

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



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## OJJDP FY 2023 Building Local Continuums of Care to Support Youth Success

Assistance Listing Number # 16.540

Assistance Listing Number # 16.548

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Step 1: Application Grants.gov Deadline: September 28, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: October 10, 2023 8:59 PM ET

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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) seeks applications for funding to assist jurisdictions in planning and assessing promising and evidence-based prevention and intervention services that will inform the development of a community-based continuum of care for youth at risk of becoming or already involved in the juvenile justice system. The long term goal of this effort is to support sustainable, research-based and data-informed recidivism reduction policies, practices and programming, and the strategic reinvestment of cost savings into effective prevention and intervention programs. This program furthers the DOJ's mission by strengthening or improving public safety; reducing violent crime; advancing juvenile justice reforms; developing effective and equitable juvenile justice systems; and supporting programs to increase positive youth outcomes and reduce juvenile delinquency, truancy, drug abuse, victimization, and other problem and high-risk behaviors.

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#), which provides additional information for applicants to prepare and submit applications to OJP for funding. **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**

<b>Competition ID</b>	<b>Category *</b>	<b>Number of Awards</b>	<b>Dollar Amount for Award</b>	<b>Performance Start Date</b>	<b>Performance Duration (Months)</b>
C-OJJDP-2023-00034-PROD	Category 1: State Agency Planning and Assessment Sites	8	Up to 800000	1/1/24 12:00 AM	18
C-OJJDP-2023-00035-PROD	Category 2: Local Planning and Assessment Sites	16	Up to 425000	1/1/24 12:00 AM	18
C-OJJDP-2023-00036-PROD	Category 3: Training and Technical Assistance	2	Up to 1500000	1/1/24 12:00 AM	24

**Eligible Applicants:**

City or township governments, County governments, For profit organizations other than small businesses, 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, Small businesses, Special district governments, State governments

**Category 1: State Agency Planning and Assessment Sites**

- State governments

**Category 2: Local Planning and Assessment Sites**

- Special district governments
- City or township governments
- County governments

**Category 3: Training and Technical Assistance**

- Nonprofit organizations and for-profit organizations (including Tribal nonprofit and for-profit organizations)

- Institutions of higher education (including Tribal institutions of higher education)

For Category 3 applicants, nonprofit organizations that hold money in offshore accounts for the purposes of avoiding paying the tax described in 26 U.S.C. 511(a) are not eligible to apply.

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

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](#).

OJJDP may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

For information related to unforeseen technical issues beyond the control of the applicant and that impact submission, see the “**How to Apply**” section, **Experiencing Unforeseen Technical Issues**.

## Pre-application Information Session

OJJDP will hold a solicitation webinar on August 30, 2023 from 2:00 PM – 3:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this [link](#) and following the instructions. To use the time most efficiently, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than August 23, 2023. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as “Questions for OJJDP FY 2023 Building Local Continuums of Care to Support Youth Success Webinar.”

## Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration

every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or [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.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

[OJJDP's](#) guiding philosophy is to enhance the welfare of America's youth and broaden their opportunities for a better future. To bring these goals to fruition, OJJDP is leading efforts to transform the juvenile justice system into one that will [Treat Children as Children](#); [Serve Children at Home, With Their Families, in Their Communities](#); and [Open Up Opportunities for System-Involved Youth](#). OJJDP encourages all proposed applications that work with youth to highlight how the proposed program aligns with these priorities.

OJJDP envisions a juvenile justice system centered on the strengths, needs, and voices of youth and families. Young people and family members with lived experience are vital resources for understanding and reaching persons involved or at risk of involvement with youth-serving systems. OJJDP asks stakeholders to join us in sustainably integrating bold, transformative youth and family partnership strategies into our daily work. OJJDP believes in achieving positive outcomes for youth, families, and communities through meaningful engagement and active partnerships, ensuring they play a central role in collaboratively developing solutions.

Applicants under all categories must describe how their proposed project/program will integrate and sustain meaningful youth and family partnerships into their project plan and budget. Depending on the nature of an applicant's proposed project, youth and family partnership could consist of one or more of the following:

- Individual-level partnership in case planning and direct service delivery (before, during, and after contact with youth-serving systems).
- Agency-level partnership (e.g., in policy, practice, and program development, implementation, and evaluation; staffing; advisory bodies; budget development).
- System-level partnership (e.g., in strategic planning activities, system improvement initiatives, advocacy strategies, reform efforts).

With this solicitation, OJJDP seeks to support communities in conducting planning and assessment activities that will inform the development of a community-based continuum of promising and evidence-based prevention and intervention services that will serve as a strong foundation for preventing youth from entering the juvenile justice system, diverting them from moving deeper into the system (i.e., detention and corrections) and



ultimately providing them with the skills they need to lead productive, safe, healthy, and law-abiding lives.

The planning process supported under this solicitation is vital to helping communities identify and map out their available resources, as well as gaps that need to be filled, in order to address the problem of high youth incarceration and crime rates. Based on the outcome of planning and assessment activities, communities will be able to respond to gaps in their current service continuum and strategically reinvest any cost savings into the most effective recidivism reduction, prevention and intervention programs.

### **Statutory Authority**

Categories 1 and 2: Pub. L. No. 117-103, 136 Stat. 49, 127; Pub. L. No. 117-328, 136 Stat. 4459, 4537 and 4538

Category 3: 34 USC 11131; Pub. L. No. 117-328, 136 Stat. 4459, 4538-4539 and 4542

### **Specific Information**

The Building Local Continuums of Care to Support Youth Success initiative will provide funding to state and local jurisdictions that have high rates of youth incarceration to develop a continuum of care that includes a focus on positive youth development, prevention, diversion, and treatment services. This continuum of care will enhance communities' abilities to meet the needs of youth involved in or at risk of entering the juvenile justice system through community-based strategies, thereby reducing reliance on deeper system involvement to access resources. This initiative will also work with awardees to identify ways to strategically reinvest any cost savings into strategies and programs that are most effective at reducing delinquency and recidivism.

There are three categories of funding available under this solicitation:

**Category 1: State Agency Planning and Assessment Sites** and

**Category 2: Local Planning and Assessment Sites**

These categories support the efforts of eligible applicants to conduct a planning and assessment process that will identify gaps and assist in achieving cost savings through reforms. These savings can be reinvested in the development and implementation of promising practices and evidence-based prevention and intervention strategies as part of a community-based continuum of care for youth at risk of or already involved in the juvenile justice system.

**Category 3: Training and Technical Assistance**

This category will support a training and technical assistance provider to help states and

local communities build the capacity of their service networks for youth through asset mapping, gap analysis, and service delivery planning, including strategic financing information, education, and sustainability planning across the continuum of care for youth. This will include assistance in identify strategies on how to identify and achieve any potential cost-savings and reinvest those savings into effective delinquency prevention and intervention programming. Training and technical assistance will be delivered nationally with intensive priority support to program sites funded in Categories 1 and 2. The training and technical assistance provider will also develop tools, resources, and best-practice information and guidelines on developing and sustaining a community-based continuum of care to support the larger youth-serving field.

OJJDP is committed to investing in promising practices and evidence-based prevention and intervention programs that serve as a strong foundation for preventing youth from entering the juvenile justice system, diverting them from moving deeper into the system (i.e., detention and corrections) and ultimately providing them with the skills they need to lead productive, safe, healthy, and law-abiding lives. This investment in a community-based continuum of prevention and intervention services can help communities prevent youth from entering the juvenile justice system and support youth who have come in contact with the juvenile justice system and prevent deeper involvement with the justice system so that youth can be served in their communities – at home, with their family, in school, and with friends. This support system is critical for youth success.

The development of a community-based continuum of care that is responsive to youth at risk of entering the juvenile justice system will take a data-informed and coordinated approach. Funding will support applicants in convening a group of stakeholders to engage in a planning process that will inform the development of the continuum. This stakeholder group should include representatives from community-based organizations, business groups, local law enforcement, the juvenile justice system, the school system, court services, social services, health and mental health providers, advocacy groups, and other public and private community and faith-based organizations to assess the problems and costs the community incurs as a result of crime committed by youth. In addition, and most importantly, OJJDP values the role of directly impacted youth and families in informing this plan and it is mandatory that applicants include them in the required stakeholder group.

This planning process will identify those programs and interventions that have demonstrated effective results, those that are promising, and those that have not been effective. Specifically, the data collected as part of the planning process should explore areas where cost savings could occur for the jurisdiction (i.e., reduced incarceration costs, governmental cost savings, etc.) by implementing the identified effective programs and interventions while also producing a drop in crime. In addition, planning efforts should include an intentional focus on sustainability beyond any federal grant funding support such that any savings realized would be reinvested in the continuum of care.

The initiative will be supported by a training and technical assistance provider to assist applicants during the planning process, help to identify evidence-based practices and strategies, develop economic impact strategies that result in cost savings, and identify how those cost savings can be reinvested into the larger continuum of care. Successful applicants under Categories 1 and 2 are expected to work with the training and technical assistance provider(s) awarded under Category 3 throughout the length of their cooperative agreement.

## **Goals, Objectives, and Deliverables**

### **Goals**

The primary goal of the initiative is to support better outcomes for youth and families by investing more resources in prevention and intervention programming across a community-based continuum of care in neighborhoods disproportionately impacted by incarceration. By lifting up community-based alternatives and supporting systems integration, better outcomes for all youth can be achieved.

A well-resourced continuum should include a range of supports and opportunities that build on youth and family strengths and assets to promote healthy development, improve family functioning, meet essential needs, and strengthen neighborhoods. Ideally, youth and families would have access to a rich variety of supports and services outside the juvenile justice system so that it is not the only entry point for access, and participation can continue beyond a youth's involvement in the justice system. Services should be culturally appropriate, effective, and responsive to the evolving needs of youth and families.

### **Objectives**

An applicant should address all of the objectives listed below in the Goals, Objectives, Deliverables, and Timeline web-based form.

The objective of this initiative is to support interested jurisdictions to conduct a planning process that will identify available resources and existing gaps in prevention and intervention services for youth at risk of involvement or already involved in the juvenile justice system. Creating alternative pathways to deeper system involvement and incarceration for justice-involved youth is central to the initiative and investing in supportive and effective youth-serving systems, no matter where a youth sits on the continuum, in a non-siloed manner, is good practice. This planning process must be comprehensive, collaborative, and focused on cost savings that allow for the identification, development, and sustainability of promising and evidence-based strategies for youth. Specific program objectives include:

- Identify strategies that support promising and evidence-based approaches that advance the long-term well-being and success of youth and their families.
- Develop economic impact strategies that result in cost savings, and identify how

- those cost savings can be reinvested into the larger continuum of care.
- Establish a sustainable framework that supports the decarceration of youth and the diversion of children identified as being at risk of involvement in the criminal justice system through a coordinated, collaborative strategy and also promotes safe communities.

## **Deliverables**

### **Category 1: State Agency Planning and Assessment Sites\* and**

### **Category 2: Local Planning and Assessment Sites**

Applicants under these categories must address the following deliverables in their application:

- Provide a 100 percent full-time-equivalent continuum coordinator to serve as facilitator and project director.
- Convene a planning council composed of a variety of community stakeholders, including system-impacted youth and family representatives, law enforcement, juvenile justice agency staff, school system staff, court services, social services, health and mental health providers, advocacy groups, the business community, and other public and private community and faith-based organizations, that will engage in a planning process to develop a continuum of care designed to reduce rates of delinquency and incarceration through effective prevention, intervention, diversion, and reentry services for youth so that youth may receive services and opportunities.
- Convene the planning council on a regular basis to fully support the planning process.
- Develop and conduct a planning process that, at a minimum, includes the following activities:
  - Asset mapping within the designated jurisdictions to identify leveraged resources and policy/practice strategies for implementation.
  - Gap analysis to identify areas of need in the community.
  - Identify the key data points for tracking and monitoring progress to meet youth needs, reduce youth incarceration rates outlined in the solicitation, and assess what practices work best to improve youth well-being and prevent juvenile crime, especially in communities where there is a high need and high crime rates.
  - Identification of cost savings through reforms that can be reinvested in promising practices and evidence-based prevention and intervention strategies that will reduce juvenile crime and recidivism.
- Deliver a comprehensive community plan for accessing, delivering, and sustaining a community-based continuum of care utilizing evidence-based prevention and intervention programs and best practices. This plan should include a timeline and

interim benchmarks for the following sequenced parts for OJJDP coordination and support:

- Asset map and gap analysis.
- Continuum of care plan with implementation timeline.
- Implementation plan by year.

Being able to leverage resources at the state and local levels is a critical selection factor for applicants to demonstrate. In particular, Category 1 applicants should demonstrate their commitment and ability to leverage federal and state resources under the state's direction (e.g., American Rescue Plan Act funds, pandemic relief funds such as through the Department of Education, infrastructure funding for information technology support to rural social services, etc.). Please refer to the Urban Institute tool entitled [How Can We Fund a Continuum of Care and Opportunity?](#) for more on leveraging resources.

This planning process is vital to helping communities identify and map out their available resources, as well as gaps that need to be filled, in order to address the problem of high youth incarceration and crime rates and improve youth outcomes. Applicants under Categories 1 and 2 should provide the information listed below as part of their proposal (along with supporting comparative documentation that identifies the communities within the state as highest need and readiness based on data):

- Juvenile arrests
- Diversion
- Juvenile detention
- Juvenile secure correctional facilities

Data should include information on the top three counties/jurisdictions in a state/territory that commit youth to a secure placement or should include information related to overutilization of detention (as some jurisdictions may have an overreliance on detention as opposed to commitments). See the "Description of the Issue" section for further information.

Applicants under Category 2 are encouraged to collaborate with state-level government agencies during the planning process. As part of the application, these applicants should discuss how they will leverage the existing state coordinating council or governance board to advance systems-level strategies, needs, and resources to support local continuum of care plans and implementation. Should there be challenges in gaining support from a state agency to engage in this work at the local level, the applicant must clearly articulate this in the program narrative. Details regarding efforts to gain this support, and state agency response to those efforts, should be described in the narrative.

Category 1 and 2 applicants are encouraged to include local training and technical assistance as part of their project design to include:

- Utilization of a local university to gather and analyze pertinent data.

- Asset mapping supports.
- Enhanced partnerships with youth and families.
- Creation of a written product that identifies assets, gaps, resources and cost savings.

Local training and technical assistance should be coordinated with the training and technical assistance provider awarded under Category 3 when appropriate.

*\*State agencies should consider the number of jurisdictions targeted when determining the requested funding amounts and those State agencies requesting the full amount of \$800,000 should demonstrate broad reach in terms of numbers of jurisdictions targeted.*

### **Category 3: Training and Technical Assistance**

Applicants must address the following deliverables as part of their project design and implementation:

The training and technical assistance provider will be expected to:

- Deliver multimodal training and technical assistance to assist states and localities funded under Categories 1 and 2 in mapping community assets, identifying gaps in services, planning for achieving cost savings, and opportunity provision for youth along the continuum of care, accessing, delivering, and sustaining a community-based continuum of care.
- Provide intensive training and technical assistance to identified program demonstration sites from Categories 1 and 2 through consultation and training and technical assistance through a combination of onsite and virtual multimodal methods.
- Disseminate cutting-edge research, tools, and resources to grantees under this program and across the nation, focused on best practices for prevention, early intervention, and diversion programs aimed at reducing youth incarceration.
- Develop tools, resources, and best-practice information and guidelines on developing and sustaining a community-based continuum of care.

The goals, objectives, and deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

### **Additional Resources**

#### ***Asset Mapping Resources/Tools***

The [Place Matters Maine: Community Asset Mapping](#) project maps assets for transition-aged youth in local communities throughout the state of Maine and provides tools and resources to support local asset mapping.

[Participatory Asset Mapping](#) is an instructional toolkit for using and applying Participatory Asset Mapping to support strategic planning efforts by building on existing community strengths. See other similar resources, such as [Catalyst California](#) and [Community Science](#).

The UCLA Center for Health Policy Research's [Performing a Community-Based Assessment](#). See [Section 1: Asset Mapping](#) for a basic overview of community assets, asset mapping use cases, and asset mapping implementation.

The Rural Health Information Hub's [Guide/Intro to Asset Mapping](#).

The National Council of Juvenile and Family Court Judges' [Targeted Resource Mapping Toolkit: Six Strategies to Fill Community Service Gaps](#) and [Mapping Resources Along a Continuum of Services to Address Substance Use Disorders](#).

### ***Community-Based Continuum of Care and Probation Reform Resources***

The Prevention Institute's [Adverse Community Experiences and Resilience: A Framework for Addressing and Preventing Community Trauma](#) report outlines specific strategies to address and prevent community trauma—and foster resilience—using techniques from those living in affected areas.

The Milken Institute School of Public Health's [Center for Community Resilience](#) provides technical assistance, facilitation, analysis, and policy guidance to help institutions, organizations, and collaboratives create measurable, lasting change to improve outcomes for children and families.

[The Columbia Justice Lab's Process Matters: Reflections from the Development of Harris County's Youth Justice Community Reinvestment Fund and Recommendations to Guide Future Efforts](#).

The Urban Institute's [Promoting a New Direction for Youth Justice: Strategies to Fund a Community-Based Continuum of Care and Opportunity](#) and accompanying tool entitled [How Can We Fund a Continuum of Care and Opportunity?](#)

The Urban Institute's [Transforming Juvenile Probation: Restructuring Probation Terms to Promote Success](#).

The Coalition for Juvenile Justice's [Probation Reform: A Toolkit for State Advisory Groups](#).

The Southern Poverty Law Center's [Unlocking Your Community's Hidden Strengths: A Guidebook to Community Asset-Mapping](#).

The Annie E. Casey Foundation's [25 Questions for Juvenile Probation Transformation: Readiness Self-Assessment Tool for Probation Leaders](#) and

## [Race Equity and Inclusion Action Guide.](#)

### **General Resources**

The National Institute of Justice's [CrimeSolutions](#) uses rigorous research to inform practitioners and policymakers about what works in criminal justice, juvenile justice, and crime victim services.

[Youth.gov](#) provides interactive tools and other resources to help youth-serving organizations and community partnerships plan, implement, and participate in effective programs for youth. This website includes information on the [National Forum on Youth Violence Prevention \(Forum\)](#), which was created to build the capacity of localities across the country to more effectively address youth violence through multidisciplinary partnerships, balanced approaches, data-driven strategies, comprehensive planning, and sharing common challenges and promising strategies. The Forum is a strategy for federal and local collaboration that encourages its member jurisdictions to review and improve internal decisionmaking structures, policies, and practices; increase communication; and implement strategic, coordinated action to change the way they do business.

The [OJJDP Model Programs Guide](#) contains information about evidence-based juvenile justice and delinquency prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety.

[OJJDP's Statistical Briefing Book](#) is a comprehensive online resource describing various topics related to delinquency and the juvenile justice system, including the latest information on juveniles living in poverty, teen birth rates, juvenile victims of violent crime, trends in juvenile arrest rates, and youth in residential placement facilities. The Briefing Book is also a repository for more detailed presentations of juvenile court data than are found in the annual *Juvenile Court Statistics* report.

The [Model Standards for Serving Victims and Survivors of Crime](#) promotes the competency of providers to enhance their capacity to provide high-quality, consistent responses to crime victims that meet the demands facing the field today.

The [Vicarious Trauma Toolkit](#) (VTT) contains tools and resources to provide the knowledge and skills necessary for organizations to address the vicarious trauma needs of their staff. VTT includes a [Blueprint for a Vicarious Trauma-Informed Organization](#) that was informed by research and lessons learned from the field and was created as a step-by-step guide to assist organizations in becoming more informed about vicarious trauma. It provides guidance on using the [Vicarious](#)



[Trauma—Organizational Readiness Guide](#) to assess an organization’s current capacity as a vicarious, trauma-informed organization, and offers suggestions on how to use the free, online repository of policies, research, and websites in the [Compendium and the New Tools for the Field](#), created specifically for VTT.

## **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for 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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

## **Priority Areas**

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

### *1. Priority Considerations Supporting Executive Order 13985, [Advancing Racial Equity and Support for Underserved Communities Through the Federal Government](#)*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project (s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically

underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluations, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the budget web-based form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined, for the purposes of this solicitation, as private nonprofit or Tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2023-00034-PROD	Category 1: State Agency Planning and Assessment Sites	8	Up to 800000	1/1/24 12:00 AM	18
C-OJJDP-2023-00035-PROD	Category 2: Local Planning and Assessment Sites	16	Up to 425000	1/1/24 12:00 AM	18
C-OJJDP-2023-00036-PROD	Category 3: Training and Technical Assistance	2	Up to 1500000	1/1/24 12:00 AM	24

### Awards, Amounts and Durations

#### Anticipated Number of Awards

26

#### Anticipated Maximum Dollar Amount of Awards

\$1,500,000.00

#### Period of Performance Start Date

1/1/24

#### Period of Performance Duration (Months)

18

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

\$16,210,487.00

### Continuation Funding Intent

OJJDP may, in certain cases, provide additional funding in future years to awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the award-funded work's progress, when making continuation award decisions.

### Availability of Funds

This solicitation, and awards 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.

### **Type of Award**

OJJDP expects to make awards under this solicitation as cooperative agreements, which provide 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**

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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. 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](#) for 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](#) for information on the 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**

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the “Federal Award Information” section.

For the 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.

**Notice regarding law enforcement agencies:** 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 eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

## Application and Submission Information

### Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

### Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

The SF-424 must be submitted in Grants.gov. It 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 8F of the SF-424, please include the name and contact information of the individual **who will complete the application 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 not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”

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

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### **Proposal Abstract**

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

### **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 font; have no less than 1-inch margins; and should not exceed 30 numbered pages. If the proposal narrative fails to comply with these length restrictions, OJJDP may consider such noncompliance in peer review and in final award decision. Please note: Tables, charts, and graphs included in the proposal narrative can be created in a legible font smaller than 12 point and will count toward the page limit.

The proposal narrative must include the following sections:

a. Description of the Issue

Applicants should briefly describe the nature and scope of the problem that the

program will address (e.g., high levels of youth incarceration, need for a continuum of care). 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, to include the age to be served and the specific community/communities to be targeted with funded interventions. This section should also discuss any previous or current attempts to address the problem as well as identify current gaps/barriers in programming/services. 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.

Applicants under Categories 1 and 2 should include information, along with supporting comparative documentation that identifies the communities within the state as highest need and readiness based on data, on the following for their jurisdiction:

- Juvenile arrests.
- Diversion.
- Juvenile detention
- Juvenile secure correctional facilities.

Data provided may vary based on specific data and reports available, but should be able to illustrate a particular jurisdiction's capacity to embrace juvenile justice reform by demonstrating current reliance on incarceration and formal court processing for youth infractions, and should include:

- The number of juvenile arrests during a certain time period, as compared to the overall juvenile population.
- The number of youth entered into diversion, as compared to youth entering the formal juvenile justice system.
- Current state utilization of secure confinement, to include number of juvenile correctional facilities and total bed capacity.
- Current local utilization of secure confinement, to include number of juvenile detention facilities and total bed capacity.

Data provided should be for a minimum of a 6-month period and should include any relevant narrative that frames the current status of the state and/or local jurisdiction's efforts regarding implementation of diversion programming, to include current impediments to advance juvenile reform. Data should include information

on the top three counties/jurisdictions in a state/territory that commit youth to a secure placement or should include information related to overutilization of detention (as some jurisdictions may have an overreliance on detention as opposed to commitments).

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 goals and objectives. 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 describe their vision and plan for meaningfully and sustainably integrating youth and family partnership into their proposed project. Applicants should address any corresponding budget implications in their application's budget detail and budget narrative. For resources/guidance on effective youth and family partnership strategies and practices, click [here](#).

If an applicant believes that their project design is in no way amenable to incorporating youth and family partnership, the applicant should instead provide a detailed explanation and justification for excluding this element.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

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.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can 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.

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/progress-reporting-questions.pdf>.

OJJDP will require award recipients to submit performance measure data and performance reports in JustGrants. OJJDP will provide further guidance on the post-award submission process, if the applicant is 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 in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

## **Goal, Objective and Deliverables**

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

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

**Program Objectives.** The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project’s desired results. They should be measurable and clearly linked to the goal.

**Deliverables.** Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

**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.

## **Budget and Associated Documentation**

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

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide and the Complete the Application in JustGrants – Budget](#) training.

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings; community outreach or public awareness campaigns; community participation in project design, implementation, or evaluation) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based

budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

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

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

### **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

### **Limitation on Employee Compensation; Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

### **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

### **Memoranda of Understanding (MOUs) and Other Supportive Documents**

Applicants should include, for each named partner, a draft or fully executed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the

partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement, (2) scope of the direct service(s) and other work to be performed under the agreement, and (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Applicants will submit the MOU by uploading the document as an attachment in JustGrants.

**If applying under Category 3: Training and Technical Assistance, the following item should be addressed as part of the submission:**

#### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

#### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

#### **Curriculum Vitae or Resumes**

Provide resumes of key personnel.

#### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Timeline Form**

As mentioned above, applicants should submit in the Goals, Objectives, Deliverable and Timeline section, 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.

## **Letters of Support**

If submitting a joint application, as described under Eligibility, applicants should provide signed and dated letters of commitment or memoranda of understanding for all key partners that include the following:

- Expression of support for the project and a statement of willingness to participate and collaborate with the project.
- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the project is operational.
- Estimate of the percentage of time that the partner will devote to the planning and operation of the project.

Letters of commitment may be addressed to the OJJDP Administrator. Letters of commitment should be signed and submitted as one separate attachment and labeled as "letters of commitment."

## **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. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

### **Position Descriptions**

Provide position descriptions.

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Applicant Disclosure and Justification - DOJ High Risk Grantees**

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award 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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### **How to Apply**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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** must be submitted in Grants.gov by September 28, 2023 11:59 PM ET.

The **full application** must be submitted in JustGrants by October 10, 2023 8:59 PM ET.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday

from 8 a.m. to 8 p.m. ET at 866-606-8220.

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer



reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the applicant's administrative and technical capacity 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 (10%) - 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 priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains 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 the 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 review criteria listed above.

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

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

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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

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

## Federal Award Administration Information

### Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 the 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 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 more information.

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

In addition to the deliverables described in the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

#### Required reports

Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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 measure data.

### Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

### 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 the 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

<https://ojjdp.ojp.gov/funding/grant-performance-measurement/progress-reporting-questions.pdf>

## Application Checklist

### **OJJDP FY 2023 Building Local Continuums of Care to Support Youth Success**

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### **Pre-Application**

##### ***Before Registering in Grants.gov:***

- Acquire or renew your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

##### ***Register in Grants.gov***

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

##### ***Find the Funding Opportunity***

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [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, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

##### ***Review the Overview of Post-Award Legal Requirements***

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

##### ***Review the Scope Requirement***

- The federal amount requested is within the allowable limit(s) of \$800,000 for Category 1 (State Planning and Assessment Sites), \$425,000 for Category 2 (Local Planning and Assessment Sites), and \$1,500,000 for Category 3 (Training and Technical Assistance).

**Review Eligibility Requirement:**

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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**Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if error notifications are received:*

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

**Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

## Budget and Associated Documentation

- **Budget Web-Based form\***
- 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](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

## Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

## Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (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](#))

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

## Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

## Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.

