

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



## OJJDP FY 2021 Family-Based Alternative Sentencing Program

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding under the fiscal year (FY) 2021 Family-Based Alternative Sentencing Program. This program furthers the Department's mission by supporting states and communities as they develop and implement effective alternative sentencing programs for parents/primary caregivers in the criminal justice system to improve child, parent, and family outcomes.

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

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2021-00076-PROD1	1: Family-Based Alternative Sentencing Programs	4	\$750,000.00	10/1/21 12:00 AM	36
C-OJJDP-2021-00077-PROD1	2: Family-Based Alternative Sentencing Training and Technical Assistance Program	1	\$500,000.00	10/1/21 12:00 AM	36

### Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Special district governments, State governments, Other

### Other

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

See "Eligibility Information" for additional guidance.

OJJDP will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

## Contact Information

For technical assistance with submitting the **SF-424** and **SF-LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the Response Center contact at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

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

A solicitation webinar will be held on Friday June 11, 2021 at 2:00 PM ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this [link](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than three days before. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as "Questions for Family-Based Alternative Sentencing Program Webinar."

### Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

**Step 1:** Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

**Step 2:** Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.usdoj.gov/justgrants).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

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## Program Description

### Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The OJJDP Family-Based Alternative Sentencing Program seeks to build the capacity of states, state and local courts, units of local government, and federally recognized tribal governments to implement new, or enhance existing, alternative sentencing programs for parents in the criminal justice system to improve child, parent, and family outcomes.

### Statutory Authority

Pub. L. No. 116-260, 134 Stat. 1182, 1257

### Specific Information

This solicitation provides funding for two categories – Category 1: Family-Based Alternative Sentencing Programs and Category 2: Family-Based Alternative Sentencing Training and Technical Assistance Program.

**Category 1: Family-Based Alternative Sentencing Programs.** Families with parents/primary caregivers serving prison sentences experience the loss of critical supports such as regular and consistent caregiving, income, and housing. These parents must place their children in the care of family members, friends, or the foster care system. During incarceration, it may be difficult to retain custody rights as well as maintain meaningful contact with their child(ren). Following incarceration, reentry in the community with a criminal record makes it difficult to secure basic necessities such as stable housing, employment, education, public assistance, and healthcare.

This program will provide funding to support states and communities as they implement new, or enhance existing, family-based alternative sentencing programs to divert convicted parents/primary caregivers from the prison system, promote the unification of families, and prevent children from entering the foster care and/or juvenile justice systems. OJJDP expects that program participants will receive services and treatment to address any underlying issues related to mental health and behavioral health, substance use, parenting skills, and reentry challenges, as well as enhanced community supervision by the corrections department to ensure accountability. Successful completion of program requirements may result in early termination of probation, depending on program guidelines.

**Category 2: Family-Based Alternative Sentencing Training and Technical Assistance Program.** OJJDP seeks providers with extensive expertise in providing training and technical assistance (TTA) to develop and enhance family-based alternative sentencing strategies for parents/primary caregivers in the criminal justice system that ultimately improve child, parent, and family outcomes. Providers should have substantial experience conducting assessments of technical assistance needs, using best program practices, assessing substance use/co-occurring mental health capacities of established programs, developing and conducting training for family-based alternative sentencing programs, conducting post-training evaluations, and effectively collaborating with other agencies to enhance program outcomes. Successful applicants will work with OJJDP to provide guidance on training topics, publications, training conferences, selection of grantees for onsite visits, and other substantive issues and deliverables.

### Goals, Objectives, Deliverables, and Timeline

#### Goals

**Category 1: Family-Based Alternative Sentencing Programs.** The goal of programs funded under Category 1 is to establish new and enhance existing family-based alternative sentencing programs for parents/primary caregivers in the criminal justice system to improve child, parent, and family outcomes. These programs will increase family preservation, improve secure parental attachment, increase healthy child development, prevent children from entering the foster care system, improve parenting skills, reduce the likelihood of future involvement in the criminal justice system, and reduce the financial impact on the criminal justice and/or child welfare systems.

**Category 2: Family-Based Alternative Sentencing Training and Technical Assistance Program.** The goal of Category 2 is to assist new and enhance existing family-based alternative sentencing programs in the development and implementation of improved program practices for increased program effectiveness and long-term participant success. OJJDP envisions that the TTA provider will assist OJJDP-funded new and existing family-based alternative sentencing programs that propose enhancements with individualized goals of building and maximizing local capacity around effectively identifying and assessing eligible participants; ensuring participants receive targeted research-based services; implementing consistent, efficient, and effective case planning, monitoring, and supervision procedures; enhancing the provision of treatment and support services; and assisting in collecting and reporting on performance measures to identify and assess success, gaps, and trends in case processing and service delivery.

The successful applicant should have substantial experience in assessing training needs, effectively collaborating with practitioners in the field, peer-to-peer training, and conducting post-training follow-up and evaluations. It is expected that the successful applicant will develop a TTA strategy and prioritization approach that identifies and addresses the needs of OJJDP-funded, family-based alternative sentencing programs.

#### Objectives

**Category 1: Family-Based Alternative Sentencing Programs.** The objective of Category 1 is to provide treatment and accountability to parents/primary caregivers in the criminal justice system by allowing them to remain with their dependent children under community supervision while receiving services, including substance use disorder and mental health treatment, vocational training, life skills classes, and parenting classes. This program expects cross-system collaboration between the Department of Corrections and Department of Health and Human Services to effectively facilitate and oversee program implementation, as well as to ensure the development of essential data-sharing agreements. Other essential collaborators include district attorneys, treatment providers, child welfare, and community-based treatment and service providers. Programs must work in partnership with a research organization to demonstrate the extent to which these programs result in cost savings for the criminal justice and/or child welfare systems in the long term.

**Category 2: Family-Based Alternative Sentencing Training and Technical Assistance Program.** The overall objective of Category 2 is to provide family-based alternative sentencing program practitioners with TTA that will develop, maintain, and enhance their program. The TTA provider will be expected to work closely with OJJDP-funded programs and help them achieve project goals and deliverables.

OJJDP expects the successful applicant to coordinate and collaborate with OJJDP TTA providers from other programs in efforts to develop a comprehensive approach to help states, local governments, and tribal jurisdictions implement an effective, data-driven, coordinated response that addresses treatment and the provision of services to improve public safety and outcomes for children, youth, and their families impacted by substance use and/or co-occurring mental health disorders. These OJJDP TTA programs include Family Drug Courts, Juvenile Drug Treatment Courts, Juvenile Justice and Mental Health Collaboration, and the Opioid Affected Youth Initiative.

#### Deliverables

**Category 1: Family-Based Alternative Sentencing Programs.** Programs funded under Category 1 are expected to implement new and/or enhance existing family-based alternative sentencing programs by providing supervision, treatment, and services in the community to parents/primary caregivers in the criminal justice system. Services may include, but are not limited to, substance use disorder and mental health treatment, screening, assessment, case management, employment and housing support services, life skills classes, parenting classes, and other general support services as needed.

Successful applicants will be expected to provide a coordinated, multisystem approach that combines the oversight authority of the Department of Corrections with evidence-based interventions that focus on reentry support services, substance use disorder and mental health treatment, parenting, child and parent trauma, and parent-child relationships. Applicants must describe the population(s) for which the intervention(s) has been shown to be effective and demonstrate that the intervention(s) is appropriate for the population(s) targeted (see [CrimeSolutions.gov](https://www.crimesolutions.gov)).

Applicants are required to partner with a research organization and will be expected to submit a program evaluation at the end of the award period that demonstrates the extent to which the program may result in cost savings for the criminal justice and/or child welfare systems. Applicants may allocate up to 35 percent of award funds for evaluation purposes.

**Category 2: Family-Based Alternative Sentencing Training and Technical Assistance Program.** Category 2 deliverables include the provision of TTA to the OJJDP-funded, family-based alternative sentencing programs related to stakeholder engagement, data analysis, policy development, planning and implementation guidance, and supporting sustainability.

It is expected that the successful applicant will:

- Assess and address the TTA needs of the OJJDP-funded, family-based alternative sentencing programs and recommend a plan to deliver assistance.
- Develop, implement, and enhance TTA materials and activities, including but not limited to standards, guidelines, protocols, and TTA intake and delivery methods.
- Provide TTA to the OJJDP-funded, family-based alternative sentencing programs that will include implementation and enhancement initiatives. TTA support should help programs build program capacity, assess needs, initiate strategic planning, implement appropriate program improvements, evaluate program performance, and sustain their programs.
- Identify and describe best practices and lessons learned regarding family-based alternative sentencing program implementation and enhancement initiatives to share with other jurisdictions. Disseminate those practices and lessons learned through models, case studies, articles, and white papers to strengthen the family-based alternative sentencing community.
- Provide training to the field, prioritizing jurisdictions engaged in sentencing reform, as well as participate in group interactions at conferences or workshops, peer-to-peer consultations, distance learning, and/or web-based assistance.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

### Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### Information Regarding Potential Evaluation of Programs and Activities

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

### OJJDP Training and Technical Assistance Awardee Standards

OJJDP has developed the Core Performance Standards for Training, Technical Assistance, and Evaluation to promote among providers the consistency and quality of OJJDP-sponsored training and technical assistance and to advance common expectations of performance excellence. The standards present minimum expectations that providers must meet for effective practice in the planning, coordination, delivery, and evaluation of training.

Requirements related to coordination of activities will include, but are not limited to:

**Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with the OJJDP National Training and Technical Assistance Center (NTTAC)

by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.

- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's webinar guidelines, as described in the Core Performance Standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP in advance of all events for the online calendar, record events, and provide the final files (which must be compliant with Section 508 of the Workforce Rehabilitation Act) to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit <https://www.section508.gov/>.
- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to OJJDP on all training events (e.g., name of requester, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

## OJP Policy Priority Areas

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department's priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term "persistent poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an award.

## Federal Award Information

### Solicitation Category

Competition ID Enter to sort	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2021-00076-PROD1	1:Family-Based Alternative Sentencing Programs	4	\$750,000.00	10/1/21 12:00 AM	36
C-OJJDP-2021-00077-PROD2	2:Family-Based Alternative Sentencing Training and Technical Assistance Program	1	\$500,000.00	10/1/21 12:00 AM	36

### Awards, Amounts and Durations

#### Period of Performance Start Date

10/1/21 12:00 AM

#### Period of Performance Duration (Months)

36

#### Anticipated Total Amount to be Awarded Under Solicitation

\$3,500,000.00

### Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### Types of Awards

For Category 1, OJJDP expects to make awards under this category as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

For Category 2, OJJDP expects to make the award under this category as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See the [OJP Grant Application Resource Guide](#) for additional information.

### Cost Sharing or Matching Requirement

This solicitation does not require a match.

### Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

### Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

### Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

## Eligibility Information

This solicitation is composed of two grant categories. Applicants must clearly designate the category for which they are applying.

### Category 1: Family-Based Alternative Sentencing Programs

The following entities are eligible to apply:

- State governments
- Special district governments
- City or township governments
- County governments
- Native American tribal governments (federally recognized)

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

#### Category 2: Family-Based Alternative Sentencing Training and Technical Assistance Program

The following entities are eligible to apply:

- Public and state-controlled institutions of higher education
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses

For additional eligibility information, see the title page.

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

## Application and Submission Information

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract,
- Proposal Narrative,
- Budget Worksheet and Budget Narrative (web-based form)
- Category 1 applicants must present a plan (in the Project Design and Implementation section of the application) for partnering with a research organization to evaluate the extent to which their program results in cost savings for the criminal justice and/or child welfare systems in the long term

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

### Information to Complete the Application for Federal Assistance (SF-424)

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

In Section F of the SF-424, please include the name and contact information of the individual [who will complete application materials in JustGrants](#). JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372 but has not been selected by the state for review.")

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is prepopulated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to add ZIP Codes for areas affected by the project, confirm their Authorized Representative, and verify the organization's legal name and address

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form.

### Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 30 pages. Pages should be numbered and submitted as an attachment. If the program narrative fails to comply with these length restrictions, OJJDP may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

#### a. Description of the Issue

Applicants should briefly describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem. Applicants should describe any research or evaluation studies that relate to the problem and contribute to their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

#### b. Project Design and Implementation

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section. OJJDP encourages applicants to select evidence-based practices for their programs. This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period. Applicants should also describe the plan to partner with a research organization for the submission of a program evaluation at the end of the award period that demonstrates the extent to which the program may result in cost savings for the criminal justice and/or child welfare systems.

**Timeline.** Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see "Sample Project Timelines" [here](#)). Applicants should submit the timeline as a separate attachment, as stipulated in Additional Application Components. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide.

#### c. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

#### d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process that will be used to accurately report data.

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

A list of performance measure questions for this program can be found at <https://ojdp.ojp.gov/funding/grant-performance-measurement/fy-2021-performance-measures>.

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

Award recipients will be required to submit performance measurement data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award.

#### Note on Project Evaluations

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

#### Goals, Objectives, Deliverables, and Timeline

Applicants will submit the program's goals, objectives, deliverables, and timeline in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

#### Budget and Associated Documentation

##### Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

**Category 1:** Applicants may allocate up to 35 percent of award funds for evaluation purposes.

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

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

#### Tribal Authorizing Resolution

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a Tribal Authorizing Resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for additional information.

#### Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

#### Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the high-poverty areas or persistent-poverty counties priority must provide a sufficient narrative explanation to identify each specific high-poverty area (by census tract number(s)) and/or each specific persistent-poverty county where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

#### Documentation of Advancing DOJ Priorities (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

#### Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

##### Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

##### DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

##### Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

##### DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

#### Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)

If applicable, applicants will submit this document as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ high-risk grantee is a recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

#### How to Apply

Applicants will submit an SF-424 and an SF-LLL in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### Submission Dates and Time

The SF-424 and the SF-LLL will be submitted in Grants.gov by July 2, 2021 at 11:59 PM ET. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants on July 16, 2021 at 11:59 PM ET.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## Application Review Information

### Review Criteria

#### Merit Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (45%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10X%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### Other Review Criteria/Factors

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

## Review Process

Applications submitted under this solicitation that meet basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements (BMR).

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and OJJDP recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### Federal Award Notices

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

### Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

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

### Information Technology (IT) Security Clauses

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

### General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

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

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

## Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

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

## Other Information

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

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### Provide Feedback to OJP

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

## Performance Measures

A list of performance measure questions for this program can be found at <https://ojdp.ojp.gov/funding/grant-performance-measurement/fy-2021-performance-measures>.

## Application Checklist

### OJJDP FY 2021 Family-Based Alternative Sentencing Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to Registering in Grants.gov:*

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

*To Register with Grants.gov:*

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

*To Find Funding Opportunity:*

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

*Overview of Post-Award Legal Requirements:*

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)" in the [OJP Funding Resource Center](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of:
- Category 1: \$750,000
- Category 2: \$500,000

*Eligibility Requirement:*

This solicitation is composed of two grant categories. Applicants must clearly designate the category for which they are applying.

**Category 1: Family-Based Alternative Sentencing Programs**

The following entities are eligible to apply:

- State governments
- Special district governments
- City or township governments
- County governments
- Native American tribal governments (federally recognized)

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**Category 2: Family-Based Alternative Sentencing Training and Technical Assistance Program**

The following entities are eligible to apply:

- Public and state-controlled institutions of higher education
- Native American tribal organizations (other than federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Submit **SF-424** and **SF-LLL** in Grants.gov

*After SF-424 and SF-LLL Submission in Grants.gov, Receive Grants.gov Email Notifications That:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- Contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support webpage, or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Complete Application in JustGrants

**Content of Application Submission:**

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- **Category 1:** Partnership with a research organization (documented in the Project Design and Implementation section) to evaluate the extent to which their program results in cost savings for the criminal justice and/or child welfare systems in the long term.
- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Intergovernmental Review [insert if applicable]
- Standard Applicant Information (SF-424 info from Grants.gov)

**Budget and Associated Documentation**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

**Additional Application Components**

- Tribal Authorizing Resolution (if applicable) [insert if applicable] (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity [insert if listed in the solicitation] (see [OJP Grant Application Resource Guide](#))
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of high-poverty areas or persistent-poverty counties (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline or milestone chart
- Résumés of all key personnel
- Job descriptions outlining roles and responsibilities for all key positions
- Letters of support and/or memoranda of understanding.

**Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit Application in JustGrants:*



- Application has been successfully submitted in JustGrants

*If JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact JustGrants Support Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties