

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



---

**Solicitation Title:** OJJDP FY24 Youth Justice and Mental Health Collaboration Program  
**Assistance Listing Number:** 16.745  
**Grants.gov Opportunity Number:** O-OJJDP-2024-172115  
**Solicitation Release Date:** April 30, 2024  
**Step 1: Application Grants.gov Deadline:** 11:59 p.m. eastern time on June 18, 2024  
**Step 2: Application JustGrants Deadline:** 8:59 p.m. eastern time on July 2, 2024

---

## Contents

Synopsis.....	4
Program Description Overview.....	4
Eligibility.....	4
Agency Contact Information.....	4
Pre-Application Information Session.....	5
Application Submission Information.....	5
Registration.....	5
Submission.....	5
Program Description.....	6
Program Description Overview.....	6
Statutory Authority.....	6
Specific Information.....	6
Solicitation Goals and Objectives.....	7
Goals.....	7
Objectives.....	7
Priority Areas.....	8
Federal Award Information.....	9
Awards, Amounts, and Durations.....	9
Continuation Funding Intent.....	9
Availability of Funds.....	9
Type of Award.....	9

Cost Sharing or Match Requirement.....	9
Eligibility Information .....	10
How To Apply .....	10
Application Resources .....	10
How To Apply .....	10
Registration .....	10
Submission.....	11
Submission Dates and Time .....	11
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers).....	12
Application and Submission Information .....	13
Content of Application Submission and Available Surveys .....	13
Content of the SF-424 in Grants.gov .....	13
Content of the JustGrants Application Submission .....	13
Application Review Information .....	24
Review Criteria .....	24
Review Process.....	25
Federal Award Administration Information.....	25
Federal Award Notices .....	25
Evidence-Based Programs or Practices .....	26
Information Regarding Potential Evaluation of Programs and Activities .....	26
Administrative, National Policy, and Other Legal Requirements .....	26
Civil Rights Compliance .....	26
Financial Management and System of Internal Controls.....	27
Information Technology Security Clauses.....	27
General Information About Post-Federal Award Reporting Requirements .....	27
Federal Awarding Agency Contact(s).....	27
Other Information .....	27
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	27
Provide Feedback to OJP.....	27
Performance Measures .....	27
Application Checklist .....	28
Pre-Application .....	28
Application Step 1 .....	28
Application Step 2 .....	29

Review, Certify, and Submit Application in JustGrants .....30  
Standard Solicitation Resources .....31

# Synopsis

## Program Description 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.

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

With this solicitation, OJJDP seeks applications for funding to support cross-system collaboration to improve responses and outcomes for youth under the age of 18 or youth under the jurisdiction of the juvenile justice system with mental health disorders (MHD) or co-occurring mental health and substance use disorders (MHSUDs) who come in contact with the juvenile justice system. This program supports public safety efforts through partnerships with youth justice, mental health, and substance use agencies to enhance responses to justice-involved youth with MHD and MHSUDs.

This program furthers DOJ's mission to uphold the rule of law, keep our country safe, and protect civil rights.

## Eligibility

The following entities are eligible to apply:

- State governments
- Special district governments
- City or township governments
- County governments
- Native American Tribal governments (federally recognized)
- Public- and state-controlled institutions of higher education
- Other: Agencies with a different legal status (e.g., nonprofit or for-profit mental health agencies) are eligible to apply only if they meet the following two requirements: (1) the applicant is designated by the state mental health authority to provide services as a unit of the state or local government and (2) the applicant must attach documentation to support this designation.

**OJJDP will only accept applications that demonstrate that the proposed project will be administered jointly by an agency with responsibility for youth justice activities (“youth justice agency” which may include a mental health court) and a mental health agency.**

## Agency Contact Information

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

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 from 7 a.m. to 9 p.m. ET Monday–Friday and from 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

### **Pre-Application Information Session**

OJJDP will hold a webinar on this solicitation on June 6, 2024, at 1 p.m. ET. This call will provide a detailed overview of the solicitation and allow 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 this solicitation and submit any questions in advance and no later than May 31, 2024. Submit questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject “Questions for OJJDP FY 2024 Youth Justice and Mental Health Collaboration Program Webinar.” The session will be recorded and available on <https://ojjdp.ojp.gov/events/fy24-yjmhc>.

### **Application Submission Information**

#### **Registration**

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

#### **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description 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 to support cross-system collaboration to improve responses and outcomes for youth under the age of 18 or under the jurisdiction of the juvenile justice system with mental health disorders (MHD) or co-occurring mental health and substance use disorders (MHSUDs) who come in contact with the juvenile justice system. This program supports public safety efforts through partnerships with youth justice, mental health, and substance use treatment agencies to enhance responses to justice-involved youth with MHD and MHSUDs.

[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 must describe how their proposed project/program will integrate and sustain meaningful youth and family partnerships into all sections of the proposal narrative — including the description of the issue, project design and implementation, capabilities and competencies, plan for collecting data — and the 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).

## Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 2991 (codified at 34 U.S.C. 10651) P; Department of Justice Appropriation Act, 2024 P.L. 118-42, 138 Stat. 25, 148.

## Specific Information

The OJJDP Youth Justice and Mental Health Collaboration Program supports proposals to develop and implement a cross-system collaborative approach to improve responses and

outcomes for youth under the age of 18 or under the jurisdiction of the juvenile justice system with MHDs and co-occurring MHSUDs who come in contact with the juvenile justice system.

Per the authorizing statute, grants awarded under this program shall be used to create or expand:

- Programs that connect youth who have MHDs or MHSUDs with treatment and social services through support for the 988 Suicide & Crisis Lifeline, including case management, crisis stabilization units, and pre-arrest diversion.
- Specialized caseloads for probation.
- Programs that offer specialized training to law enforcement officers (police, probation, employees of a youth justice agency) and mental health personnel to better respond to youth with MHDs or MHSUDs.
- Programs that support the collaborative efforts of youth justice and mental health agencies to promote public safety by offering mental health treatment services for youth with MHDs or MHSUDs.
- Programs that support intergovernmental cooperation between state and local governments to address enhanced support to youth with MHDs or MHSUDs.
- Programs that promote and provide mental health treatment and transitional services for youth incarcerated or for transitional re-entry programs for youth released from any penal or correctional institution.
- Programs that support, administer, or develop treatment capacity and increase access to mental health care and substance use disorder services for youth in the community.

The YJMHCP supports eligible entities to plan, implement, or expand comprehensive collaboration programs to improve public safety and public health for youth with MHDs (including youth with traumatic brain injury (TBI) and post-traumatic stress disorder (PTSD) or MHSUDs who come in contact with the juvenile justice system. Applicants should clearly describe the connection between preliminarily qualified offenders and the proposed projects.

## **Solicitation Goals and Objectives**

### **Goals**

The goal of the Youth Justice and Mental Health Collaboration Program is to increase public safety by facilitating cross-system collaboration among youth justice, mental health, and substance use treatment agencies to improve response and outcomes for justice-involved youth with MHDs and MHSUDs.

### **Objectives**

The objectives are to develop and implement a cross-system collaborative relationship to improve public safety and youth outcomes for preliminarily qualified justice-involved youth with MHDs and MHSUDs. See 34 USC 10651(9)(A) and (9)(B)(definitions of “preliminarily qualified offender” and “determination”).

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

## Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include, but are not limited to, the following: improving victim services, justice responses, prevention initiatives, reentry services, and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

**1B.** 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 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population-specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population-specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

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

2. In FY 2024, in addition to executing any OJP priority areas listed above that may be applicable, programmatic priority areas for consideration include:

- Promote effective strategies by law enforcement to identify and reduce risk of harm to youth with MHDs or MHSUDs.
- Promote effective strategies for identification and treatment of justice-involved female youth with MHDs or MHSUDs.
- Promote effective strategies to expand the use of mental health courts, including use of pretrial services and related treatment programs for justice-involved youth.
- Propose interventions that have been shown by empirical evidence to reduce recidivism.



- When appropriate, use validated assessment tools to target justice-involved youth with a moderate or high risk of recidivism and a need for treatment services.
- Demonstrate active participation of co-applicants in administering the program.
- Demonstrate and ensure that funds are used for public health and public safety.
- Document that a portion of funds is used for treatment of incarcerated youth that will support continuity of care services during transition and reentry .

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**

### **Awards, Amounts, and Durations**

Anticipated number of awards: 6

Anticipated maximum dollar amount per award: Awards will be up to \$650,000

Period of performance start date: 10/1/2024

Period of performance duration (months): 36

Anticipated total amount to be awarded under this solicitation: \$4,000,000

Additional Information: While the maximum allowable funding amount is \$650,000, organizations that are new or that have never before received a federal award may wish to submit a proposed budget at a lower amount to support youth with MHDs or co-occurring MHSUDs who come in contact with the juvenile justice system. The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

### **Continuation Funding Intent**

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

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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 funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [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.

### **Cost Sharing or Match Requirement**

This funding opportunity requires cost sharing or match from the applicant. "Match" means the portion of project costs not paid by federal funds or contributions (unless otherwise authorized

by federal statute). For information on cost sharing or match requirements, see the “[Application and Submission Information](#)” section.

## Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “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.

A juvenile justice agency, for purposes of this solicitation, is an agency of a state or local government or its contracted agency that is responsible for detection, arrest, enforcement, prosecution, defense, adjudication, incarceration, probation, or parole relating to the violation of the criminal laws of that state or local government serving youth under the age of 18 or under the jurisdiction of the juvenile justice system. See 34 USC 10651(a)(3). A mental health agency is an agency of a state or local government or its contracted agency that is responsible for mental health services or co-occurring mental health and substance use services. See 34 USC 10651(a)(5). A substance use treatment agency is considered eligible as a mental health agency if that agency provides services to individuals with co-occurring mental health and substance use conditions.

## How To Apply

### Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov “[How to Apply for Grants](#)”
2. OJP “[How To Apply](#)” section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

### How To Apply

#### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application

deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for late submission.

## Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To allow time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and no later than 48 hours before the Grants.gov deadline (recommended).** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive email notifications when successfully submitting in Grants.gov and JustGrants, and should maintain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 11:59 pm eastern time on June 18, 2024.

The **full application** must be submitted in JustGrants by 8:59 pm eastern time on July 2, 2024.

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

## Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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; for this reason, experiencing long wait times for phone support does not relieve the applicant of the responsibility for 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.gov 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 (provide screenshots if applicable).
- 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).
- 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 (including all information listed above), 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 [Application Resource Guide](#).

## Application and Submission Information

### Content of Application Submission and Available Surveys

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

### Content of the 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 [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 funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

## Content of the JustGrants Application Submission

### Entity and User Verification (First-Time Applicant)

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. The email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages and who can access JustGrants on behalf of the applicant), Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48–72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### Standard Applicant Information

The “Standard Applicant Information” section of the JustGrants application is prepopulated 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

#### ***Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)***

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

#### ***Brief Applicant Entity Questionnaire***

OJP is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

### ***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 size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. Tables, charts, and graphs may be included in the proposal narrative and will count toward the page limit; however, they may be submitted single-spaced. Applicants may provide bibliographical references as a separate attachment that will not count toward the 15-page program narrative limit. If the proposal narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The proposal narrative must include the following sections:

- a. Description of the Issue

Describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information, such as data to provide evidence that the need exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community as well as how youth and family partnerships will help to address the need. Applicants should describe any prior/current attempts to address the problem. This section should also include any research, published or unpublished, or evaluation studies that relate to the problem, underlying causes of the problem, and potential solutions.

b. Project Design and Implementation

Describe the strategy to address the problem or needs identified in the Description of the Issue. List the activities and describe how they relate to the goals, objectives, deliverables, and timeline outlined in the web-based form (completed separately from the proposal narrative attachment). Activities are the specific actions that will be completed to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the strategy(ies) to be used to carry out each activity (e.g., training, community events, direct services to target population).

Applicants must describe how at least one juvenile justice agency (which can include a mental health court) and one mental health agency will participate in the administration of the collaboration program. Applications should include signed and dated letters of intent or memoranda of understanding for all key partners in the administration of this project detailed in the Additional Application Components section of this solicitation.

As indicated in the **Program Description Overview** section, applicants should describe how their proposed project/program will integrate and sustain meaningful youth and family partnership into their proposed project. Applicants should address any corresponding budget implications in their application's budget detail and budget narrative, such as how youth and families who serve as experts on the project are compensated. For resources/guidance on effective youth and family partnership strategies and practices, click [here](#).

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

Describe the capabilities (what the joint applicant brings to the project such as resources, experience, expertise) and competencies (the unique skills and abilities of the applicants) required to accomplish the goals and objectives of the project. This section should also include applicant history, capabilities, and competencies of supporting youth and family partnerships.

If the applicant is seeking priority consideration under Priority 1B, it should (1) describe within this section how being a population-specific organization (or funding a population-

specific subrecipient organization at a minimum of 40 percent of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population-specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population-specific organization).

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

Describe the process for measuring project performance. Identify how you will utilize youth and family voices in deciding which data will be collected, who will collect the data, who is responsible for performance measurements, how the information will be shared among partners, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this program can be found at:

<https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-juvenile-justice-mental-health-collaboration-program.pdf>

A list of progress reporting questions can be found at:

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

Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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 [Application Resource Guide](#).



### ***Application Goals, Objectives, Deliverables, and Timeline Web-Based Form***

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Each of these sections should include a specific and clear reference to how this project will work in partnership with youth and families.

### ***Deliverables Expected by Successful Applicants***

This program requires a two-phase process consisting of planning and implementation activities during which grantees will develop a coordinated approach to implementing or enhancing services for justice-involved youth with MHDs and MHSUDs. Applicants must submit one application that details the proposed activities for a Planning Phase and an Implementation Phase.

The Planning Phase will be for a period of up to 4–6 months. The Implementation Phase will begin once the grantee has met the requirements of the Planning Phase and will continue for the remaining time on the grant. Applicants must demonstrate that at least one youth justice agency and one mental health agency will participate in the administration of the program.

#### **Phase 1: Planning**

OJJDP will allow 4–6 months for a Planning Phase to begin after the grantee receives OJP budget approval. Up to \$50,000 of grant funds may be used to support the Planning Phase. Applicants should identify in their application specific planning activities that support the implementation of their proposed program.

For a grantee to access funding for the Implementation Phase, grantees will be required to work with OJJDP to demonstrate the completion of all proposed planning activities. Once a grantee is awarded funds, OJJDP will guide them through the process and will also provide no-cost training and technical assistance to support this phase.

#### **Phase 2: Implementation**

Upon OJJDP's approval of the completion of Planning Phase proposed activities, the grantee will be authorized to spend remaining grant funds on implementation activities. Grant funds may be used to support a combination of the areas detailed under the **Specific Information** section or be concentrated on one specific area.

Applicants must describe the responsibilities of each participating agency during the Implementation Phase, including how the agency will use grant resources to provide supervision of justice-involved youth and jointly ensure that the provision of mental health treatment and substance use services for youth with MHDs and MHSUDs is coordinated, which may range from consultation or collaboration to integration in a single setting or treatment model. Proposals from a unit of local government must document that a state mental health authority has reviewed and provided comments.

Applicants must describe the population with MHDs or MHSUDs that will be targeted for the collaboration program. Applicants will be expected to develop guidelines to be used by personnel of a youth justice agency to identify eligible youth for the program.

Applicants must describe how the services listed below, if applicable to the proposed program, would be addressed per the authorizing statute:

- Ensure youth with MHDs or MHSUDs receive individualized, validated, needs-based assessments to determine, plan, and coordinate appropriate services.
- Screen youth for MHDs or MHSUDs at the first episode of psychosis, serious emotional disturbance, and/or serious mental illness pre-petition.
- Develop plans for making treatment services available and accessible to youth with MHDs or MHSUDs at the time of their release from the juvenile justice system.
- Determine eligibility for federal benefits for youth with MHDs or MHSUDs involved in the juvenile justice system.
- Ensure youth with MHDs or MHSUDs have adequate supervision and access to effective, appropriate, community-based mental health services.
- Make available other support services for youth with MHDs or MHSUDs to ensure successful reintegration into the community (such as housing, education, job placement, mentoring, and healthcare and benefits).
- Consider strategies, to the extent possible, to address developmental and learning disabilities and problems arising from a documented history of physical or sexual abuse.

In addition, applicants must ensure the following, if applicable to the proposed program, per the authorizing statute:

- Prompt access to defense counsel by justice-involved youth with mental health disorders who are facing charges that would trigger a constitutional right to counsel.
- Applicants proposing to implement a state plan must describe how the youth collaboration program relates to existing state juvenile justice and mental health plans and programs.
- Demonstrate, to the extent practicable, that preliminarily qualified justice-involved youth, families and advocates of justice-involved youth, and advocates for victims of crime were involved in developing the grant application.

OJJDP strongly encourages applicants to review [Behavioral Health Diversion Interventions: Moving from Individual Programs to a Systems-Wide Strategy - CSG Justice Center](#). This document was based on previous work done with adult-serving Justice and Mental Health Collaboration Program grantees.

OJJDP also strongly encourages applicants to review [National Guidelines for Child and Youth Behavioral Health Crisis Care](#). This document includes recommendations from an expert

children’s crisis continuum workgroup, best practices, and lessons learned from the implementation of children’s crisis response programs.

Program objectives and deliverables should be included in one timeline.

### ***Budget and Associated Documentation***

The applicant will need to clearly identify which budget line items are planning costs.

While applicants will be required to submit a budget for the entire 36-month program at the time of submission, applicants may revise their budgets based on any outcomes resulting from the Planning Phase, which only allows \$50,000 to be used.

All recipients and subrecipients (including any for-profit organization) must forgo any profit, program, or enrollment fees charged to participants, or management fees.

### ***Budget Detail and Narrative Web-Based Form***

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization, 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 1B based on the identification of a proposed subrecipient as a population-specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

The budget narrative **must clearly describe how the project is fiscally supporting youth and family partnerships**. This could include compensating them for their expertise, providing transportation, etc.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

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

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

### Nonfederal Costs (match and program income)

This funding opportunity requires **an escalating percentage cash or in-kind match**. “Match” means the portion of project costs not paid by federal funds or contributions (unless otherwise authorized by federal statute). For years 1 and 2, a 20 percent match is required. For year 3, a 40 percent match is required. Federal funds awarded under this funding opportunity may not cover more than 80 percent in years 1 and 2, and 60 percent in year 3 of the total costs of the project being funded. An applicant must identify the source of the 20 percent and 40 percent nonfederal portion of the total project costs and how they will use match funds. If an award recipient’s proposed match *exceeds* the required match amount according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. “Match” funds may be used only for purposes that would be allowable for the federal funds. This means neither federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising).

Example: How to calculate each year of escalating match for \$250,000 federal award amount

Years 1 and 2: 80% Federal Share/20% Recipient Share

Year 3: 60% Federal Share/40% Recipient Share

#### Year 1 Escalating Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Year 1 Escalating Match Requirement – 80/20 (Federal Share/Recipient's Share) Federal Award Amount = \$150,000 (of the \$250,000)					
Step 1	\$150,000	÷	80% Federal Share	=	\$187,500
Step 2	\$187,500	x	20% Recipient's Share	=	\$37,500

#### Year 2 Escalating Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Year 2 Escalating Match Requirement – 80/20 (Federal Share/Recipient's Share) Federal Award Amount = \$50,000 (of the \$250,000)					
Step 1	\$50,000	÷	80% Federal Share	=	\$62,500
Step 2	\$62,500	x	20% Recipient's Share	=	\$12,500

### Year 3 Escalating Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Year 3 Escalating Match Requirement – 60/40 (Federal Share/Recipient's Share) Federal Award = \$50,000 (of the \$250,000)					
Step 1	\$50,000	÷	60% Federal Share	=	\$83,333
Step 2	\$83,333	x	40% Recipient's Share	=	\$33,333

See the [Application Resource Guide](#) for additional information on this escalating match requirement and step-by-step instructions for entering match amounts in the budget.

### Budget/Financial Attachments

#### Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award but before the start date of the period of performance, incurs costs that are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

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

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A nonfederal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

#### Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

#### Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for

information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

#### [Disclosure of Process Related to Executive Compensation \(if applicable\)](#)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. 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 [Application Resource Guide](#) for information.

### ***Additional Application Components***

The applicant will attach the additional requested documentation in JustGrants.

#### [Curriculum Vitae or Resumes \(if applicable\)](#)

Provide resumes of key personnel who will work on the proposed project.

#### [Tribal Authorizing Resolution \(if applicable\)](#)

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 [Application Resource Guide](#) for information on Tribal authorizing resolutions.

#### [Letters of Support \(if applicable\)](#)

Applicants are encouraged to include letters of support for all agencies that will act in support of the project, not to be confused with the partnering agency (e.g., juvenile justice agency and one mental health agency acting in collaboration in the administration of this program). Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity’s reasons for supporting the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity, (2) a description of the need and what benefits would be gained from the project, (3) a discussion of past/current experiences in supporting youth and family partnerships, and (4) a description of the applicant’s capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

Letters of support may be addressed to the OJJDP Administrator. Only letters of support that are submitted by the due date and uploaded as an attachment titled “Letters of Support” in JustGrants with the full application will be considered during the review process.

#### [Memoranda of Understanding \(MOUs\) and Other Supportive Documents \(if applicable\)](#)

Applicants are encouraged to submit a joint application, documenting that at least one juvenile justice agency (which can include a mental health court) and one mental health agency will participate in the administration of the collaboration program. Applications should include signed and dated letters of intent or MOUs for all key partners in the administration of this project that include the following:

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

Letters of intent or MOUs may be addressed to the OJJDP Administrator. Only letters of intent or MOUs that are submitted by the due date and uploaded as an attachment titled "Letters of Intent and Memoranda of Understanding" in JustGrants with the full application will be considered during the review process.

#### Research and Evaluation Independence and Integrity Statement (if applicable)

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 [Application Resource Guide](#).

#### Bibliography/References

Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit.

#### Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps

Applicants may include tables/charts/graphs as a part of their narrative. Tables, charts, and graphs may be single-spaced.

#### Request To Use Incentives or Stipends

Applicants may choose to provide incentives or stipends to participants in furtherance of the program's deliverables. Incentives or stipends must be reasonable (e.g., quarterly/annual gift cards for participating in the program, gifts in recognition of program completion, food/snacks for youth and parent participants, etc.). Applicants who wish to use incentives or stipends must include the following at a minimum in their budget detail narrative: (1) justification for the expense, (2) how the incentive or stipend will be used to further the program's deliverables, and (3) eligibility requirements to receive the incentive or stipend.

#### Disclosures and Assurances

The applicant will address the following disclosures and assurances.

##### Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

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

To ensure funding coordination across grant-making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

### DOJ Certified Standard Assurances

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

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

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

## Application Review Information

### Review Criteria

#### *Basic Minimum Review Criteria*

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 requirements for all OJP solicitations:

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

#### *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:

- Description of the Issue (10%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (45%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.



- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities). Federal funds awarded under this solicitation may not cover more than 80 percent of the total costs of the project for years 1 and 2, and 60 percent of the total costs of the project for year 3. Applicants must identify the source of the nonfederal portion of the total project costs and how it will use match funds. It is recommended that the budget clearly identify activities proposed in the Planning and Implementation Phases.

#### **Other Review Criteria/Factors**

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, the extent to which the proposed project design includes youth and family partnerships and a youth and parent component in the program's services, 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

#### **Risk Criteria/Factors**

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 with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov 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.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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

### **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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **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 [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards”](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard-of-hearing individuals or the purchase of adaptive equipment for

individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov> or contact OJP.

### **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. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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 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 [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 Synopsis.

### **Other Information**

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

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

#### **Provide Feedback to OJP**

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

### **Performance Measures**

[OJJDP Intervention Division; Juvenile Justice and Mental Health Collaboration Program Performance Measures Definitions and Questions \(ojp.gov\)](#)

## Application Checklist

### OJJDP FY24 Youth Justice and Mental Health Collaboration Program

This application checklist has been created as an aid in developing an application. For more information, refer to [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*

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

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

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of \$650,000.

##### *Review Eligibility Requirement*

- Review the "Eligibility" section on the in the Synopsis and "Eligibility Information" section in the solicitation.

#### Application Step 1

After registering with SAM.gov, 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 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 [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

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***

- Entity and User Verification (First-Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract\*
- Proposal Narrative\*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### ***Budget and Associated Documentation***

- Budget Detail Narrative and Web-Based Form\*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process Related to Executive Compensation (see [Application Resource Guide](#))

### ***Additional Application Components***

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Letters of Support (if applicable)
- Resumes 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 [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; and Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [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 [Application Resource Guide](#) for additional information.

## Standard Solicitation Resources

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.