduct four hearings in sites that the Attorney General selects. As such, OJJDP expects that the hearings will raise awareness of the critical issues surrounding children's exposure to violence and will benefit from the testimony of a wide array of sources (e.g., experts, practitioners, victims, the public, etc.) who identify critical needs as well as promising practices that address the prevailing causes and remedies of such exposure. Emphasis will be on the most effective ways to develop comprehensive prevention, intervention, and treatment strategies for children exposed to violence. The award recipient will provide all materials related to the hearings to include educational, preparatory information on issues related to children exposed to violence; briefing materials for Task Force members and federal staff; and any other information that Task Force members request to further their understanding of the issues presented. The award recipient will also coordinate publicizing the hearings with local media, as appropriate.

Because of the close nexus between the hearings and the work of the Task Force, the awardee will work closely with the Task Force in regard to substantive topics, briefing/educational materials, and agendas for the hearings, under the direction of the OJJDP program manager.

The second purpose is to provide a final report to the Task Force regarding the facts and information gathered from the hearings and related activities that will provide a foundation from which the Task Force will make its policy recommendations to the Attorney General.

The third purpose is to provide all necessary support to the Task Force. As described more fully below in the "Goals, Objectives, and Activities" section, these services will include gathering national experts on children's exposure to violence to serve as panelists and content experts during the hearings; arranging travel, providing staff support for meetings, and assisting, as needed, with the development, editing, publication, and post-publication outreach regarding the Task Force's final report to the Attorney General.

OJJDP, in collaboration with OVW and OVC, will select one successful applicant who will provide consulting expertise, personnel, equipment, tools, materials, supervision, and all other items, in support of this program, under guidance and advisement from OJJDP, OVC, and OVW. The successful applicant will work under the direction of an OJJDP program manager to fulfill all tasks and deliverables, with the program manager approving all substantive areas of the work. OJJDP anticipates modifying tasks and specifications frequently as the Office identifies emerging needs under this program. Successful applicants should describe in detail plans to respond to the requirements of the program to support the Task Force. As a key competitive factor, applicants must identify how they will implement the identified tasks, describe how they will ensure the timely delivery of requested support, and determine the efficiencies they will achieve in the management and staffing of the program.

### **Goals, Objectives, and Activities**

The goals of the Attorney General's Defending Childhood Initiative include the following:

- developing and implementing activities in families and communities that prevent children's initial and repeated exposures to violence.
- advancing scientific inquiry on the causes and characteristics of childhood exposure to violence and supporting education and outreach efforts to improve understanding.
- improving systems and services that identify and assist youth and families who have been impacted by violence to reduce trauma, build resilience, and promote healing.
- creating a national dialogue on children's exposure to violence, raising awareness of the issue, and creating policy recommendations that lead to system improvement.

As described above in the "Purposes" section, the specific objectives of the Defending Childhood Technical Assistance project are to provide comprehensive support to the Task Force. This support includes the planning, with OJJDP oversight and direction, for the coordination, logistics, and onsite meeting management support for four Task Force hearings in four sites selected by the Attorney General. At a minimum, these tasks will involve:

- identifying a venue for hearings at each selected hearing location, to include providing all onsite meeting management support (room set up, special accommodations, etc). The award recipient will assure a smooth flow to each hearing, working to resolve any and all logistical issues as they arise.
- assisting in the selection of expert witnesses for each of the hearing locations, with input from Task Force members and the OJJDP program manager.
- moderating the hearing events as the OJJDP program manager directs.
- providing travel management services (to include payment for travel accommodations) for the Task Force members.
- providing professional and knowledgeable staffing for the Task Force (staffing should include administrative and professional personnel dedicated to this project).

- creating hearing agendas and materials, with input from the Task Force members.
- providing hearing recordings and transcription services, summaries (including executive summaries of each hearing) and briefing and educational materials for federal staff and Task Force members.
- coordinating subject matter expert briefings and hearing preparations for Task Force members.
- holding at least bi-weekly meetings (via phone or in person) with the OJJDP program manager to ensure all activities and tasks are delivered on time and as directed.

The successful applicant will develop and implement a strategic plan for responding to a wide range of support requests. The plan must include a timeline to fulfill support requests to ensure timeliness of technical assistance and service delivery, based on hearing events to be held tentatively in October 2011, November 2011, January 2012, and April 2012. OJJDP expects to submit a final report in August 2012 with the Task Force making final policy recommendations to the Attorney General by September 2012. OJJDP will review and approve technical assistance and support service requests to be filled under this program.

In addition, supporting the work of the Task Force, culminating in a final report with the foundation for policy recommendations, requires the following services:

- complex, extensive research on the issues related to children's exposure to violence.
- summarizing research in the field on prevalence/findings, testimony from the hearing, implications from the research, and expert testimony on policy going forward.
- consultation on final report language.
- assistance accessing resources and subject matter expertise for the final report.
- writing and editing the final report.
- technical assistance on the formulation of Task Force recommendations outlined in the final report.
- participation in briefings to federal agencies and other stakeholders regarding the development and implementation of the hearing process.
- consultation on rollout efforts and continuing outreach, especially to individuals and organizations consulted in the development of the final report.
- provision of full copyediting services for the final report in preparation for final document publication.

The successful applicant will also work with a federal communications group and under advisement from the OJJDP program manager toward the provision of the following services:

- developing a strategic communications and outreach plan that extends through the issuing

of the Task Force's final report.

- identifying the tactics to implement the communications and outreach plan and coordinate the implementation process, under advisement of the OJJDP program manager.
- providing a communications and outreach perspective on strategic decisions related to Task Force events (i.e., assistance and advice on the selection of witnesses, topics for panels, organization of panels, etc.) and other Task Force activities.
- assisting with the announcement, release, and extended circulation of the Task Force's final report.
- developing and implementing media outreach plans for Task Force events, including preparation of media lists; preparation of materials including media advisories, press releases, and other information to generate media and public interest; pitching to get media coverage; and on-site media management.
- ensuring that hearing sites are media-friendly.
- preparing Task Force members to answer questions posed by the media during the events and providing media training/preparation, as necessary.
- helping to develop and manage ongoing relationships with journalists who are interested in the issue of children's exposure to violence and the work of the Task Force.
- developing a dissemination plan to maximize attention for the Task Force's final report and recommendations.

OJJDP, in collaboration with OVC and OVW, may also require special tasks that support the Task Force to include, but not be limited to:

- providing technical assistance and review of draft report sections to enhance depth and accuracy.
- providing writing and research assistance on discreet subject matters.
- producing of a sample section/chapter for the final report publication that follows the chosen design direction and serves as a style guide or "template."
- designing and producing charts, graphs, line illustrations, or other simple artwork to support the text.
- researching photos and preparing release acquisition, if necessary.
- designing page layout and revisions, including as many as three rounds of page corrections for the final publication.
- preparing and delivering electronic versions of final report publication to Task Force members and federal staff for posting on the respective agencies' Web sites (PDF or other appropriate file format to be agreed upon in advance) and liaising as necessary with agency

Web site managers during the posting process.

- developing graphic design and production of select promotional materials that echo the design of the final report publication (e.g. printed poster, e-card, Web banner and/or button, etc.).

### **Amount and Length of Awards**

OJJDP will enter into a cooperative agreement with the successful applicant and will make an initial award of as much as \$1 million with a program and budget period of as long as 18 months. This amount is for the entire award period.

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

In furtherance of the goals and objectives described above, OJJDP's role will include at a minimum, the following tasks:

- reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- reviewing and approving major project-generated documents and materials used in the provision of project services.
- providing guidance and advisement for all substantive areas of work.
- holding biweekly planning meetings with the selected awardee.
- providing guidance in significant project planning meetings and participating in project sponsored site visits, training events, or conferences.

### **Budget Information**

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/indexSES.asp](http://www.opm.gov/oca/11tables/indexSES.asp).) Note: A recipient may compensate an employee at a higher 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its 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 its budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

**Match Requirement.** Match is not required for this program.

## Performance Measures

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

Objective	Performance Measure(s)	Data Grantee Provides
<p>The primary objective is to provide comprehensive program support for the Attorney General's Task Force on Children Exposed to Violence to include personnel, logistical, and onsite meeting management support for the Defending Childhood hearings and the Attorney General's Task Force on Children Exposed to Violence. This support includes expert consultation on issues related to children's exposure to violence, hearing facilitation, report writing, and formulating final report recommendations.</p>	<p>Percentage of deliverables completed on time.</p> <p>Percentage of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence.</p> <p>Number of program materials developed.</p> <p>Number of planning or training events conducted.</p>	<p>During the reporting period:</p> <p>Number of deliverables to be submitted to OJJDP (as outlined in the program narrative).</p> <p>Number of deliverables completed and submitted to OJJDP on time (as determined by the timeline in applicant proposal).</p> <p>Number of deliverables.</p> <p>Number of deliverables that meet OJJDP's expectations for depth, breadth, scope and quality of study, and pertinence, as determined and reported by OJJDP.</p> <p>Number of program materials developed.</p> <p>Number of planning or training events conducted.</p>

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Is Expected To Include," page 13, for additional information.

## Notice of New Post-Award Reporting Requirements

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How To Apply

Applications should be submitted through Grants.gov. Complete instructions on how to register and submit an application can be found at [www.grants.gov](http://www.grants.gov). Applicants who experience difficulties during this process should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Hotline hours of operation are 24 hours, 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. OJJDP recommends that applicants register as early as possible to avoid delays in submitting their applications by the deadline.

All applicants are required to complete the following steps:

- 1. Acquire a DUNS number.** A DUNS number is required for Grants.gov registration. OMB requires that all applicants for federal funds (other than individuals, who are exempt from this requirement) include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and tracking entities receiving federal funds. The identifier is used to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com).
- 2. Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR. However, applicants must update or renew their CCR registration annually to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.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. Applicants must use their organization's DUNS number to complete this step. For more information about the registration process, visit [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The applicant's E-Biz POC must log into Grants.gov to confirm the organization's AOR. An organization can have more than one AOR.
5. **Search for the Funding Opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.730 titled "Reduction and Prevention of Children's Exposure to Violence" and the funding opportunity number is OJJDP-2011-3071.
6. **Submit an Application Addressing All Solicitation Requirements.** Within 24–48 hours after submitting an electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation will state whether OJJDP has received and validated the application or rejected it, with an explanation. Important: OJJDP urges applicants to submit their applications at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Grants.gov will forward the application 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."

### **Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact OJJDP staff **within 24 hours after the deadline** and request approval to submit its application. At that time, OJJDP staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

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

## What an Application Is Expected To Include

This section describes what an application should include and sets out a number of elements. 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 OJJDP decide to make an award, it may result in OJJDP including special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications that do not respond to the scope of the solicitation, do not meet the eligibility requirements, do not request funding within the funding limit, do not include a program narrative, budget detail worksheet, or a budget narrative will neither proceed to peer review nor receive further consideration.

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

### Standard Form-424 (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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). Instructions on completing the SF-424 are available at [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf).

### 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 that fully addresses the content information described previously in the "Program-Specific Information" section. 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 project abstract, 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 "Other Attachments" sections will not count toward the program narrative page count. If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The program narrative should address the following selection criteria: (1) statement of the problem, (2) performance measures requirements, (3) project 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.

- **Statement of the Problem**

Applicants should briefly describe the nature and scope of children's exposure to violence. Data should be used to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the nation. Applicants should describe any previous or current attempts to address the problem.

Applicants should describe any research or evaluation studies that relate to the problem and contribute to the applicant's understanding of its causes and potential solutions.

**Project Abstract.** Applicants should include a project abstract as the first page of the program narrative, and it is included in the page limitation specified above. The abstract should not exceed 200 words and briefly describe the project's purpose, and summarize the activities that the applicant will implement to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," below). The abstract should describe how the applicant will measure progress toward these goals.

- **Performance Measures Requirements**

Applicants should describe the goals of the proposed program and identify its objectives. When formulating the program's goals and objectives, applicants must be cognizant of the performance measures that will be required of successful applicants.

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

**Project Objectives.** Applicants should explain how the project 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.

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 10.) OJJDP does not require applicants to submit performance measures data with their applications. Applicants should describe the steps they will take to assemble the information needed to comply with OJJDP's performance measures reporting requirements. Award recipients will be encouraged to use information from existing program records to fulfill performance measures reporting requirements, rather than initiating new data collection activities for this purpose. To ensure confidentiality of program records, award recipients will also be required to submit a completed Privacy Certificate pre-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information).

- **Project Design/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 Project-Specific Information section above. Applicants are encouraged to adopt a project design that will facilitate the gathering of data on the required performance measures.

**Timeline.** Applicants should submit a timeline or milestone chart that indicates major tasks, assigns responsibility for each, and plots completion of each task by month or quarter for the

duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [ojdp.ncjrs.gov/grantees/timelines.html](http://ojdp.ncjrs.gov/grantees/timelines.html)). The timeline should be submitted as a separate attachment, as stipulated in “Other Attachments,” page 16. On receipt of an award, the timeline may be revised based on training and technical assistance provided by OJJDP.

- **Capabilities/Competencies**

Applicants should describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Management and staffing patterns should be clearly connected to the project design described in the previous section. This section should describe the experience and capability of the applicant’s organization and the consultants and contractors 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.

**Letters of Support/Memoranda of Understanding.** If submitting a joint application, as described under “Eligibility,” page 3, applicants must 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.

### **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.

- **Budget Detail Worksheet**

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

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

- **Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated 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.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

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

Indirect costs are allowed only if the applicant has a federally-approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

**Other Attachments**

Applicants should submit the following information, as stipulated in the cited pages, as attachments to their application. 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 when assessing "Capabilities/Competencies." Peer reviewers will not consider any additional information that the applicant submits other than that specified below.

- timeline or milestone chart (see "Timeline," page 14)
- résumés of all key personnel
- job descriptions outlining roles and responsibilities for all key positions
- letters of support/memoranda of understanding from partner organizations (see "Letters of Support/Memoranda of Understanding," page 15)
- evidence of nonprofit status, e.g., copy of tax exemption letter from the Internal Revenue Service
- evidence of for-profit status, e.g., copy of articles of incorporation.

## Other Standard Forms

Additional forms that may be required in connection with an award are available with their instructions on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded)
- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded)
- [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

## Selection Criteria

OJJDP will rate applications that proceed to peer review on a 100-point scale, based on the following point values for the selection criteria:

1. Statement of the Problem (5 points)
2. Performance Measures Requirements (5 points)
3. Project Design and Implementation (50 points)
4. Capabilities and Competencies (30 points)
5. Budget (10 points)

See "What an Application Is Expected To Include," page 13, for descriptions of the above criteria.

## 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 and its requirements.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. OJJDP may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is not a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate all eligible applications. Peer reviewers' ratings and

any resulting recommendations are advisory only. 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, and available funding.

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

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 also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## **Additional Requirements**

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Find additional information for each requirement at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding

- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

## Appendix: Application Checklist

### OJJDP FY 2011 Defending Childhood Task Force Technical Assistance Project

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

#### Eligibility Requirements:

- Nonprofit or for-profit organization (including tribal nonprofit and for-profit organization)
- Institution of higher education (including tribal institution of higher education)
- The federal amount requested is within the allowable limit of \$1 million.

#### What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 13)
- Program Narrative
  - Format (double spaced, 12-point standard font, 1" standard margins, narrative is 30 pages or less)
  - Statement of the Problem
  - Performance Measures Requirements
  - Project Design and Implementation
  - Capabilities/Competencies
- Budget Detail Worksheet and Budget Narrative (see page 15)
- Indirect Cost Rate Agreement (if applicable) (see page 16)
- Other Attachments (see page 16)
  - timeline or milestone chart
  - résumés of all key personnel
  - job descriptions for all key positions
  - letters of support/MOUs from partner organizations
  - evidence of nonprofit status e.g., copy of articles of incorporation, if applicable
  - evidence of for-profit status e.g., copy of tax exemption letter from the Internal Revenue Service, if applicable
- Other Standard Forms, Certifications, and Other Components (see page 16), including:
  - DUNS number
  - CCR registration
  - Certifications
  - Disclosure of lobbying activities (if applicable)
  - Accounting System and Financial Capability Questionnaire (if applicable)