

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



---

## OJJDP FY 2022 Second Chance Act Youth Reentry Program

Assistance Listing Number #	16.812
Grants.gov Opportunity Number:	O-OJJDP-2022-171234
Solicitation Release Date:	April 01, 2022 2:00 PM
Version:	1
Grants.gov Deadline:	May 17, 2022 11:59 PM
Application JustGrants Deadline:	May 31, 2022 8:59 PM

---

### 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 improve collaboration between state agencies, local government agencies, tribes, and community- and faith-based organizations to address the challenges that reentry and recidivism reduction pose for youth assessed at a moderate to high risk of reoffending and who are returning to their communities from juvenile residential or correctional facilities. The FY 2022 Second Chance Act Youth Reentry Program also supports intensive assistance for jurisdictions working to improve their community supervision practices and build strong juvenile reentry data and performance measurement capacity. This program furthers the DOJ's mission by supporting efforts to reduce recidivism and improve outcomes for youth returning to their communities following confinement.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications 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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2022-00014-PROD	1	5	\$750,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00015-PROD	2	12 - 15	\$750,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00016-PROD	3	1	\$1,000,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00017-PROD	4	1	\$1,000,000.00	10/1/22 12:00 AM	36

**Eligible Applicants:**

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

The following entities are eligible to apply:

**Category 1: Improving Youth Reentry**

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

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

Category 1 applicants should include demonstration of partnership with interested persons (including federal corrections and supervision agencies, service providers, and nonprofit organizations).

**Category 2: Strengthening Community-Based Youth Reentry Programs**

- 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
- Native American organizations (other than federally recognized governments)

Category 2 applicants must include, as an attachment, a memorandum of agreement or memorandum of understanding or a letter of support that clearly demonstrates an established, collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and (2) oversee community corrections (probation

and/or parole) for the target population. This requirement is intended to ensure that Category 2 applicants have prerelease access to confined youth for purposes of conducting prerelease case planning at least 90 days prior to program youth's release, as is required for Category 2 projects, and, where possible, for providing prerelease services.

### **Category 3: Improving Community Supervision National Training and Technical Assistance and Category 4: Building Local Youth Reentry Data and Performance Measurement Capacity**

- 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
- For-profit organizations other than small businesses
- Small businesses

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body, or have started the certification process, to be eligible for FY 2022 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.

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

### **Contact Information**

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 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.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (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 5 a.m. to 9 p.m. eastern time (ET) Monday to Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

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

For information related to unforeseen technical issues beyond the control of the applicant impacting submission, see "**How to Apply**" section, **Experiencing Unforeseen Technical Issues**.

### **Submission Information**

Applications will be submitted to DOJ in two steps:

**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>. To register in Grants.gov, the applicant will need to ensure

that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

# Contents

Contact Information	3
Program Description	7
Overview	7
Statutory Authority	7
Specific Information	7
Goals, Objectives, Deliverables, and Timeline	7
Evidence-Based Programs or Practices	13
Information Regarding Potential Evaluation of Programs and Activities	13
OJP Priority Areas	14
Priority Areas (applicable to Categories 1 and 2)	14
Federal Award Information	16
Awards, Amounts and Durations	16
Continuation Funding Intent	16
Availability of Funds	16
Types of Awards	16
Financial Management and System of Internal Controls	17
Cost Sharing or Matching Requirement	17
Pre-agreement Costs (also known as Pre-award Costs)	17
Limitation on Use of Award Funds for Employee Compensation: Waiver	17
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	18
Costs Associated with Language Assistance (if applicable)	18
Eligibility Information	18
Application and Submission Information	18
Information to Complete the Application for Federal Assistance (SF-424)	18
Standard Applicant Information (JustGrants 424 and General Agency Information)	18
Proposal Abstract	18
Proposal Narrative	19
Goals, Objectives, Deliverables, and Timeline	20
Budget and Associated Documentation	20
Budget Worksheet and Budget Narrative (Web-based Form)	20
Indirect Cost Rate Agreement (if applicable)	21
Financial Management Questionnaire (including applicant disclosure of high-risk status)	21
Disclosure of Process Related to Executive Compensation	21
Memoranda of Understanding (MOUs) and Other Supportive Documents	21
Additional Application Components	21
Tribal Authorizing Resolution	21
Research and Evaluation Independence and Integrity Statement	21
Disclosures and Assurances	22
Disclosure of Lobbying Activities	22
DOJ Certified Standard Assurances	22
Applicant Disclosure of Duplication in Cost Items	22
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	22
Applicant Disclosure and Justification - DOJ High-Risk Grantees (if applicable)	22
How to Apply	22
Submission Dates and Time	22
Application Review Information	23

Review Criteria	23
Review Process	24
Federal Award Administration Information	24
Federal Award Notices	24
Administrative, National Policy, and Other Legal Requirements	24
Information Technology (IT) Security Clauses	25
General Information about Post-Federal Award Reporting Requirements	25
Federal Awarding Agency Contact(s)	25
Other Information	25
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	25
Provide Feedback to OJP	25
Performance Measures	25
Application Checklist	26

## **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. This program furthers the Department's mission by reducing recidivism among youth returning to their communities following confinement and under community supervision, while promoting the fair administration of justice and advancing public safety.

### **Statutory Authority**

Category 1 of this program is authorized pursuant to Section 101 of the Second Chance Act of 2007 (Pub. L. No. 110–199; Pub. L. No. 115–391; 34 U.S.C. § 10631). Category 2 of this program is authorized pursuant to Section 211 of the Second Chance Act, codified at 34 U.S.C. § 60531, which authorizes DOJ to make grants to nonprofit organizations and Indian tribes to provide transitional services essential to reintegrating reentering youth into the community. Category 3 and Category 4 of this program are authorized pursuant to the statutory authority provided by a full-year appropriations act for FY 2022. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2022.

### **Specific Information**

OJJDP envisions a nation where our children are free from crime and violence. If they come into contact with the justice system, the contact should be rare, fair, and beneficial to them. The Second Chance Act Youth Reentry Program encourages collaboration between state agencies, local government, and community- and faith-based organizations to address the reentry and recidivism reduction challenges posed for youth who are returning to their communities from juvenile residential or correctional facilities. Grantees and participating jurisdictions under Categories 1 and 2 of this award will be required to refine and implement new or improved collaborative strategies that address individual youth's criminogenic and noncriminogenic needs as determined through the application of validated risk and needs assessment instruments.

This program also supports training and technical assistance under Categories 3 and 4 to help local jurisdictions improve community supervision practices for youth who are placed on probation or are being released from secure confinement, and to support local jurisdictions to strengthen their capacity to collect and analyze data, measure performance, make data-informed decisions, and continuously improve their reentry programs, policies, and practices.

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

#### **Category 1: Improving Youth Reentry**

Category 1: Improving Youth Reentry will support states, local governments, and governments in partnership with interested persons and entities (including federal corrections and supervision agencies), service providers, and nonprofit organizations to provide comprehensive reentry services for youth. Reentry planning and services will commence prerelease and continue during and after release from confinement.

Youth preparing to reenter or who have recently reentered their communities upon release from a juvenile facility (including housing and mental and physical health care) under a juvenile corrections' or juvenile court's jurisdiction are eligible for program enrollment. Once a youth is enrolled, the award recipient may continue to provide program services until the individual has completed their reentry plan.

#### **Goals**

The goals of Category 1 programs are to promote positive youth outcomes and increase public safety by decreasing recidivism among youth participating in award recipient's reentry programming through developing and implementing comprehensive reentry plans to improve youth outcomes when reentering their communities following release from a juvenile residential facility. For the purposes of this program, recidivism is defined as a

return to a residential placement facility, jail, or prison with a new conviction or as the result of a violation of the terms of supervision within 24 months of initial release.

### **Objectives**

The objective of Category 1 programs is to identify and address the criminogenic and non-criminogenic needs of youth for risk of reoffending, and develop and implement comprehensive pre- and post-release reentry plans, to include case management as well as identification and coordination of appropriate community-based programs as they return to their communities following confinement.

### **Deliverables**

Deliverables for Category 1 programs include:

- Each successful applicant will be required to submit to OJJDP, within 12 months of receiving final budget clearance, a comprehensive Planning and Implementation Guide detailing and mapping their project. A template Guide will be provided and successful applicants will receive DOJ-funded technical assistance to help them populate and effectively utilize the Guide.
- Implementing and/or training staff to use validated assessment tools with model fidelity and high interrater reliability to effectively assess individual youth's unique risk factors and needs.
- Screening and assessing individual youth's unique criminogenic needs and risk of reoffending.
- Case management planning that begins at least 90 days prerelease and continues post-release to ensure continuity of services and a safe and successful transition from placement back to the community.
- Implementation of youth's reentry plans, including delivery of evidence-based programming during program youth's prerelease phase, and identification and coordination of appropriate community-based programs for the post-release phase of reentry.

### **Category 1: Improving Youth Reentry Mandatory Requirements**

Section 101 of the Second Chance Act outlines mandatory requirements that applicants must include in their applications in order to be eligible to secure Section 101 funding. Applicants under Category 1 of this solicitation must provide and demonstrate all of the following:

- Develop a comprehensive reentry plan that describes a long-term strategy and incorporates a detailed implementation schedule, including the applicant's plans to fund the program after the federal funding concludes. The comprehensive reentry plan should include a strategy for assessing youth reentry needs and measurable, annual and 3-year performance outcomes using, to the maximum extent possible, randomly assigned and controlled studies or rigorous quasi-experimental studies with matched comparison groups to determine the effectiveness of the funded program.
- Identify the local government role and the role of governmental agencies and nonprofit organizations that will be coordinated by, and will collaborate on, the applicant's youth reentry strategy, and certify the involvement of such agencies and organizations.
- Describe the evidence-based methodology and outcome measures that will be used to evaluate the program funded with a grant under this subsection, and specifically explain how such measurements will provide valid measures of the impact of that program and how the project could be broadly replicated if demonstrated to be effective.
- Document explicit support of the chief executive officer, or their designee, of the state, unit of local government, territory, or Indian tribe applying for a grant under this subsection.
- Discuss the role that federal corrections, state corrections departments, community corrections agencies, juvenile justice systems, or local jail systems will play in ensuring youth's successful reentry into their communities.
- Provide evidence of collaboration with state, local or law enforcement agencies and government agencies overseeing health (mental and physical), housing, child welfare, education, substance abuse prevention and treatment, victim services, employment, and transportation services. Provide a plan for analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of reentering youth into the community.



- Include the use of a state, local, territorial, or juvenile reentry task force to carry out activities funded under the grant.
- Provide a plan for continued collaboration with a local evaluator, as necessary, to meet the requirements for evaluation under this grant program.
- Demonstrate that the applicant participated in the formal planning process for the reentry project.

### **Category 2: Strengthening Community-Based Youth Reentry Programs**

Category 2: Strengthening Community-Based Youth Reentry Programs will provide funding to nonprofit organizations to support direct transitional services to help youth to successfully reintegrate into their communities, and to deliver relevant training to key stakeholders positioned to positively impact youth's reentry process.

Youth preparing to reenter or who have recently reentered their communities upon release from a juvenile facility (including housing and mental and physical health care) under a juvenile corrections' or juvenile court's jurisdiction are eligible for program enrollment. Once a youth is enrolled, the award recipient may continue to provide program services until the individual has completed their reentry plan.

#### **Goals**

The goal of Category 2 programs is to promote positive youth outcomes and public safety while reducing recidivism by assisting youth's successful transition from juvenile residential facilities back to their communities.

#### **Objectives**

Objectives of the Category 2 programs include the implementation and/or expansion of community-based reentry programs and services that demonstrate partnerships with corrections, parole, probation, and other reentry service providers. These partnerships should collaboratively develop and implement comprehensive, pre- and postrelease case management plans that directly address youth's criminogenic and non-criminogenic needs, as determined by validated risk and needs assessment tools.

#### **Deliverables**

Deliverables for Category 2 programs may include:

- Submitting to OJJDP, within 12 months of receiving final budget clearance, a comprehensive Planning and Implementation Guide detailing and mapping their project. A Template Guide will be provided and successful applicants will receive DOJ-funded technical assistance to help them populate and effectively utilize the Guide.
  - Implementation and/or training of staff on using validated assessment tools with model fidelity and high interrater reliability to effectively assess individual youth's unique risk factors and needs.
  - Comprehensive, collaborative prerelease case management planning that begins at least 90 days prior to release and includes both pre- and post-release services to ensure youth's successful reentry.
  - Delivery of transitional services to help reentering youth successfully reintegrate into their communities, which could include:
    - Educational, literacy, and vocational services and transitional job strategies.
    - Substance use disorder treatment and services.
    - Coordinated services, including physical and mental healthcare.
    - Permanent supportive housing.
    - Family services.
    - Prosocial activities.
    - Mentoring.
  - Training for stakeholders involved in youth's reentry on issues, tools, or resources pertaining to adjudicated youth, collateral consequences, and reentry.

## **Prerelease Access**

Category 2 youth participants are expected to be screened, assessed, and identified for program participation prerelease. During the post-release phase of the reentry program, youth participants will receive case management services and be connected to evidence-based and innovative programs and practices designed to assist in the transition from confinement to the community. Where feasible, case management services and evidence-based and/or promising programming should begin during the prerelease phase.

## **Correctional Partner Memorandum of Agreement/Understanding or Letter of Support**

Category 2 applicants must include, as an attachment, a memorandum of agreement or memorandum of understanding (MOA/MOU) or a letter of support that clearly demonstrates an established, collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and (2) oversee community corrections (probation and/or parole) for the target population. The MOA/MOU or letter of support must include the following information:

1. The roles and responsibilities for staff from both agencies involved in the program.
2. Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable.)
3. Information on prerelease programming and interventions provided by the correctional agency to each participant.
4. The data elements and performance measures that the partnering agencies will provide—or assist the grantee in obtaining—for the purpose of measuring the impact of grant activities.

This requirement is intended to ensure that Category 2 applicants have prerelease access to confined youth for purposes of conducting prerelease case planning at least 90 days prior to program youth's release, as is required for Category 2 projects, and, where possible, for rendering prerelease services.

## **Category 3: Improving Community Supervision National Training and Technical Assistance**

The Category 3: Improving Community Supervision National Training and Technical Assistance program will support intensive training and technical assistance to competitively selected local jurisdictions to improve community supervision practices, produce better outcomes for youth and communities, reduce recidivism, and improve public safety. Although probation touches a large number of youth nationally and is becoming a more frequent disposition for young people involved in the juvenile justice system, many jurisdictions do not have the tools and training to adequately identify as well as effectively serve these youth's needs. A multidisciplinary team of experts in implementation science, community supervision, adolescent development, trauma-informed care, data analysis, and performance measurement will help the selected jurisdictions improve their community supervision programs, policies, and practices.

### **Goals**

The goal of the Category 3 program is to help a cohort of competitively selected local juvenile justice agencies implement evidence-based and innovative community supervision programs to improve outcomes for youth under community supervision, reduce admissions to confinement as a result of community supervision/probation violations, reduce recidivism, promote public safety, and demonstrate effective models that inform and inspire other jurisdictions across the nation.

### **Objectives**

The objectives of the Category 3 program are to competitively solicit local agencies' requests for training and technical assistance in reducing youth recidivism in their communities; conduct an intensive review of the selected jurisdictions' community supervision agencies' policies, programs, practices, and fiscal strategies; develop tailored findings, recommendations, and concrete action steps and strategies for each selected

jurisdiction; help participating jurisdictions implement those action steps and strategies; and demonstrate resulting outcomes, lessons learned, and promising policies, programs, and practices from the participating jurisdictions to inform and inspire other jurisdictions to take steps to sustainably improve their own community supervision programs, policies, and practices. The community supervision strategies will be grounded in implementation science, evidence-based and innovative programs and practices, and research on adolescent development and trauma-informed care.

### **Deliverables**

Deliverables for Category 3 programs include:

- A formal national invitation, open to local agencies with demonstrated indications of readiness for sustainable change, to request intensive training and technical assistance for the selected jurisdictions' community supervision agencies. The training and technical assistance provider will work closely with OJJDP to develop the application process and eligibility factors, and to review and select jurisdictions ready for project participation.
- Conduct technical assistance site visits to selected jurisdictions.
- A custom tailored, written and formally adopted strategy or plan for each participating jurisdiction with findings, recommendations, and concrete action steps for improving community supervision based on identified gaps and needs, and a sustainability plan.
- New or improved community supervision programs, policies, and practices implemented by the participating local jurisdictions to identify, supervise, and treat medium- to high-risk/needs youth as determined by application of a validated risk and needs assessment instrument.
- Show collaboration in working towards reducing youth recidivism among agencies and officials who work in probation, pretrial, law enforcement, parole, and related community corrections fields.
- A final report for each participating jurisdiction, prepared collaboratively by local agency personnel and the national training and technical assistance provider, detailing the specific improvements in reducing youth recidivism and early outcomes for that local jurisdiction.
- A national publication that summarizes the project; objectively assesses or evaluates the impact of the implemented strategies; captures early outcomes, lessons learned, and promising practices; and demonstrates the utility and efficacy of evidence-based practices and principles to improve community supervision and resulting youth outcomes. The purpose of this deliverable is to inform and inspire other, nonparticipating jurisdictions to pursue community supervision system improvements in strategies to reduce youth recidivism. The publication should be accompanied by a dissemination strategy, which could include a national webinar or webinar series, bulletins, a podcast series, or workshops at relevant annual conferences.
- Collaboration with and sharing of any OJJDP grant-funded tools, resources, and materials with the Community Supervision Clearinghouse provider funded in fiscal year 2022 under the U.S. Department of Justice, Bureau of Justice Assistance's Justice Reinvestment Initiative Solicitation.

### **Category 4: Building Local Youth Reentry Data and Performance Measurement Capacity**

The Category 4: Building Local Juvenile Reentry Data and Performance Measurement Capacity program will support national training and technical assistance to competitively selected local jurisdictions to implement youth reentry data and performance measurement capacity-building tools developed under two previous OJJDP awards related to juvenile reentry measurement standards.<sup>[1]</sup>

### **Goals**

The goal of the Category 4 program is to help a cohort of competitively selected local juvenile justice agencies to improve their capacity to collect, analyze, and use data in decision making, and to measure and manage program performance to improve youth outcomes, reduce recidivism, promote public safety, and demonstrate effective models that inform and inspire other jurisdictions across the nation.

## Objectives

The objectives of the Category 4 program are to competitively solicit local government agencies to receive data and performance measurement training and technical assistance; conduct an intensive review of each selected jurisdiction's data and performance measurement policies, programs, and practices; develop findings, recommendations, and concrete action steps and strategies for each selected jurisdiction; help participating jurisdictions implement those action steps and strategies; and demonstrate resulting outcomes, lessons learned, promising policies, programs, and practices to inform as well as inspire other jurisdictions to take steps to improve their own data and performance measurement capacity.

The successful applicant should incorporate measurement recommendations and tools from OJJDP's data improvement projects, the Juvenile Justice Model Data Project and the Initiative To Develop Juvenile Reentry Measurement Standards, as applicable. These strategies apply the core principles from research about adolescent development to key components of youth supervision.

## Deliverables

Deliverables for Category 4 programs include:

- A formal national invitation for competitive applications from local government agencies involved in youth reentry requesting intensive training and technical assistance and demonstrating indications of readiness for sustainable change. The training and technical assistance provider will work closely with OJJDP to develop the application process and eligibility factors, and to review and select jurisdictions for project participation.
- Technical assistance site visits to selected jurisdictions.
- Completion of a data capacity assessment interview for each participating jurisdiction, resulting in a custom tailored, written reentry data improvement plan for each participating jurisdiction with findings, recommendations, and concrete action steps for improving community supervision based on identified gaps and needs.
- New or improved data and performance measurement tools, training, policies, and practices implemented by the participating local jurisdictions.
- Increased and/or improved data-sharing across juvenile justice and related youth-serving agencies.
- A final report for each participating jurisdiction, prepared collaboratively by local agency personnel and the national training and technical assistance provider, detailing the specific improvements and early outcomes for that local jurisdiction.
- A national publication summarizing the project, objectively assessing or evaluating the impact of the innovative strategies implemented by localities; capturing early outcomes, lessons learned, and promising practices; and demonstrating the use and efficacy of data and performance measurement to improve outcomes for youths involved reentry. The purpose of this deliverable is to inform and inspire other, nonparticipating jurisdictions to improve their own data and performance measurement capacities as to youth involved in reentry. The publication should be accompanied by a dissemination strategy, which could include a national webinar or webinar series, bulletins, a podcast series, or workshops at relevant annual conferences.

Additional Category 4 deliverables may include:

- Building a reentry peer network that utilizes leaders of sites that received technical assistance under OJJDP's FY 2018 Improving Juvenile Reentry Programs Capacity for Data Collection, Analysis, and Reporting funding initiative as mentors for leaders of FY 2022 and subsequent sites.
- Developing a reentry data module add-on for existing data/management information systems to support the collection of a set of administrative and survey data to capture learning about improvement strategies and impacts derived from OJJDP's FY 2018 Improving Juvenile Reentry Programs Capacity for Data Collection, Analysis, and Reporting funding initiative, and building upon two earlier OJJDP funding initiatives to enhance national data collection and analysis.
- Developing, piloting, and implementing a mobile application with reentry resources for youth.

- Expanding capacity to survey youth, families, and juvenile justice staff by developing the technology to administer confidential surveys via text message. This deliverable would build upon the Youth Reentry Survey and surveys for community supervision agencies developed under prior OJJDP funding initiatives.<sup>[2]</sup> Survey data would be aggregated and reported for use to inform improvements that better integrate the voices of youth, staff, and families in reentry.

### All Categories:

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.

### OJJDP Training and Technical Assistance Awardee Standards (applicable to Categories 3 and 4)

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

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

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with the OJJDP National Training and Technical Assistance Center (NTTAC) by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's webinar guidelines, as described in the Core Performance Standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP in advance of all events for the online calendar, record events, and provide the final files (which must be compliant with Section 508 of the Workforce Rehabilitation Act) to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit <https://www.section508.gov/>.
- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to OJJDP on all training events (e.g., name of requester, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

[1] See, Final Technical Report, [Juvenile Justice Model Data Project](https://ojjdp.ojp.gov/library/publications/juvenile-justice-model-data-project-final-technical-report), available at <https://ojjdp.ojp.gov/library/publications/juvenile-justice-model-data-project-final-technical-report>, and [Initiative to Develop Juvenile Reentry Measurement Standards](https://www.ojp.gov/pdffiles1/nij/grants/254456.pdf); Final Technical Report, available at <https://www.ojp.gov/pdffiles1/nij/grants/254456.pdf>.

[2] The PbS Youth Reentry Survey and surveys for community supervision agencies were developed under OJJDP's [FY2015 Initiative to Develop Juvenile Reentry Measurement Standards](https://www.ojp.gov/pdffiles1/nij/grants/254456.pdf). See, Godfrey, Kim. 2019. Initiative to Develop Juvenile Reentry Measurement Standards, Final Technical Report. Braintree, MA: PbS Learning Institute, Inc., available at <https://pbstandards.org/reentry/juvenile-reentry-measurement-standards/>.

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

## OJP Priority Areas

### Priority Areas (applicable to Categories 1 and 2)

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

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that 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, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. OJJDP will give priority consideration to applicants that demonstrate a commitment to ensuring fairness, equity, and access to justice for all children and families regardless of their race or ethnicity; religion; socioeconomic status; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity or expression; geographic location; or other characteristics historically linked to discrimination or exclusion.

To receive this priority consideration, applicants must include in their application a plan that describes how the applicant will incorporate these values and priorities into their program design.

C. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies 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 culturally specific 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 purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

#### 2. Second Chance Act Program-Specific Priority Areas

A. Category 1. Priority consideration will be given to Category 1 applications as follows under Section 101 of the Second Chance Act that best:

Demonstrate a commitment to partner with a local evaluator to identify and analyze data that will enable the grantee to target the intended youth population and serve as a baseline for purposes of

the evaluation.

- Demonstrate a focus initiative on geographic areas with a disproportionate population of youth released from prisons, jails, and juvenile facilities.
- Include input from nonprofit organizations in any case where relevant input is available and appropriate to the grant application; input and coordination with facility administrators for service delivery prerelease; consultation with youth who are released from prisons, jails, and juvenile facilities and consultation with crime victims; input and coordination with the youth's families, the juvenile justice coordinating council of the region, the reentry coordinating council of the region, or from other interested persons.
- Demonstrate effective case assessment and management abilities in order to provide comprehensive and continuous reentry, including planning for prerelease transitional housing and community release that begins upon admission for juveniles and jail inmates and, as appropriate, for prison inmates, depending on the length of the sentence.
- Establish prerelease planning procedures to ensure that a youth's eligibility for federal, tribal, or state benefits upon release is established prior to release, subject to any limitations in law, and to ensure that youth obtain all necessary referrals for reentry services, including assistance identifying and securing suitable housing.
- Deliver continuous and appropriate mental health services, drug treatment, medical care, job training and placement, educational services, vocational services, and any other service or support needed for reentry.
- Review the process by which the applicant adjudicates violations of parole, probation, or supervision following release from prison, jail, or a juvenile facility, taking into account public safety and the use of graduated, community-based sanctions for minor and technical violations of parole, probation, or supervision (specifically those violations that are not otherwise, and independently, a violation of law).
- Provide for an independent evaluation of reentry programs that include, to the maximum extent possible, random assignment and controlled studies to determine the effectiveness of such programs.
- Target youth assessed at moderate and high risk for reentry programs through validated assessment tools; or target youth with histories of homelessness, substance abuse, or mental illness, including prerelease assessment of the youth's housing status and behavioral health needs with clear coordination with mental health, substance abuse, and homelessness service systems to achieve stable and permanent housing outcomes with appropriate support services.

To receive priority consideration under these areas, applicants must specify, in the program design, how the applicant will address the priorities.

B. Category 2. Priority consideration will be given to Category 2 applications as follows under the Second Chance Act that best:

- Include a plan to implement activities that have been demonstrated effective in facilitating successful youth reentry.
- Provide for an independent evaluation that includes, to the maximum extent feasible, random assignment of youth to program delivery and control groups.

To receive priority consideration under these areas, applicants must specify, in the program design, how the applicant will address the priorities.

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 is not a guarantee of 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-2022-00014-PROD	1	5	\$750,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00015-PROD	2	12 - 15	\$750,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00016-PROD	3	1	\$1,000,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00017-PROD	4	1	\$1,000,000.00	10/1/22 12:00 AM	36

### Awards, Amounts and Durations

#### Period of Performance Start Date

10/1/22 12:00 AM

#### Period of Performance Duration (Months)

36

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

\$14,400,000.00

### Continuation Funding Intent

#### Continuation Funding Intent (Categories 3 or 4)

OJJDP may, in certain cases, provide additional funding in future years to awards made under Categories 3 and/or 4 of 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 (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### Types of Awards

OJJDP expects to make awards under **Categories 1 and 2** of this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.



OJJDP expects to make awards under **Categories 3 and 4** of 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**

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**

##### **Category 1: Improving Youth Reentry**

Category 1 requires a 50 percent (cash or in kind) **match based on federal award amount**. Federal award funds require 50 percent from nonfederal sources; for each federal dollar awarded, the recipient must provide 50 cents toward the project. If a successful applicant’s proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (“Match” funds may be used only for purposes that would be allowable for the federal funds.) The formula for calculating match is:

Federal Award Amount x Required Recipient’s Share Percentage = Required Match

**Example:** For a federal award amount of \$350,000, match would be:

\$350,000 x 50% = \$175,000 match, *or*  
\$350,000 x 10% = \$35,000 match

See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement. For step-by-step instructions for entering match amounts in the budget, see the [Budget Summary Match Guide](#).

**Match Waiver:** Pursuant to an appropriations provision in the full-year appropriation for the Department when enacted for FY 2022, the match may be waived for fiscal hardship upon request by a grantee. To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application defining the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff, or other similar documented actions which have resulted in severe budget reductions. A match waiver request must be submitted as a separate attachment to the application and submitted through JustGrants.

##### **Category 2: Strengthening Community-Based Youth Reentry Programs**

This category does not require a match.

##### **Category 3: Improving Community Supervision National Training and Technical Assistance**

This category does not require a match.

##### **Category 4: Building Local Juvenile Reentry Data and Performance Measurement Capacity**

This category does not require a match.

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

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

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

See the [OJP Grant Application Resource Guide](#) information on 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.

### **Application and Submission Information**

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 Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)
- Category 2 applicants must include a correctional partner MOA/MOU or letter of support

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

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

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of preapplications, 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 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “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 its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

## Proposal Narrative

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

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

### a. Description of the Issue

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

### b. Project Design and Implementation

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section. OJJDP encourages applicants to select evidence-based practices for their programs. This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

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/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

If the applicant is seeking priority consideration for Priority 1(B), it should address in this section how the proposed project(s) will ensure fairness, equity, and access to justice for all children and families regardless of their religion; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; or other characteristics historically linked to discrimination or exclusion not already identified under Priority 1(A).

If the applicant is seeking priority consideration for Priorities 2(A) and 2(B), it should address in this section how the proposed project(s) will implement the activities and/or elements identified under Priority Areas, 2(A) and/or 2 (B).

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

### c. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the

program's organizational structure and operations. Applicants should include, as a separate attachment, 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(C), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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

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

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

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified under the "Goals, Objectives, and Deliverables" section.

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

<https://ojdp.ojp.gov/funding/grant-performance-measurement/fy-2022-performance-measures>.

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

OJJDP will require award recipients to submit performance measurement data and performance reports in JustGrants. OJJDP will provide further guidance on the post-award submission process, if selected for award.

### **Note on Project Evaluations**

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

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

Applicants will submit the program's goals, objectives, deliverables, and timeline in the JustGrants web-based form.

### **Budget and Associated Documentation**

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

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

If the applicant is seeking priority consideration under Priority 1(C) 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 be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(C)** and described in the Capabilities and Competencies section of the application.

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

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

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

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

**Disclosure of Process Related to Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for additional information.

**Memoranda of Understanding (MOUs) and Other Supportive Documents****Correctional Partner MOA/MOU or Letter of Support (applicable for Category 2)**

Category 2 applicants must include, as an attachment, an MOA/MOU or letter of support that clearly demonstrates an established, collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and (2) oversee community corrections (probation and/or parole) for the target population. The MOA/MOU or letter of support must include the following information:

- The roles and responsibilities for staff from both agencies involved in the program.
- Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable.)
- Information on prerelease programming and interventions provided by the correctional agency to each participant.

This requirement is intended to ensure that Category 2 applicants have prerelease access to confined youth for purposes of conducting prerelease case planning at least 90 days prior to program youth’s release, as is required for Category 2 projects, and, where possible, for rendering prerelease services.

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.

**Additional Application Components****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 submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**Research and Evaluation Independence and Integrity Statement**

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

## 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. 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; and Drug-Free Workplace Requirements

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

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

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, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information

## How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

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

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

## Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on date May 17, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on date May 31, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct 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.

## Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant



received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all of the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier and any applicable SAM.gov tracking number(s), Grants.gov Help Desk ticket numbers, and JustGrants Support Desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or 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

#### a. 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 (10%) – evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (45%) – evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) – evaluate 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).

**b. Other Review Criteria/Factors**

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

**Review Process**

Applications submitted under this solicitation that meet 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 (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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 with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may 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**

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 (IT) Security Clauses**

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

### **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), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For 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**

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

<https://ojjdp.ojp.gov/funding/grant-performance-measurement/fy-2022-performance-measures>

## Application Checklist

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

### What an Applicant Must Do:

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

*To 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](#))

*To find the funding opportunity:*

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

### Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

### Review Scope Requirement:

- The federal amount requested is within the allowable limit of:
  - \$750,000 for Category 1 applications.
  - Up to \$750,000 for Category 2 applications.
  - \$1,000,000 for Category 3 applications.
  - \$1,000,000 for Category 4 applications.

### Review Eligibility Requirement

For eligibility information, see the solicitation cover page.

### Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

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

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

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

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

### **Content of Application Submission; Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review nor receive further consideration.

#### **Proposal Abstract**

#### **Proposal Narrative**

#### **Budget Detail Worksheet and Budget Narrative (web-based form)**

#### **Category 2: Correctional Partner MOA/MOU or Letter of Support**

- Standard Applicant Information (SF-424 information from Grants.gov)

#### *Budget Associated Documentation*

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (Category 2)(see [OJP Grant Application Resource Guide](#))

#### *Additional Application Components*

- Tribal Authorizing Resolution (if applicable)
- 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](#))
- Correctional Partner MOA/MOU or Letter of Support (Category 2)
- Organizational chart

#### *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](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission validation, or if error notifications are received:*

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