

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



OJJDP FY 2022 Supporting Effective Interventions for Youth With Problematic or Illegal Sexual Behavior

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) seeks applications for funding for the fiscal year (FY) 2022 Supporting Effective Interventions for Youth With Problematic or Illegal Sexual Behavior. This program furthers DOJ's mission by reducing violent crime, combating victimization, and enhancing public safety.

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-2022-00039-PROD	1	4	\$475,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00040-PROD	2	1	\$1,000,000.00	10/1/22 12:00 AM	36

Eligible Applicants:

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

Other

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

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.

Eligible applicants that propose to provide direct services to youth must not include youth who are age 18 or older in the population they will serve.

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](#).

OJJDP may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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. 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. 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. 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**.

A solicitation webinar will be held on May 11, 2022 at 2:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by [clicking on this link](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than May 4, 2022. Submit your questions to grants@ncjrs.gov with the subject as “Questions for OJJDP FY 2022 Supporting Effective Interventions for Youth With Problematic or Illegal Sexual Behavior Solicitation Webinar.”

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. 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.

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Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. This solicitation provides funding to communities to develop intervention and supervision services for youth with problematic or illegal sexual behavior, and to provide treatment services for their victims and families/caregivers. Under this initiative, successful applicants will have an established multidisciplinary team that (1) supports a comprehensive holistic approach to treating youth with problematic or illegal sexual behavior, and (2) provides support services to victims and families/caregivers.

There are two categories of funding available under this solicitation:

Category 1: Project Sites. Funding under this category will assist applicants in providing a comprehensive and multidisciplinary continuum of intervention and supervision services for youth with problematic and/or illegal sexual behavior and treatment services for their victims and families/caregivers. Applicants are expected to demonstrate that the programs they propose for funding through this award are based on an assessment of currently available resources in the jurisdiction and the proposed programs will help to fill gaps in those services.

Category 2: Training and Technical Assistance. In addition to supporting program implementation and direct service activities, the initiative will fund a training and technical assistance provider to support the Category 1 project sites as they implement their community-based prevention, intervention, and treatment strategies for youth with problematic and/or illegal sexual behavior and their victims and families/caregivers. Technical assistance needs may vary greatly depending on the current practices of each program site.

Statutory Authority

Any awards under this solicitation would be made under 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

Sexual development begins in infancy and continues throughout adulthood. Children are constantly learning social norms and what is expected or appropriate in interactions and relationships. There are healthy and common expressions of sexuality that children are likely to show at different developmental stages. *Normative sexual behaviors* are those that most experts agree are developmentally appropriate behaviors often considered to be a normal part of growing up and not considered to be harmful. *Problematic sexual behaviors* are deviations from normative sexual behaviors and considered to be developmentally inappropriate and/or potentially harmful to the child or others.^[1] *Illegal/aggressive sexual behaviors* are different from problematic sexual behaviors and include illegal, aggressive, and abusive sexual behaviors. The distinction from normative to problematic to illegal/aggressive sexual behaviors occurs on a continuum; therefore, when developing effective prevention and intervention responses and treatment strategies, it is essential for communities to consider the range of sexual behaviors that bring youth into clinical settings and/or into the juvenile justice system.^[2]

According to the Centers for Disease Control and Prevention (CDC), approximately 1 in 13 boys and 1 in 4 girls experience sexual abuse at some point in childhood.^[3] While most sexual assaults are committed by adults, juveniles account for approximately 23 percent of those known to police to have committed sexual assaults. In addition, studies show that most youth who sexually offend come to the attention of law enforcement when they are between the ages of 12 and 14 and that early adolescence is the peak age for sexual offenses against younger children.^[4] Youth with problematic or illegal sexual behavior are a diverse population of youth who have, for a variety of reasons, engaged in such behavior.^[5] Studies show that youth with problematic or illegal sexual behavior successfully respond to interventions that address the behavior problem and promote healthy development. Research also suggests that an overwhelming majority of youth brought into the juvenile justice system for a sexual offense will not sexually reoffend, and recidivism rates are often below 3 percent.^[6] With appropriate and effective interventions, most youth can learn to make better choices and be contributing members of society.^[7] The most comprehensive treatment services for youth with problematic or illegal sexual behavior include family and community-based interventions. Evidence-based treatment approaches for adolescents with illegal sexual behavior include: Multisystemic Therapy – Problematic Sexual Behavior (MST-PSB), Problematic Sexual Behavior – Cognitive Behavioral Therapy (PSB-CBT), and Trauma-Focused (TF) PSB-CBT. Intervention activities and lengths can vary by program type, with some interventions including post-discharge, follow-up monitoring services.

For the purposes of this solicitation, the term "children with problematic sexual behavior" generally refers to youth ages 7 to 12 who are in pre- or post-adjudication status for inappropriate sexual behavior with a family member, co-resident, or

other nonfamily peer-aged children (i.e., friends, neighbors, classmates). Proposed interventions for these children should include support services for child victims and nonoffending families or household members.

For the purposes of this solicitation, the term “adolescents with illegal sexual behavior” refers to youth ages 13 to 17 who are in pre- or post-adjudication status for serious sexual offenses committed against family members or other nonfamily peer-aged children (i.e., friends, neighbors, classmates), or adults.

[1] Overview and Definitions. National Center on the Sexual Behavior of Youth, <http://www.ncsby.org/content/overview-and-definitions>.

[2] Understanding Adolescents With Illegal Sexual Behavior, National Center on the Sexual Behavior of Youth, <https://ncsby.org/content/understanding-adolescents-illegal-sexual-behavior>.

[3] https://www.cdc.gov/violenceprevention/childsexualabuse/fastfact.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fviolenceprevention/childsexualabuse/fastfact.html

[4] Finkelhor, D., Ormrod, R., and Chaffin, M. 2009. *Juveniles Who Commit Sex Offenses Against Minors*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention.

[5] Addressing Youth and Children With Problematic Sexual Behaviors. National Children's Alliance, <http://www.nationalchildrensalliance.org/psb/>.

[6] https://www.cdc.gov/violenceprevention/childsexualabuse/fastfact.html?CDC_AA_refVal=https%3A%2F%2Fwww.cdc.gov%2Fviolenceprevention/childsexualabuse/fastfact.html

[7] Better Lives Through Better Choices. National Center on the Sexual Behavior of Youth, <http://www.ncsby.org/content/professionals>.

Goals, Objectives, Deliverables, and Timeline

Goals

The goal of this program is to prevent sexual reoffending by youth with problematic or illegal sexual behavior, promote healing, and provide services for victims and families/caregivers. This program will assist applicants in developing comprehensive, multidisciplinary approaches to provide a *continuum of intervention and supervision services* for adolescents with illegal sexual behavior and children with problematic sexual behavior; and treatment services for child victims and their families/caregivers.

Objectives

The objectives of this program are to:

- Improve family and system responses for youth with problematic or illegal sexual behavior as well as child victims and their families/caregivers.
- Increase protective factors in targeted youth to prevent sexual reoffending or continued problematic sexual behavior.
- Enhance existing community/system response by filling identified gaps in service provision/programming.

Deliverables

Category 1: Project Sites

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

- Conduct a comprehensive assessment of existing system resources that details the continuum of intervention services available for the target population (adolescents with illegal sexual behavior and children with problematic sexual behavior), and treatment services for the child victims and their families/caregivers.
- Develop or enhance intervention (including evidence-based treatment) and supervision services for adolescents with illegal sexual behavior and/or children with problematic sexual behavior. All proposed services for funding must satisfy an identified gap in already funded services within the applicant jurisdiction as identified in the overview of existing system resources (See “Description of the Issue” section).
- Develop or enhance treatment services for child victims and nonoffending family members/caregivers. Establish and/or maintain a multidisciplinary team that can guide the community’s response to problematic and illegal sexual behavior of youth, child victims, and families/caregivers. The multidisciplinary team is designed to facilitate the implementation of developmentally appropriate approaches to accountability, safety planning, treatment, and healing for the youth with problematic or illegal sexual behaviors, as well as for treatment and healing for the child victims and families/caregivers. These multidisciplinary teams should include, but are not limited to: prosecutors, child welfare personnel, and juvenile justice personnel such as probation and juvenile court, mental health, victim advocates, law enforcement, and community-support providers. This team (or a subset of this team) should serve as the case staffing entity to determine service provision, including treatment, case management, and supervision for the adolescent with illegal sexual behavior or child with problematic sexual behavior. Applicants that

can demonstrate existing partnerships with multidisciplinary team stakeholder members (i.e., letters of commitment or memoranda of understanding (MOUs)) will receive priority consideration and should include – along with the requisite MOU or letters of commitment - the attachment labeled “Multidisciplinary Team Partner List” with names of participants on the team and the name of their agency as well as the lead agency. For those applicants unable to demonstrate existing partnerships at the time of application, if awarded, these applicants will be required to submit documentation within 6 months of the award date (i.e., letters of commitment or MOUs) that demonstrates the community collaboration responsible for implementing the funded approach.

A key consideration for all program sites should be public safety balanced with prevention, early intervention, and treatment. Applicants must describe how they will ensure public safety (e.g., individualized supervision/safety plan) as a part of any proposed strategy to be funded.

OJJDP expects project sites to work closely with the funded training and technical assistance provider.

Category 2: Training and Technical Assistance

The following lists the required deliverables for this category, such as expected products, services, or activities that should be developed/delivered as a result of this program:

- Provide guidance and consultation to the funded program sites. This includes developing individualized training and technical assistance plans for each funded site. Technical assistance should be provided onsite, remotely (i.e., over the telephone or virtually) and through other strategies, as appropriate. Training and technical assistance should be inclusive of and responsive to the needs of all members of the multidisciplinary team at each site (see Category 1 deliverables for a list of members).
- Provide training materials and curricula to program sites on evidence- and community-based treatment of youth with problematic or illegal sexual behavior as well as child victims of youth with problematic or illegal sexual behavior problems.
- Plan and implement one 2-day cross-site grantee meeting each year of the project for as many as three representatives from each of the newly funded program sites and previously funded program sites to provide training and technical assistance, support peer-to-peer learning, and share findings and challenges.
- Collaborate with the existing FY 2019 funded training and technical assistance provider and provide technical assistance to program sites funded in prior years (in conjunction with OJJDP).
- Develop reports for possible future publication and dissemination that document the progress of project implementation and the model developed at each site, support the importance and development of a Youth Partnership Board, and provide resources to professionals and families/caregivers on youth with illegal or problematic sexual behavior through various sources (e.g., online repository, listserv, website).

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

Additional Resources:

- [National Center on the Sexual Behavior of Youth.](#)
- [Child Advocacy Center Model](#) is one example of a successful multidisciplinary team model that brings together representatives from many disciplines, including law enforcement, child protection, prosecution, medical, mental health, and victim advocacy, to provide comprehensive services to children exposed to violence, including exposure to gang-related violence.
- [Family justice centers](#) around the country offer a wide range of services and support for adult victims and their children, including direct links to children's advocacy centers for children who have witnessed or directly experienced violence in their homes.
- [OJJDP Model Programs Guide](#) contains information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety.
- [OJP CrimeSolutions.gov](#) uses rigorous research to inform practitioners and policymakers about what works in criminal justice, juvenile justice, and crime victim services.

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

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. 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. Priority consideration for applicants with a formalized Multidisciplinary team. Applicants that can demonstrate formal partnerships with multidisciplinary team stakeholder members (i.e., letters of commitment or fully executed memoranda of understanding (MOUs)) will receive priority consideration.

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-2022-00039-PROD	1	4	\$475,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00040-PROD	2	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
\$2,900,000.00

Continuation Funding Intent

OJJDP intends to provide additional funding in FY 2023 and FY 2024 to an award made under Category 2 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 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](#).

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.

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or 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. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section 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

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 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 in Categories 1 and 2 should briefly describe the nature and scope of the problem that the proposed program will address across the continuum of services provided (e.g., adolescents with illegal sexual behavior, children with problematic sexual behavior, victim services, training needs, etc.). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population, to include the age to be served and the specific community/communities to be targeted with funded interventions. Please note: direct services must not include youth who are 18 years old or older in the population to be served.

Applicants in both categories 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.

Category 1 applicants should discuss any previous or current attempts to address the problem and provide an overview of existing system resources to identify gaps/barriers in available resources, including but not limited to:

- A list (with description) of the range of pre- and post-adjudication services currently available (already funded) for adolescents with illegal sexual behavior and children with problematic sexual behaviors in the targeted community. This list of services should include both community-based and facility-based services, as well as any existing risk and needs assessment process used by the applicant to identify and evaluate recidivism and appropriate service recommendations for the target population of youth.
- A list (with descriptions) of services currently available (already funded) for victims and families/caregivers.

NOTE: Grant funds can only be used to fill gaps in currently available (already funded) services within a jurisdiction.

Category 2 applicants should present a clear understanding of issues pertaining to developing and implementing multifaceted intervention programs that serve the target populations identified in the solicitation and detail how its targeted training and technical assistance will address the identified issues.

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 Goals, Objectives, and Deliverables 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. It is expected that applicants will use grant funding to **fill gaps** identified from the "Description of the Issue" section above. **Please note:** Existing or previously funded and closed Category 1 applicants must ensure the proposal narrative indicates how the project design is an enhancement, expansion of current services or previously funded program activities.

Applicants under Category 2 should outline how they will provide training and technical assistance that supports the

development of innovative treatment and service strategies that could be replicated in communities nationwide. Applicants should describe strategies that they will use to develop and deliver training and technical assistance related to the targeted population. These strategies should include use of a multidisciplinary team and systems assessment tools or protocols; development of training materials; identification of promising and evidence-based treatment practices for adolescents with illegal sexual behavior, children with problematic sexual behavior, and their child victims and families/caregivers; supervision of adolescents with illegal sexual behavior, children with problematic sexual behavior, and service planning and provision for all target populations; drafting protocols, policies, and procedures; publications; and provision of onsite and remote technical assistance.

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.

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

c. Capabilities and Competencies

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

Category 2 applicants should demonstrate their expertise and experience in the following areas:

- Training and technical assistance for communities on implementing evidence-based treatment modules for adolescents with illegal sexual behavior and children with problematic sexual behavior. This may include, but is not limited to: Multisystemic Therapy – Problematic Sexual Behavior (MST-PSB), Problematic Sexual Behavior – Cognitive Behavior Therapy (PSB-CBT), family therapy, individual therapy, residential treatment, and inpatient psychiatric treatment.
- Providing training and technical assistance to a wide range of communities, agencies, and disciplines to include social services staff, juvenile justice personnel, probation staff, juvenile court staff, prosecution, mental health personnel, victim advocate personnel, law enforcement, and community-support providers.
- Supporting communities through multidisciplinary, collaborative team development, including building community support and involvement.
- Developing and implementing training materials and curricula addressing community-based treatment of adolescents with illegal sexual behavior and children with problematic sexual behavior as well as resources for, and contributions to, the evidence-based treatment of victims of these youth.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 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).

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

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

Letters of support may be addressed to the OJJDP Administrator. Applicants should combine all letters of support into one attachment and label it as "letters of support." Only letters of support that are submitted by the due date and with the full application will be considered during the review process.

Multidisciplinary Team Partner List: Applicants that can demonstrate existing partnerships with multidisciplinary team stakeholder members (i.e., letters of commitment or MOUs) will receive priority consideration and should include – along with the requisite MOUs of letters of commitment - the attachment labeled "Multidisciplinary Team Partner List" with names of participants on the team and the name of their agency as well as the lead agency. For those applicants unable to demonstrate existing partnerships at the time of application, if awarded, these applicants will be required to submit documentation (i.e., letters of commitment or MOUs) that demonstrates the multidisciplinary team partners responsible for implementing the funded approach.

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://ojjdp.ojp.gov/funding/performance-measures/performance-measures-adolescent-sex-offenders-children-with-sexual-behavior-problems-program-performance-measures>.

Applicants can also visit OJP's performance measurement page at 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 under 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.

Successful applicants are expected to participate in a 2-day cross-site meeting in each year of the project and budget for as many as three representatives to travel to attend these meetings.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must 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(B)** 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, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

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](#).

Timeline

As mentioned above, 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.

Letters of support (if applicable)

If submitting a joint application, as described under Eligibility, applicants should provide signed and dated letters of support or memoranda of understanding for all key partners 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.

Multidisciplinary Team Partner List(if applicable)

Applicants that can demonstrate existing partnerships with multidisciplinary team stakeholder members (i.e., letters of commitment or MOUs) will receive priority consideration and should add – along with the requisite MOU or letters of commitment - an attachment labeled "Multidisciplinary Team Partner List" with names of participants on the team and the name of their agency as well as the lead agency.

Curriculum Vitae or Resumes

Position descriptions

Provide copies of job description documents outlining roles and responsibilities for all key positions.

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 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 June 6, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 21, 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 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 **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 Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. 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 (UEI) 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

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 (15%) – evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) – evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) – 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 (5%) – evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), evidence of a multidisciplinary team, 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 stated 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 non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider 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/performance-measures/performance-measures-adolescent-sex-offenders-children-with-sexual-behavior-problems-program-performance-measures.pdf>.

Application Checklist

OJJDP FY 2022 Supporting Effective Interventions for Youth With Problematic or Illegal Sexual Behavior

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

What an Applicant Must Do:

Prior to registering in Grants.gov:

- 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 the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))

- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [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(s) of \$475,000 for Category 1 and \$1,000,000 for Category 2

Review Eligibility Requirement:

The following entities are eligible to apply:

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

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**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 error notifications are received:*

- 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) 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 Worksheet and Budget Narrative (web-based form)
- Information to Complete the Application for Federal Assistance (SF-424)
- Standard Applicant Information (SF-424 information from Grants.gov)

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Budget and Associated Documentation:

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

Additional Application Components:

- Tribal Authorizing Resolution (if applicable) [insert if applicable] (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity [insert if listed in the solicitation] (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Letters of Support
- Position descriptions
- Multidisciplinary team partner list along with MOU and Letters of Commitment

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 error notifications are received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.