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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 applications for funding under its Youth with Sexual Behavior Problems Program. This program furthers DOJ's mission by supporting states and communities in their efforts to develop, enhance, and implement effective treatment programs for child victims; improve the juvenile justice system; and protect children from victimization and exploitation.

# OJJDP FY 2010 Youth with Sexual Behavior Problems Program

## Eligibility

Under Part A of this solicitation, eligible applicants are limited to public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private nonprofit organizations (including faith-based, tribal, and community organizations). Under Part B of this solicitation, applicants are limited to public college and universities and private nonprofit organizations (including faith- and community-based organizations). See "Eligibility," page 3.

## Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How To Apply," page 11.) All applications are due by 8 p.m., Eastern Time, on Monday, June 28, 2010. (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). Grants.gov Support Hotline hours of operation are 24 hours, seven days a week, except federal holidays.

For assistance with any other requirement of this solicitation, call Will Bronson, Program Manager, at 202-305-2427 or contact him by e-mail at [willie.bronson@usdoj.gov](mailto:willie.bronson@usdoj.gov).

**Grants.Gov number assigned to announcement:** OJJDP -2010-2719 for Part A and OJJDP -2010-2718 for Part B.

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# **OJJDP FY 2010 Youth with Sexual Behavior Problems Program (CFDA # 16.543)**

## **Overview**

This program will provide funding to agencies that utilize a comprehensive multidisciplinary approach in working with youth with sexual behavior problems and their child victims to provide intervention and supervision services for the offending youth and treatment services for the surviving child victim and family. Eligible applicants will target only those youth pre- or post-adjudicated of an offense involving inappropriate sexual behaviors with a child and having no prior history of court involvement for sexual misconduct, and their victims and families for services. In addition, youth served under this program must be determined through a mental health evaluation to be amenable to community-based treatment and intervention.

This program solicitation has two parts. Part A (Sites) will provide funding to up to three sites for the purposes described above. Part B (Support and Technical Assistance) will provide funding to one awardee that will provide support and technical assistance to the sites selected under Part A.

This program is a collaboration between OJJDP and the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART), and is authorized by the Missing Children's Assistance Act, 42 USC § 5773, and 42 USC 13941.

## **Deadlines: Registration and Application**

Registration with [Grants.gov](http://Grants.gov) is required prior to application submission. OJJDP encourages applicants to register with Grants.gov several weeks before the application deadline of 8 p.m., Eastern Time, on June 28, 2010. See "How To Apply," page 11, for details.

## **Eligibility**

Under Part A of this solicitation, eligible applicants are limited to public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private nonprofit organizations (including faith-based, tribal, and community organizations). Under Part B of this solicitation, applicants are limited to public colleges and universities and private nonprofit organizations (including faith- and community-based organizations).

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

## Program-Specific Information

- **Background Information**

Research indicates 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.<sup>1</sup> Often, youth who offend in this manner, stay close to home when choosing their victims. Additional research on youth who sexually offended against children found that as many as 40 percent of the victims were either siblings or other relatives.<sup>2</sup> This program seeks to assist communities in responding to children who have been sexually victimized by other children/youth and to provide resources focused on the youth exhibiting victimizing behaviors, with an emphasis on interfamilial and/or co-residential incidents. Research suggests that by providing intervention services to youth exhibiting inappropriate sexual behaviors early, the likelihood of future incidents and/or escalation is greatly reduced.<sup>3 4</sup>

Studies have concluded that early adolescence is the peak age for sexual offenses against younger children and most youth who sexually offend come to the attention of law enforcement between the ages of 12-14.<sup>5</sup> When youth victimize children, the impact of inappropriate sexual behaviors on child victims by other youth can be devastating, long-lasting, and affect the entire family/residence as a whole. Because someone they should be able to trust and often depend on victimizes children, they may not realize that the behaviors exhibited are wrong and that victimization is occurring. In fact, some of the research indicates that child victims of inappropriate sexual behaviors by family members (primarily older sibling or older cousins and often called incest) have more problems in romantic and family relationships, and more sexual problems as they age.<sup>6</sup> Other studies have found that these victims were more likely to abuse substances in general, were more likely to have had a psychiatric hospitalization, to experience clinical levels of depression and be at risk for suicide; were more likely to believe that their parents were ashamed of them and did not love them; and were more likely to have required police involvement and to have been picked up by police for running away from home.<sup>7</sup> In order to provide the most comprehensive treatment services to child victims of youth with sexual behavior problems, services should also target the surviving parent/guardian. As noted by research, "a child's ability to recover from sexual abuse may be greatly influenced by the support she receives 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."<sup>8</sup> Accordingly, in order to best respond to child victimization it is imperative that the victims and families of youth with

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<sup>1</sup> Finkelhor, David, Ormrod, Richard, and Chaffin, Mark (September 2009). *Juveniles Who Commit Sex Offenses Against Minors*. Juvenile Justice Bulletin, A project of the Office of Justice Programs, U.S. Department of Justice. [www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp).

<sup>2</sup> Hunter, J. (2000). *Understanding juvenile sex offenders: Research findings and guidelines for effective management and treatment*. Institute of Law, Psychiatry and Public Policy, University of Virginia: Juvenile Forensic Evaluation Resource Center.

<sup>3</sup> 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.

<sup>4</sup> Bonner, B.L., Walker, C.E., & Berliner, L. (1999). *Children with Sexual Behavior Problems: Assessment and treatment* (Final report, Grant No. 90-CA-1469). Washington, DC. Administration of Children, Youth, and Families, Dept. of Health and Human Services, Retrieved from <http://www.calib.com/nccanch/pubs/otherpubs/childassessment/index.cfm>

<sup>5</sup> Finkelhor, David, Ormrod, Richard, and Chaffin, Mark (September 2009). *Juveniles Who Commit Sex Offenses Against Minors*. Juvenile Justice Bulletin, A project of the Office of Justice Programs, U.S. Department of Justice. [www.ojp.usdoj.gov/ojjdp](http://www.ojp.usdoj.gov/ojjdp)

<sup>6</sup> Meiselman, K. (1978). *Incest*. San Francisco: Jossey-Bass

<sup>7</sup> Russell, D. (1986). *The secret trauma: Incest in the lives of girls and women*. New York: Basic Books

<sup>8</sup> Corcoran, J. (1998). In defense of mothers of sexual abuse victims. *Families in Society*, 79(4), 358-369.

sexual behavior problems receive comprehensive family treatment in order to best recover from the trauma associated with sexual victimization with minimal long-term consequence.

- **Purpose**

The purpose of this program is to assist localities in responding to child sexual victimization by youth between the ages of 10-14, exhibiting sexual behavior problems, placing a specific emphasis on interfamilial and/or co-residential child victims and offenders. For the purposes of this solicitation, children with sexual behavior problems are children aged 12 and under who demonstrate developmentally inappropriate or aggressive sexual behavior. Adolescents with sexual behavior problems are youth aged 13 and over with problematic sexual behaviors that are potentially harmful to the youth. Examples of these types of behaviors include, but are not limited to: sexual contact between children who do not know each other well; sexual contact between children of different ages, size, and developmental level (usually a five year age difference or greater); sexual contact that is aggressive or coerced; and sexual contact that caused harm to the child or others, such as physical harm or contact that causes another child to be highly upset and/or fearful. This program seeks to support evidence-based treatment and community supervision for youth with sexual behavior problems, and treatment services to victims and families of these youth.

Over the past decade, OJJDP has supported a number of projects geared toward advancing knowledge and practice regarding assessment and treatment of juvenile sex offending. Major challenges in this area continue to exist, particularly with regards to community-based interventions. The two-fold purpose of the OJJDP FY10 Youth with Sexual Behavior Problems Program is to provide support to localities in the development and implementation of community-based treatment programs for youth aged 10-14 with sexual behavior problems, who have exhibited inappropriate sexual behaviors against another child and for their victims. The program will specifically address interfamilial and/or co-residential sexual misconduct for youth aged 10-14, and provide adjunctive support services to child victims and families who have experienced victimization. Applicants should propose comprehensive intervention strategies that are evidence-based for serving both the child victim and the youth with sexual behavior problems, as well as their families/guardians. Applicants under Part A must have a functioning multi-disciplinary team that utilizes a comprehensive, holistic approach to treating both the child victim as well as the youth with sexual behavior problems and demonstrate a history of working with interfamilial child abuse cases. At a minimum, multi-disciplinary teams should consist of the following members: social services 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 used to determine service provision for the child victim, family, and the youth with sexual behavior problems.

In addition, under Part B of this solicitation, this program seeks to identify an organization to provide guidance, support, and technical assistance to the awarded sites in working towards the successful implementation of a community-based Youth with Sexual Behavior Problems Program.

### **Goals and Objectives**

The goal of Part A of this solicitation is to pilot programs designed to provide a comprehensive community-based intervention to serve youth who are identified as having sexual behavior problems and who are in pre-or post- adjudication for an inappropriate sexual behavior with a family member, co-resident, or other child with close social ties to the perpetrator. The proposed

interventions should also include support services for the child victim and non-offending family or household members.

The goal of Part B of this solicitation is to develop, design, and deliver technical assistance that provides support and guidance to the 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 site's current practices. 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: 1) expertise in age and developmentally appropriate problem sexual behavior treatment and interventions, supervision, and victim/family support services, 2) experience in providing training and technical assistance on evidence-based juvenile sex offender management practices, 3) expertise in multi-disciplinary, collaborative team development, including, building community support and involvement 4) experience in conducting system assessments, 5) experience in providing technical assistance to a wide range of communities, agencies, and disciplines, 6) proficiency in training curriculum development and delivery, and 7) experience in identifying and collecting data for purposes of program evaluation.

- **Deliverables**

Under Part A, deliverables should serve as a guide to other communities that wish to replicate the project and include:

- a comprehensive community-based strategy to effectively treat youth with sexual behavior problems aged 10-14 pre- or post- adjudication for inappropriate sexual misconduct against a child family member, co-resident, or other child with close social ties
- 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 implemented and the challenges encountered in implementation
- an evaluation plan that outlines how data will be collected and used for program planning.

Under Part B, deliverables include:

- training materials and curricula for the community-based treatment of youth with sexual behavior problems
- resources for, and contributions to, the evidence-based treatment of victims of youth with sexual behavior problems
- technical assistance to provide guidance and consultation to the funded program sites, which should be provided on site, by phone, or through other media, as appropriate
- two 2-day cluster meetings (one in each project year) for OJJDP and SMART Office program managers and up to three representatives from each of the three project sites for

the purpose of providing technical assistance and training and sharing findings and challenges

- individual training and technical assistance plans for each site
- reports for possible future publication and dissemination that document the progress of project implementation and model developed at each site.

Part B Applicants should demonstrate their ability to devise materials appropriate to diverse audiences including language and cultural minority groups.

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

Under Part A, OJJDP anticipates making up to three awards of up to \$333,333 per award for a project period of up to 24 months. The award will cover the entire project period.

Under Part B, OJJDP, in conjunction with the Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking (SMART) anticipates making one award of up to \$250,000 per award for a project period of up to two years. The award will cover the entire project period.

Applicants may not apply for awards under both Part A and Part B.

OJJDP will enter into a cooperative agreement with the successful applicants under Part A and Part B. In furtherance of the goals and objectives described above, OJJDP and the Office of Sex Offender Monitoring, Apprehending, Registering, and Tracking's role will include the following:

- 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
- reviewing and approving consultants
- providing guidance in significant project planning meetings and participating in project sponsored training events or conferences
- reviewing and approving any proposed publications prior to release or publication. All publications prepared under either Part A or Part B will be published and disseminated at the sole discretion of OJJDP.

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

## 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 2010 salary table for SES employees is available at <http://www.opm.gov/oca/10tables/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 (AAG) for the Office of Justice Programs. 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 that the applicant adjust and resubmit their 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.

## Research, Human Subjects, IRB Review, and Confidentiality

All applicants for OJP funds are advised that the Department of Justice defines "research" 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). If OJP determines that a funded application involves research and includes human subjects, the approval of an Institutional Review Board (IRB) might be required before OJP funds may be spent for these purposes. If an application includes an evaluation component, that component will be examined by OJP to determine whether it meets the definition of "research." All applications should be as clear as possible in describing the purpose of the evaluation, and the extent to which its findings may contribute to generalizable knowledge.

The protection of human subjects of OJP-sponsored research is of critical importance. If an application involves human subjects of research, it must explain whether IRB approval has been or will be obtained, and it must explain applicant's procedures for obtaining informed consent and minimizing risks.

All applications that include a research or statistical component that collects information identifiable to a private person will be required to complete and submit to OJP a privacy certification.

For further guidance on federal regulations regarding research, human subjects protection, and confidentiality, see the OJP Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).



## Performance Measures

To assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act, P.L. 103–62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Applicants must discuss in their application their methods for collecting data for performance measures. Refer to “What an Application Is Expected To Include,” page 12, for additional information. Grantees are required 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 Measures	Data Grantees Provide
<p>The solicitation’s overall objective is to:</p> <p>Part A: Develop and implement community-based intervention programs for youthful sexual offenders aged 10-14 and their victims and non-offending family or household members.</p>	<p><b>Direct Service Programs (Intervention)</b></p> <p>Percent of program youth exhibiting a desired change in the targeted behavior.</p> <p>Number of program youth offenders served.</p> <p>Number of service hours completed by program youth offenders.</p> <p>Number of child victims served.</p> <p>Number of service hours provided to child victims.</p> <p>Number of youth with whom an evidence-based practice was used.</p> <p>Number of program materials developed.</p> <p>Number of planning activities conducted.</p> <p>Number of program staff/community members/professionals trained.</p>	<p>OJJDP has an online system for grantee performance measures data reporting. To access, see (<a href="http://ojjdp.ncjrs.gov/grantees/pm">ojjdp.ncjrs.gov/grantees/pm</a>)</p> <p>During the reporting period:</p> <p>Number of program youth exhibiting a desired change in the targeted behavior.</p> <p>Number of program youth served offenders.</p> <p>Number of service hours completed by program youth offenders.</p> <p>Number of child victims served.</p> <p>Number of service hours provided to child victims.</p> <p>Number of youth with whom an evidence-based practice was used.</p> <p>Number of program materials developed.</p> <p>Number of planning activities conducted.</p> <p>Number of program staff/community members/professionals trained.</p>

Objective	Performance Measures	Data Grantees Provide
<p>Part B: To provide guidance, support, and assistance to the awarded sites in working towards the successful implementation of the program.</p>	<p>Number of training requests received.</p> <p>Number of technical assistance requests received.</p> <p>Number of program materials developed.</p> <p>Number of planning or training events held.</p> <p>Number of people trained.</p> <p>Percent of people exhibiting increased knowledge of the program area.</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Percent of organizations reporting improvements in operations based on training and technical assistance.</p> <p>Percent of those served by training and technical assistance who reported implementing an evidence-based program and/or practice during or after the TTA.</p>	<p>Number of training requests received.</p> <p>Number of technical assistance requests received .</p> <p>Number of program materials developed.</p> <p>Number of planning or training events held.</p> <p>Number of people trained.</p> <p>Number of people exhibiting increased knowledge of the program area, as determined by pre- and post- testing.</p> <p>Number of program policies changed, improved, or rescinded.</p> <p>Number of organizations that receive training and technical assistance.</p> <p>Number of those served by TTA.</p> <p>Number of organizations that report improvements in operations.</p> <p>Number of organizations reporting improvements in operations based on training and technical assistance.</p> <p>Number of those served by TTA who reported implementing an evidence-based program and/or practice during or after the TTA.</p>

For more information about OJJDP performance measures, see [www.ojjdp.ncjrs.gov/grantees/pm/](http://www.ojjdp.ncjrs.gov/grantees/pm/) or contact Janet Chiancone at [janet.chiancone@usdoj.gov](mailto:janet.chiancone@usdoj.gov).

## 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 at any point during this process, should call the Grants.gov Customer Support Hotline at 1-800-518-4726. Grants.gov Support Hotline hours of operation are 24 hours, seven days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, processing delays may occur and it can take up to 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](http://Grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numbering System) 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 keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). Individuals are exempt from this requirement.
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, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year 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 your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.543,

titled "Missing Children's Assistance," and the funding opportunity number is OJJDP - 2010-2719 for Part A and OJJDP -2010-2718 for Part B.

6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application 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.

**Note: 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 you experience unforeseen Grants.gov technical issues that prevent you from submitting your application by the deadline, you must contact OJJDP staff within 24 hours after the deadline and request approval to submit your application. At that time, OJJDP staff will require you to e-mail your complete grant application, DUNS number, and all Grants.gov Help Desk tracking numbers. After the program office reviews the information you submit and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to inform you whether your request to submit a late application has been approved. If the technical issues you reported cannot be validated, your 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 environment.

Notifications regarding known technical problems with Grants.gov are posted on 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 is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget or budget narrative, and tribal resolution, if applicable, will not proceed to peer review and will not receive further consideration.

OJP recommends using appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Résumés") for all required attachments. Where résumés are required, OJP recommends that all résumés be included in a single file.

## **Standard Form-424**

See [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF 4-24. If the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

## **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 must 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.

The program narrative must address the following selection criteria: (1) statement of the problem, (2) impact/outcomes and evaluation/performance measures, (3) program design and implementation, and (4) capabilities/competencies. The connections between and among each of these sections should be clearly delineated. For example, the goals and objectives should derive 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 the problem that the program will address (e.g., gang activity, underage drinking, drug abuse, truancy, youth employment, school performance, etc.). 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 target population and the larger community. 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.** A project abstract should be included as the first page of the Program Narrative, and is included in the page limitation specified above. It should not exceed 200 words and briefly describe the project's purpose, identify the population to be served, and summarize the activities that will be implemented to achieve the project's goals and objectives. These goals and objectives should focus on short-term and intermediate outcomes (see "Performance Measures Requirements," page 14). The abstract should describe how progress towards these goals will be measured.

- **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 should be cognizant of the performance measures that will be required of successful applicants.

**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 that should be clearly linked to the problem identified in the preceding section and measurable. (Examples of measurable objectives include the following: to provide community-based intervention services for 40 youth returning from commitment, to expand counseling services to cover an additional 50 victimized youth, and to provide technical assistance to communities providing interventions to youthful offenders and their victims.)

**Performance Measures.** Award recipients are required to report data in support of mandated performance measures for this solicitation (see "Performance Measures," page 9.) Applicants must 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 post-award. (See [www.ojjdp.ncjrs.gov/grantees/pm/faq.html](http://www.ojjdp.ncjrs.gov/grantees/pm/faq.html) for more information).

- **Project/Program Design and Implementation**

Applicants should detail how the project will operate throughout the funding period and describe the strategies that will be used to achieve the goals and objectives identified in the previous section. Applicants under Part A are encouraged to select evidence-based practices for their programs and adopt a project design that will facilitate the gathering of data on the required performance measures.

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 Part A should identify any other federal, state, or private foundation grants that serve the same local area and target population.

**Logic Model.** Applicants under Part A should include a logic model that graphically illustrates how the performance measures are related to the project's problems, goals, objectives, and design. Sample logic models are available at [ojjdp.ncjrs.gov/grantees/performance.html](http://ojjdp.ncjrs.gov/grantees/performance.html). The logic model should be submitted as a separate attachment, as stipulated in "Other Attachments," page [insert page number]. There is no logic model requirement for applicants under Part B.

**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 OMB No. 1121-0329 Approval expires 02/28/13  
OJJDP FY 2010 Youth with Sexual Behavior Problems Program



duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” at [ojjdp.ncjrs.gov/grantees/timelines.html](http://ojjdp.ncjrs.gov/grantees/timelines.html)). The timeline should be submitted as a separate attachment, as stipulated in “Other Attachments,” page [insert page number]. 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 must describe the experience and capability of the applicant’s organization and any contractors that will be used 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 (MOUs) for all key partners that clearly commit them to all required elements of the program narrative.

### **Budget and Budget Narrative**

Applicants must provide a budget that (1) is complete, allowable, and cost effective in relation to the proposed activities; (2) shows the cost calculations demonstrating how the applicant 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 must provide the detailed computation for each budget line item, listing the cost of each item and showing how it was calculated. For example, costs for personnel must 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 must 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 applicant submits a different format, it must include the budget categories as listed in the sample worksheet.

- **Budget Narrative**

The budget narrative must describe each budget item and relate it to the appropriate project activity. It must closely follow the content of the budget detail worksheet and provide justification for all proposed costs listed in the budget detail worksheet (particularly supplies, travel, and equipment) and demonstrate that they are reasonable. In the budget narrative, the applicant must explain how fringe benefits were calculated, how travel costs were estimated, why particular items of equipment or supplies must be purchased, and how overhead or indirect costs (if applicable) were calculated.

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

## **Indirect Cost Rate Agreement**

Applicants that would like to establish a federally negotiated indirect cost rate must submit a proposal to their cognizant federal agency. Generally, the cognizant federal agency is the agency that provides the preponderance of direct federal funding. This can be determined by reviewing an organization's schedule of federal financial assistance. If DOJ is your cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [http://www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

## **Accounting System and Financial Capability Questionnaire**

First time applicants to and applicants that have not previously received funding from OJP that are private organizations (i.e. non-profit, for-profit, faith based organizations) should also submit a completed Accounting System and Financial Capability Questionnaire and financial statements. This requirement only applies to non-governmental applicants that have not received awards from OJP within the past 3 years. Government (state or local) agencies do not need to complete the questionnaire. Obtain the questionnaire at: [http://www.ojp.gov/funding/forms/financial\\_capability.pdf](http://www.ojp.gov/funding/forms/financial_capability.pdf)

Consult the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

**Plan for Collecting the Data Required for Performance Measures.** (See "Performance Measures," page 9.)

## **Tribal Authorizing Resolution**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

## **Other Attachments**

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.

Part A applicants must submit the following information, as stipulated in the cited pages, as attachments to their application:

- logic model (see “Logic Model,” page 14)
- 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 (if applicable).

Part B applicants must submit the following information, as stipulated in the cited pages, as attachments to their application:

- 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 (if applicable).

## **Selection Criteria**

Applications that proceed to peer review will be rated on a 100-point scale based on the following point values for the selection criteria:

Under Part A:

1. Statement of the Problem (25 points)
2. Impact/Outcomes and Evaluation/Performance Measures (5 points)
3. Program Design and Implementation (35 points)
4. Capabilities/Competencies (25 points)
5. Budget (10 points)

Under Part B:

1. Statement of the Problem (10 points)
2. Impact/Outcomes and Evaluation/Performance Measures (5 points)
3. Program Design and Implementation (35 points)
4. Capabilities/Competencies (40 points)
5. Budget (10 points)

See “Program Narrative,” page 13, for detailed descriptions of the above criteria.

## Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The 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 be reviewing 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. Eligible applications will be evaluated, scored, and rated by a peer review panel. 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, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with OJJDP, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget 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 grant award decisions will be made by the Assistant Attorney General (AAG).

## Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found 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) (if applicable)

- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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

## Appendix A: Application Checklist

### OJJDP FY 2010 Youth with Sexual Behavior Problems Program

The application check list has been created to aid you in developing your application.

#### Eligibility Requirement

Eligible applicants are limited to public agencies, including state agencies, units of local government (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), public universities and colleges (including tribal institutions of higher education), and private nonprofit organizations (including faith-based, tribal, and community organizations). (See "Eligibility," page 3.)

\_\_\_\_\_ The amount requested does not exceed \$333,333 under Part A.

\_\_\_\_\_ The amount requested does not exceed \$250,000 under Part B.

#### The application component:

\_\_\_\_\_ Statement of the Problem/Program

\_\_\_\_\_ Project Design and Implementation

\_\_\_\_\_ Capabilities/Competencies

\_\_\_\_\_ Budget Narrative

\_\_\_\_\_ Budget Detail Worksheet

\_\_\_\_\_ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures

\_\_\_\_\_ Project Timeline

\_\_\_\_\_ Position Descriptions

#### Program Narrative/Abstract Format

\_\_\_\_\_ Double-spaced

\_\_\_\_\_ 12-point Standard Font

\_\_\_\_\_ 1" Standard Margins

\_\_\_\_\_ Narrative is 30 pages or less.

#### Other:

\_\_\_\_\_ Standard-424 Form

\_\_\_\_\_ DUNS Number

\_\_\_\_\_ Certifications

\_\_\_\_\_ Other Standard Forms, as Applicable, including

\_\_\_\_\_ Disclosure of Lobbying Activities

\_\_\_\_\_ Accounting System and Financial Capability Questionnaire