

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



OJJDP FY 2022 Title II Formula Grants Program

FY 2022 Title II Grant Solicitation

Year 2 of the 3-Year Plan

Assistance Listing Number #	16.540
Grants.gov Opportunity Number:	O-OJJDP-2022-171353
Solicitation Release Date:	June 02, 2022 9:00 AM
Version:	1
Grants.gov Deadline:	July 19, 2022 11:59 PM
Application JustGrants Deadline:	August 02, 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 for the fiscal year (FY) 2022 Title II Formula Grants Program. This program furthers the DOJ's mission by providing funding to the states to develop programs to address juvenile delinquency and improve the juvenile justice system.

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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the "Limitation on Use of Award Funds for Employee Compensation; Waiver" provisions in the "Financial Information" section of the OJP Grant Application Resource Guide.

Eligible Applicants:

State governments, Other

Other

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

Only the agency that the chief executive (e.g., the Governor) of each state designates, pursuant to 34 U.S.C. § 11133(a)(1), is eligible to apply for these funds. Applicants that do not meet this criterion are ineligible to apply under this solicitation.

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

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

For assistance with any other requirements of this solicitation, contact your OJJDP State Program Manager, Marisa Harris (Marisa.O.Harris@usdoj.gov), or Nicole McCrae (Nicole.McCrae@ojp.usdoj.gov), Title II Formula Grants Program lead.

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.

Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	7
Information Regarding Potential Evaluation of Programs and Activities	7
Federal Award Information	8
Awards, Amounts and Durations	8
Availability of Funds	8
Types of Awards	8
Financial Management and System of Internal Controls	8
Budget Information	8
Cost Sharing or Matching Requirement	9
Pre-agreement Costs (also known as Pre-award Costs)	9
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	9
Costs Associated with Language Assistance (if applicable)	9
Eligibility Information	10
Application and Submission Information	10
Information to Complete the Application for Federal Assistance (SF-424)	10
Standard Applicant Information (JustGrants 424 and General Agency Information)	10
Proposal Abstract	10
Proposal Narrative	10
Budget and Associated Documentation	11
Budget Worksheet and Budget Narrative (Web-based Form)	11
Indirect Cost Rate Agreement (if applicable)	12
Financial Management Questionnaire (including applicant disclosure of high-risk status)	12
Disclosure of Process Related to Executive Compensation	12
Additional Application Components	12
Research and Evaluation Independence and Integrity Statement	12
Disclosures and Assurances	12
Disclosure of Lobbying Activities	12
DOJ Certified Standard Assurances	13
Applicant Disclosure of Duplication in Cost Items	13
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	13
Applicant Disclosure and Justification - DOJ High-Risk Grantees (if applicable)	13
How to Apply	13
Submission Dates and Time	13
Application Review Information	14
Review Process	14
Federal Award Administration Information	14
Federal Award Notices	14
Administrative, National Policy, and Other Legal Requirements	15
Information Technology (IT) Security Clauses	15
General Information about Post-Federal Award Reporting Requirements	15
Federal Awarding Agency Contact(s)	15

Other Information	15
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	15
Provide Feedback to OJP	15
Application Checklist	16

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.

The OJJDP FY 2022 Title II Formula Grants Program provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency as well as juvenile justice system improvement efforts.

Statutory Authority

The Formula Grants Program is authorized under the Juvenile Justice and Delinquency Prevention (JJDP) Act, at 34 U.S.C. §§ 11131–11133.

Specific Information

Pursuant to Title II, Part B, of the JJDP Act (34 U.S.C. §§ 11131–11133), to receive formula grants, states must submit a plan for carrying out Formula Grants Program activities applicable to a 3-year period. This announcement sets out the requirements for Year 2 of the 3-Year State Plan covering fiscal years 2021 to 2023.

Please note that the FY 2022 plan must provide for implementation of the requirement regarding juveniles “who are treated as adults for purposes of prosecution in criminal court and housed in a secure facility,” pursuant to 34 U.S.C. § 11133(a)(11)(B).

States must additionally acknowledge and include court holding facilities in their monitoring universe and monitor for and report instances of noncompliance with the jail removal requirement in those facilities (in addition to continuing to monitor for and report instances of noncompliance with the separation requirement in those facilities) pursuant to 34 U.S.C. §11103(22).

OJJDP notified states in 2021 that reviews of State Compliance Monitoring Manuals (CMM) for FY 2021 did not align with the statutory and regulatory requirements of the Title II Formula Grants Program. On December 15, 2021, OJJDP issued an [annotated compliance monitoring manual](#) as a resource guide for states and has notified states since then that states may:

- **Revise and resubmit its FY 2021 CMM by June 13, 2022.** To ease the burden on states, OJJDP has been providing states with technical assistance to help states revise FY 2021 CMMs. If a state revises and resubmits its FY 2021 CMM, that revised CMM will be used to determine whether the state has provided for an effective system of monitoring for FYs 2021 and 2022.
- **Submit a FY 2022 CMM in response to this solicitation.** If a state (1) did not submit a FY 2021 CMM, (2) did not submit a revised FY 2021 CMM by June 13, 2022, or (3) has a FY 2021 CMM that was found not sufficient by OJJDP, that state may submit a CMM for FY 2022 in response to this solicitation using the [annotated manual](#) as a guide. OJJDP will use the FY 2022 CMM to determine whether the state has provided for an effective system of monitoring for FY 2022.

For questions about compliance monitoring manuals, we encourage you to contact Nicole McCrae (Nicole.McCrae@ojp.usdoj.gov), Title II Formula Grants Program Lead.

All required forms and sample documents can be located [here](#).

For FY 2022, the application process will consist of one submission deadline in two systems, JustGrants and the OJJDP Compliance Monitoring Tool.

Due via Grants.gov: Tuesday, July 19, 2022 by 11:59 p.m. ET. Each state must submit the following via

Grants.gov:

- SF-424 (Application for Federal Assistance).
- SF-LLL (Disclosure of Lobbying Activities).

Guidance on how to submit your application in Grants.gov can be found [here](#).

Due via JustGrants: Tuesday, August 2, 2022 by 8:59 p.m. ET. Each state must submit the following via JustGrants:

- Year 2 Eligibility Assurances and Certifications form.
- Proposal Narrative: Any updates to the previously approved 3-Year State Plan with related narrative, or a statement indicating there are no changes to that State Plan.
- State Advisory Group (SAG) roster.
- State agency contact information.
- Proposal Abstract.
- Budget - The document you attach can be a preliminary/estimated FY 2022 budget or submit your FY 2020 budget document as a "placeholder."
- Research and evaluation information, if applicable.
- Request for waiver of pass-through requirement, if applicable.
- Financial Management Questionnaire. (web-based form).
- Disclosure of pending applications (web-based form).

Guidance on how to submit your application in JustGrants can be found [here](#).

Due via the online OJJDP Compliance Monitoring Tool: August 02, 2022, by 8:59 p.m. ET. Each state must submit the following:

- State compliance data for the Deinstitutionalization of Status Offenders (DSO), Separation, and Jail Removal core requirements of the JJDP Act (34 U.S.C. §§ 11133(a)(11), (12), and (13)) for the reporting period October 1, 2020, to September 30, 2021, and supporting documentation.
- Training Policy Certification.
- Compliance Monitoring Data Certification.
- Rural Removal Exception Certification, if applicable.
- Racial and Ethnic Disparities (R/ED) core requirement plan, data, and supporting documentation. (R/ED data can be based on the state's calendar year, state's fiscal year, or federal fiscal year.)
- Plan for Compliance Monitoring describing an effective system of monitoring, as required under 34 U.S.C. § 11133(a)(14) and detailed here. (See the Specific Information section above for details on how OJJDP will handle compliance monitoring manuals for this solicitation.)
- Compliance Monitoring Universe. (This is list of the facilities in the monitoring universe during the FY21 reporting period.)
- Compliance Plans and Resources Certification, where applicable.

NOTE: Where a state was found, for the FY 2021 reporting period, to be out of compliance with the DSO,

Separation, and/or Jail Removal core requirements, the state must submit a narrative plan with their FY 2022 application to achieve compliance with the requirement(s) with which it was found to be out of compliance in FY 2021, as detailed here. Although FY 2021 determinations of compliance may not be made before the application deadline, states that were determined to be in compliance in FY 2020 (based on FY 2019 data) may submit a certification of adequate plans and resources, in lieu of compliance plans. Should any of those states be determined to be out of compliance for FY 2021 (based on FY 2020 data), they will be required to submit compliance plans.

All required forms and sample documents can be located [here](#).

NOTE: Applicants must satisfy all 33 statutory requirements of the state plan under 34 U.S.C. § 11133(a), which includes the four core requirements (34 U.S.C. §§ 11133(a)(11), (12), (13), and (15)), the requirement for an effective system of monitoring (34 U.S.C. § 11133(a)(14)), and SAG membership requirements (34 U.S.C. §§ 11133(a)(3)). If a state fails to provide the required information or assurances to satisfy each of the 33 statutory requirements, the state may be ineligible for a Formula Grants Program award.

Goals, Objectives, Deliverables, and Timeline

The purpose of the Formula Grants Program is to assist state, Tribal, and local governments in addressing offenses committed by youth through more effective programs for preventing juvenile delinquency and improving the juvenile justice system. 34 U.S.C. § 11131(a).

Overview of Plan Requirements:

FY 2022 State Plan Update should:

1. Demonstrate that the state satisfies the 33 statutory requirements listed in 34 U.S.C. § 11133(a).
2. Provide **compliance data reports and R/ED plans and data**, including any supporting documentation, **for the period October 1, 2020, to September 30, 2021**. (R/ED data can be based on the state's calendar year, state's fiscal year, or federal fiscal year.) This information must be submitted electronically to OJJDP's online Compliance Monitoring Tool **no later than Tuesday, August 02, 2022**. The Compliance Data Submission and R/ED Plans document located [here](#) provides additional guidance
3. Provide a narrative setting forth a 3-year plan for the proposed uses of the Title II funds based on the state's juvenile delinquency crime analysis, and in accordance with the JJDP Act (34 U.S.C. § 11133(a)). The 3-year plan is to be amended in the second and third years of the 3-year cycle to include new programs, projects, and activities if there are updates.

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

NOTE: Pursuant to 34 U.S.C. § 11133(a), not later than 60 days after the date on which a plan or amended plan submitted under this subsection is finalized, a state must make the plan or amended plan publicly available by posting the plan or amended plan on the state's publicly available website.

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 this program, we encourage art-based programs and therapies, Tribal best practices and indigenous practices that have longevity within Tribal communities and/or traditional healing as a way to promote delinquency prevention and intervention programs for youth that are at risk for delinquency, victimization and juvenile justice system involvement. 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."

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Period of Performance Start Date

10/1/22 12:00 AM

Period of Performance Duration (Months)

48

Anticipated Total Amount to be Awarded Under Solicitation

\$48,000,000.00

Availability of Funds

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

Types of Awards

OJJDP expects to make awards under 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 (and cooperative agreements).

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 [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Applicants are to present total federal funds the state plans to use in each program area from its Formula Grants allocation, along with any funds used to support the cash match required for any federal funds used for planning and administration.

Important Notes

Subawards. The JJDP Act at 34 U.S.C. § 11133(a)(5) provides that unless the OJJDP Administrator grants a waiver to any state in which the services for delinquent or other youth are organized primarily on a statewide basis, the state plan must provide that at least 66 and 2/3 percent of funds that the state receives, reduced by the percentage (if any, but not more than 5 percent of the award) “...that the state allocates for incentive grants to units of local government that reduce the caseload of probation officers within such units” and excluding funds made available to the SAG under 34 U.S.C. § 11132(d), shall be expended through subawards.. Refer to the waiver requirements document located [here](#) for details.

Planning and administration funds and match requirement. Pursuant to the JJDP Act, at 34 U.S.C. § 11132 (c), states may use no more than 10 percent of their Formula Grant award for planning and administration. States must include in their state plans and attached budgets a detailed breakdown of those costs. States must match, on an equal basis, any amount of federal funds that they expend or obligate for such purposes. States must identify the source of the match and how they will use match funds in their attached budget. States must satisfy

this match requirement with cash. If a state's proposed additional match exceeds the required match amount, the match amount that is incorporated into the OJP-approved budget is also mandatory and subject to audit.

NOTE: The JJDP Act requires that states designate not less than one individual to coordinate efforts to achieve and sustain compliance with the core requirements and certify whether the state is in compliance with such requirements.

SAG allocation. States and territories may not use more than 5 percent of their annual allocation to support the SAG in carrying out the activities required under 34 U.S.C. § 11133(a)(3)(B)-(D), which must be described in the state plan.

State allocations and program areas. As required under the JJDP Act at 34 U.S.C. § 11133(c), OJJDP will reduce a state's FY 2022 allocation by 20 percent for each of the core requirements with which the state was determined not to be in compliance, based on its FY 2021 compliance data. Unless waived by the Administrator, excluding the 5 percent of funds dedicated to the SAG, states must pass through at least 66 and 2/3 percent of funds to units of local government, local private organizations, and qualified Indian Tribes that agree to comply with the core requirements pursuant to 34 U.S.C. § 11133(a)(5). Lastly, excluding the 5 percent of funds dedicated to the SAG, 75 percent of funds must be dedicated to evidence-based or promising programs delineated at 34 U.S.C. § 11133(a)(9). Overlap between the budget categories to fulfill the 66 and 2/3 percent and 75 percent provisions is permitted. States should plan their FY 2022 expenditures using the FY 2020 allocations, reflecting any reductions that may be required based on the applicant's known or anticipated noncompliance with one or more of the core requirements. FY 2020 allocations and, when available, FY 2022 allocations are located [here](#). The Formula Grants Program areas can be found [here](#).

Native American pass-through. The required amount of the Indian Tribal pass-through represents the minimum amount a state must pass through to Tribes that perform law enforcement functions as determined by the Secretary of the Interior, and that agree to attempt to comply with the core requirements. See 34 U.S.C. § 11133 (a)(5)(C) and 34 U.S.C. § 11103(18). Although this amount is based on a statutory formula, in many instances it may be insufficient to support effective juvenile justice and delinquency prevention activities. Therefore, where appropriate, OJJDP encourages the states to pass through greater amounts. In addition, OJJDP advises states to encourage Tribes to apply for a discretionary grant under OJP's Coordinated Tribal Assistance Solicitation. FY 2022 state pass-through amounts will be posted online [here](#) when available. OJJDP will notify the state juvenile justice specialists at that time. For reference, the prior year Native American pass-through amount is available [here](#).

For questions pertaining to budget and examples of allowable and unallowable costs, see the Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>

Cost Sharing or Matching Requirement

This solicitation requires a **cash only match** for any funds used for planning and administration (of up to 10 percent of the state's award). See [Budget Information](#) for additional information on this match requirement.

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

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

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](#).

Application and Submission Information

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation ("funding opportunity") is subject to [Executive Order 12372](#). An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: https://www.whitehouse.gov/wp-content/uploads/2020/01/spoc_1_16_2020.pdf. If the applicant's state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372 but has not been selected by the state for review."

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is 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

3-Year State Plan updates should:

1. Demonstrate that the state satisfies the 33 statutory requirements listed in 34 U.S.C. § 11133(a).
2. Provide narrative for any programmatic changes to the 3-Year State Plan in accordance with the JJDP Act (34 U.S.C. § 11133(a)). If there are no changes to the 3-Year State Plan, the state does not need to resubmit the previously approved 3-Year State Plan if it is still accurate.

3. Provide compliance data reports and R/ED plans and data,* including any supporting documentation, for the period October 1, 2020, to September 30, 2021. (*R/ED data can be based on the state's calendar year, state's fiscal year, or federal fiscal year.) This information must be submitted electronically to OJJDP's online compliance reporting tool no later than August 02, 2022.

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](#)

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

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 in the "Goals, Objectives, and Deliverables" discussion.

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 annually in JustGrants. OJJDP will provide further guidance on the post-award submission process at a later date. A list of performance measure questions for this program can be found at <https://ojdp.ojp.gov/funding/performance-measures/performance-measures-Title-II.pdf>

States must collect and report data on the mandatory performance measures for each applicable program area for each year of the award period through the performance measurement tool. Although not required, states may collect and report on nonmandatory measures, if they choose.

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.

Budget and Associated Documentation

Applicants are required to provide a budget breakdown and budget narrative. The proposed budget must be (1) complete, allowable, and cost effective (e.g., reasonable, allocable, and necessary for project activities) in relation to the proposed activities and (2) include a narrative to justify proposed project activities. The budget narrative should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. The proposed budget for this award should account for the 4-year budget period of October 1, 2022, to September 30, 2026.

The applicant will complete the budget worksheet and narrative attachment and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Worksheet and Budget Narrative (Web-based Form)

This attachment should include the amount the state has budgeted for each program area it has identified to receive FY 2022 Formula Grant funds. Sample budget documents are located [here](#) demonstrating the budget format to use.

OJJDP will provide notification of the state allocation chart when available. When available, FY 2022 state allocations will be posted [here](#). For planning and budget submission purposes, use the previous allocations, located [here](#). Funds allocated for planning and administration and the match requirement, the SAG, and the Native American pass-through (where applicable) are required line items. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

See the Budget Preparation and Submission Information section of the [OJP Grant Application Resource Guide](#)

for details on the Budget Detail Worksheet, and on budget information and associated documentation such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

The budget narrative must thoroughly and clearly describe all costs presented in the budget categories. Budget narratives must accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. The narrative should be used to describe subawards and contracts that the designated state agency will make available through programs of units of local government or combinations thereof, to the extent such programs are consistent with the state plan, to carry out part of the required activities under the Title II Formula Grants Program award.

The budget narrative should be mathematically sound and correspond clearly with the information and figures provided in the Budget Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary to the completion of the proposed project.

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)

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.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

Demonstration of compliance with additional requirements of the JJDP Act. Refer to the Year 1 Eligibility Assurances and Certifications form ([here](#)) to be submitted as an attachment in JustGrants. **Important note:** States must meet each of the 33 requirements in their applications. States must submit the Year 1 Eligibility Assurances form in JustGrants as instructed to address each requirement. If states fail to satisfy all of the 33 requirements of the JJDP Act, at 34 U.S.C. § 11133(a), OJJDP may deem the state ineligible for the award or place special conditions on the award that would withhold the Formula Grant funds.

Agency contact information. As a separate attachment, submit the names and contact information for key staff in the designated agency that receives the grant. Refer to the State Agency contact information format [here](#) for the staff and contact information to include.

SAG roster. As a separate attachment, submit the SAG roster in the format indicated [here](#).

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; and Drug-Free Workplace Requirements; and 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 an **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 at <https://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 July 19, 2022 at 11:59 pm eastern time.

The **full application** must be submitted in JustGrants by August 2, 2022 at 8:59 pm eastern time..

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 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 **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 OJP 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; and
- Include the applicant's Unique Entity Identifier, and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, 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 Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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, at its option, 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, the Assistant Attorney General will make all final award decisions.

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

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

Information Technology (IT) Security Clauses

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

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:

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 on Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at: <https://www.ojp.gov/funding/financialguidedojo/iii-postaward-requirements#6g3y8> (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) provided by OJJDP.

Review Eligibility Requirement:

- State governments
- Other

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

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
- Submit the Intergovernmental Review
- 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 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:

- Proposal Abstract (*In JustGrants*)
- Proposal Narrative (*In JustGrants*)
 - Juvenile Problem/Needs Analysis Data Elements with goals, objectives, and activities, if changes made to approved plan
- Year 1 Eligibility Assurances and Certifications form: Compliance With the JJDP Act (*In JustGrants*)
- Plan for Compliance Monitoring (*or comprehensive Compliance Monitoring Policies and Procedures Manual*) (*In OJJDP Compliance Monitoring Tool*).
- Compliance Monitoring Universe (*In OJJDP Compliance Monitoring Tool*)
- Compliance Plans and Resources Certification (*or narrative plan to achieve compliance with DSO, Separation, or Jail Removal if the state was deemed to be out of compliance for the FY 2019 reporting period*) (*In OJJDP Compliance Monitoring Tool*)
- SAG Roster (*In JustGrants*)
- State compliance data for DSO, Separation, and Jail Removal core requirements and supporting documentation (*In OJJDP Compliance Monitoring Tool*)
- Training Policy Certification (*In OJJDP Compliance Monitoring Tool*)
- Compliance Monitoring Data Certification (*In OJJDP Compliance Monitoring Tool*)
- Rural Removal Exception Certification, if applicable (*In OJJDP Compliance Monitoring Tool*)
- R/ED Plan and supporting data (*In OJJDP Compliance Monitoring Tool*)
- Performance Measures information, if changes made (*In JustGrants*)
- Waiver Requirements for Pass-Through, if applicable (*In JustGrants*)
- Contact Information for States and Territories (*In JustGrants*)
- Pre-agreement Costs, if applicable

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (*In JustGrants*)
 - Planning and administration funds and match requirement
 - SAG allocation
 - State allocations for program areas
 - Subawards to Indian Tribes
 - Information on proposed subawards to meet the requirement under 34 U.S.C. § 11133(a)(5) that 66 and 2/3 percent of the award be spent on subawards
 - Information on use of funds to meet the requirement that 75 percent of the award be spent on purpose areas listed at 34 U.S.C. § 11133(a)(9)
 - Narrative explaining the activities funded under the “Planning & Administration” and in each of the “Program Contracts & Subawards” budget categories
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

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