

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



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## OJJDP FY 2023 Second Chance Act Youth Reentry Program

**Assistance Listing Number #** 16.812

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**Solicitation Release Date:** April 04, 2023 8:00 AM ET

**Step 1: Application Grants.gov Deadline:** May 23, 2023 11:59 PM ET

**Step 2: Application JustGrants Deadline:** June 05, 2023 8:59 PM ET

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) seeks applications for funding that enhance collaboration between state agencies, local government agencies, Tribes, and community- and faith-based organizations to improve and address the challenges that reentry and recidivism reduction pose for youth assessed at a moderate to high risk of reoffending and who are returning to their communities from juvenile residential or correctional facilities. The FY 2023 Second Chance Act Youth Reentry Program also supports intensive assistance for jurisdictions working to improve their community supervision practices and build strong juvenile reentry data and performance measurement capacity. This program furthers the DOJ's mission by supporting efforts to reduce recidivism and improve outcomes for youth returning to their communities following confinement.

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

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2023-00017-PROD	Category 1: Improving Youth Reentry	3	\$750,000.00	10/1/23 12:00 AM	36
C-OJJDP-2023-00018-PROD	Category 2: Strengthening Community-Based Youth Reentry Programs	12	\$750,000.00	10/1/23 12:00 AM	36
C-OJJDP-2023-00019-PROD	Category 3: Youth Reentry Training and Technical Assistance	1	\$2,650,000.00	10/1/23 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, Small businesses, State governments

### Eligibility

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

The following entities are eligible to apply:

#### Category 1: Improving Youth Reentry

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

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

- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of

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

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

- Public and state-controlled institutions of higher education
- 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
- Small businesses

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

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

### **Contact Information**

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

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

### **Pre-application Information Session**

OJJDP will hold a solicitation webinar on May 4, 2023 at 2:00pm EST. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking [on this link](#) and following the instructions. To use the time most efficiently, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than April 28. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as “Questions for OJJDP FY 2023 Second Chance Act Youth Reentry Program Webinar.”

## Submission Information

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

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

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

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

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

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## Program Description

### Overview

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

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

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

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

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

OJJDP's Second Chance Act Youth Reentry Program encourages collaboration between state agencies, local government, and community- and faith-based organizations to address the challenges that reentry and recidivism reduction pose for moderate- to high-risk youth returning to their communities from juvenile residential or correctional facilities.



## **Statutory Authority**

Category 1 of this program is authorized pursuant to Section 101 of the Second Chance Act of 2007 (Pub. L. No. 110–199; Pub. L. No. 115–391; 34 U.S.C. § 10631). Category 2 of this program is authorized pursuant to Section 211 of the Second Chance Act, codified at 34 U.S.C. § 60531, which authorizes DOJ to make grants to nonprofit organizations and Indian Tribes to provide transitional services essential to reintegrating reentering youth into the community. Category 3 of this program is authorized pursuant to the Department of Justice Appropriations Act, 2023, Pub. L. No. 117-328, 136 Stat. 4459, 4536; 34 U.S.C. § 10631; 34 U.S.C. 60531; 28 U.S.C. § 530C.

## **Specific Information**

This program will provide funding to support states, units of local government, and community-based organizations to develop programs to provide comprehensive reentry services for moderate- to high-risk youth before, during, and after release from confinement; support transitional services to assist youth’s successful reintegration into the community; deliver relevant training to key stakeholders positioned to impact youth’s reentry process; and support a robust training and technical assistance program. This solicitation provides funding for three categories—Category 1: Improving Youth Reentry, Category 2: Strengthening Community-Based Youth Reentry Programs, and Category 3: Youth Reentry Training and Technical Assistance.

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

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

Category 1: Improving Youth Reentry will support states, local governments, and governments in partnership with interested persons and entities (including federal corrections and supervision agencies), service providers, and nonprofit organizations to provide comprehensive reentry services for youth. Reentry planning and services will commence prerelease and continue during and after release from confinement. Youth preparing to reenter or who have recently reentered their communities upon release from a juvenile facility (including housing and mental and physical healthcare) under a juvenile justice agency or juvenile court’s jurisdiction are eligible for program enrollment. Once a youth is enrolled, the award recipient may continue to provide program services until the individual has completed their reentry plan.

### **Goals**

The goals of Category 1 programs are to promote positive youth outcomes and increase public safety by decreasing recidivism among youth participating in the award recipient’s reentry programming through developing and implementing comprehensive reentry plans to improve youth outcomes when reentering their communities following

release from a juvenile residential facility. For the purposes of this program, recidivism is defined as a return to a residential placement facility, jail, or prison with a new juvenile adjudication and/or criminal conviction or as the result of a violation of the terms of supervision within 24 months of initial release.

## **Objectives**

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

## **Deliverables**

Deliverables for Category 1 programs include:

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

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

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

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

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

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

- Case management planning begins at least 90 days prerelease and continues postrelease to ensure continuity of services and a safe and successful transition from placement back to the community.

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

## **Goals**

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

## **Objectives**

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

## **Deliverables**

Deliverables for Category 2 programs may include:

- Submitting to OJJDP, within 12 months of receiving final budget clearance, a comprehensive Planning and Implementation Guide detailing and mapping their project. A template guide will be provided, and successful applicants will receive DOJ-funded technical assistance to help them populate and effectively utilize the guide.
  - Implementation and/or training of staff on using validated assessment tools with model fidelity and high interrater reliability to effectively assess

individual youth's unique risk factors and needs.

- Community providers utilize evidence-based or standardized screening and assessment instruments to determine eligibility and enrollment. It is important to consider a youth's reentry needs by utilizing a strengths-based approach that involves getting to know a youth's personal strengths, culture, qualities, characteristics, interests, skills, talents, abilities, and family connections.
  
- Comprehensive, collaborative prerelease case management planning that begins at least 90 days prior to release and includes both pre- and postrelease services to ensure youth's successful reentry, which could include:
  - Specify facility staff responsible for the development and implementation of the case management prerelease plan.
  - Describe how the youth and family will directly be involved in developing the individualized prerelease plan.
  - Describe how facility and community-based providers will implement a standard 90-day prerelease planning process.
  - When 90 days is not feasible, describe the process and prerelease time frame that the facility and provider will use to develop and implement a humane and individualized prerelease reentry plan that directly involves youth and family participation.
  - Provide a reentry plan description that includes youth voice and family engagement in prerelease planning. Examples of comprehensive reentry plans can be found here: [Reentry Starts Here](#).
  
- Delivery of transitional services to help reentering youth successfully reintegrate into their communities, which could include:
  - Educational, literacy, and vocational services and transitional job strategies.
  - Substance use disorder treatment and services.
  - Coordinated services, including physical and mental healthcare.

- Permanent supportive housing.
  - Family services.
  - Prosocial activities.
  - Mentoring.
- Training for stakeholders involved in youth's reentry on issues, tools, or resources pertaining to adjudicated youth, collateral consequences, and reentry.

### **Prerelease Access**

Category 2 youth participants are expected to be screened, assessed, and identified for program participation prerelease. During the postrelease phase of the reentry program, youth participants will receive case management services and be connected to evidence-based and innovative programs and practices designed to assist in the transition from confinement to the community. Where feasible, case management services and evidence-based and/or promising programming should begin during the prerelease phase. Examples of prerelease services can be found here: [Model Programs Guide](#).

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

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

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

4. The data elements and performance measures that the partnering agencies will provide—or assist the grantee in obtaining—for the purpose of measuring the impact of grant activities.

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

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

Under this category, a training and technical assistance (TTA) provider will provide support and guidance to SCA Youth Reentry grantees and practitioners to improve community supervision practices, produce better outcomes for youth and communities, reduce recidivism, improve public safety, and enhance jurisdictions' access to the tools and training to adequately identify, as well as effectively serve, these youth's needs. A multidisciplinary team of experts in implementation science, community supervision, adolescent development, trauma-informed care, data analysis, and performance measurement will help the selected jurisdictions improve their community supervision programs, policies, and practices. Category 3 applicants will be required to address the following three areas:

1. National Training and Technical Assistance – The Youth Reentry TTA provider will support Category 1 and 2 grantees and reentry practitioners with resources and guidance to improve their reentry systems and reduce crime and recidivism among youth returning from detention and incarceration to their communities.
2. Youth Justice Fellowship Program -- The Youth Reentry TTA provider will develop a fellowship program. Youth Justice Fellows will directly participate in delivering TTA and shaping resources for youth reentry that support youth, families, and communities.
3. Youth Reentry Resource -- The Youth Reentry TTA provider will develop and share youth reentry resources with the [National Reentry Resource Center](#).

Applicants should be aware that the Bureau of Justice Assistance (BJA) will support adult reentry training and technical assistance under the BJA FY 2023

## Second Chance Act Training and Technical Assistance Program.

### Goals

3.1 National Training and Technical Assistance: The Youth Reentry TTA provider will support Category 1 and 2 sites in developing and implementing strategies and programs that assist youth as they transition out of detention and incarceration and reenter their communities to improve outcomes for youth under community supervision, reduce admissions to confinement as a result of community supervision/probation violations, reduce recidivism, promote public safety, and demonstrate effective models that inform and inspire other jurisdictions across the nation. A minimum of \$2,000,000 should be allocated in the budget for direct support of Category 1 and 2 sites.

3.2 Youth Justice Fellowship Program: The Youth Reentry TTA provider will create and administer a fellowship program. The TTA provider will select and manage two Youth Justice Fellows with lived experience in the youth justice system to actively participate in all aspects of OJJDP's national SCA Youth Reentry TTA efforts to ensure that they are grounded in and centered on young people's lived experienced within the juvenile justice system. A minimum of \$500,000 should be allocated in the budget to support the Youth Justice Fellowship Program.

3.3 Youth Reentry Resource: The Youth Reentry TTA provider will work closely with the selected Youth Justice Fellows to significantly expand on existing youth reentry resources currently housed at the [National Reentry Resource Center](#).

### Objectives

#### 3.1 National Training and Technical Assistance

- Assess agencies' capacity to meet program goals and the needs of reentering youth and their families, including to reduce recidivism among the target population.
- Assist OJJDP-funded awardees in developing and implementing action plans using promising and evidence-based practices that focus on supports for youth reentry and their families to include prerelease planning activities.
  - Programs should consider youth's reentry needs, as well as a youth's strengths and assets by utilizing a strengths-based approach that involves getting to know a youth's culture, qualities, characteristics, interests, skills, talents, abilities, and family connections.
- Expand or enhance evidence-based policies and practices to strengthen collaboration between state agencies, local government, and community- and faith-based organizations to address the challenges that reentry and recidivism



reduction pose for moderate- to high-risk youth returning to their communities from juvenile residential or correctional facilities.

- Develop a coordinated system of supports for youth reentry program participants and their families that includes wraparound services to help them cope with trauma and remain connected with their community.

### 3.2 Youth Justice Fellowship Program

- OJJDP expects the national TTA provider to hire two Youth Justice Fellows with lived experience in the youth justice system as staff to support the national TTA. OJJDP will review and approve the national TTA provider's hiring announcement before it is advertised. OJJDP may participate as an observer during interviews conducted for the Youth Justice Fellow candidates as part of the hiring process. OJJDP will review and approve the national TTA provider's candidate selection recommendations, the recommended candidates' resumes, and employment contracts for the Youth Justice Fellows before formal offers can be made by the TTA provider.
- As subject matter experts and members of the national provider's TTA team, the Youth Justice Fellows will engage directly with the juvenile justice field by:
  - Helping inform state, local, and Tribal reentry policy and practice in ways that are directly responsive to youth's lived experience in the juvenile justice system.
  - Supporting OJJDP SCA Youth Reentry grantees, as well as other juvenile justice agencies and organizations, to integrate youth partnership effectively and meaningfully into their own service delivery models and system improvement efforts.
- The Youth Justice Fellows will work with national TTA coaches to develop and implement a youth outreach strategy to collect, synthesize, and actualize input from a wide cross-section of youth with lived experience into both the TTA provider's and OJJDP's reentry work and strategies.
- The Youth Justice Fellows will help the TTA team identify gaps and needs in the field, and develop responsive, youth-centered tools, events, and resources (such as publications, SCA month activities, webinars, fact sheets, web content, applications, etc.).
- The Youth Reentry TTA provider will provide the Youth Justice Fellows with opportunities to help translate and transfer knowledge, learning, best and promising practices and models, and recommendations to the field in a manner that centers the critical issues and concerns of youth with lived experience.

- The Youth Justice Fellows will receive:
  - Training and mentoring from the provider’s TTA coaches on how to translate their lived experience into effective advocacy for policy and practice reform.
  - Broad exposure to state, local, Tribal, and community-based juvenile justice practice and system reform work.
  - Opportunities to participate in internal and external stakeholder meetings, forums, conferences, briefings, round tables, and other relevant events for the purpose of informing and supporting juvenile reentry practice and policy.

3.3 Youth Reentry Resource: The Youth Reentry TTA provider will work closely with the selected Youth Justice Fellows to ensure that youth reentry resources, currently housed at the [National Reentry Resource Center](#), are informed by, developed in partnership with, and centered on youth with lived experience in the juvenile justice system.

## **Deliverables**

3.1 National Training and Technical Assistance: The Youth Reentry TTA provider will work with OJJDP staff to provide knowledge, resources, and project management guidance to all OJJDP-awarded SCA Youth Reentry Program grantees to meet the objectives and deliverables of their projects. The Youth Reentry TTA provider will be expected to deliver the following:

- Upon approval from OJJDP, assign a subject matter expert/consultant to each grantee to help it complete its proposed grant activities and align operations with best and evidence-based practices relevant to the grant program. Report on and monitor the TTA assistance provided.
- Host webinars related to SCA site-based grant programs, including orientation webinars for each grant program to onboard new grantees within 60 days of their receiving SCA awards.
- Assist grantees during the initial 12 months of the project period to develop the Program Planning and Implementation Guide – an action plan that is updated by the grantees and approved by OJJDP.
- Work with OJJDP to develop individualized TTA plans for each grantee based on its project, state of readiness, and other grantee-specific considerations (e.g., staffing).
- Assess grantee performance and provide coaching through monthly calls to:

- Review grantees' progress toward their goals and deliverables in accordance with the project timeline.
- Identify issues and provide feedback to grantees.
- Discuss and review draft deliverables and other grant-related materials.
- Identify and maintain a list of TTA consultants/subject matter experts and their qualifications whose subject matter expertise and experience can best meet grantees' needs.
- Assist grantees with collecting and reporting on performance measures, and identify and explain trends resulting from the performance measure data submissions.
- Assess grantee capacity for data collection reporting during site visits and phone calls, and make recommendations for improvement.
- Provide subject matter expertise to, and collaborate with, the National Reentry Resource Center and the other SCA TTA providers on reentry events such as regional or national conferences for OJJDP, the Bureau of Justice Assistance, and other federal partner reentry grantees that advance evidence-based practices and feature innovations in the reentry field. Activities may include, but are not limited to, planning the agenda, identifying speakers, serving as speakers/staff at the event, and developing materials.

Note: The awarded TTA providers will be responsible for overall event logistics such as OJP conference approval, securing space, and coordinating participant travel.

3.2 Youth Justice Fellowship Program: The Youth Justice Fellows will work with OJJDP staff to provide knowledge, resources, and project management guidance to the Youth Reentry TTA provider and OJJDP-awarded SCA Youth Reentry program grantees to meet the objectives and deliverables of their projects. The Youth Justice Fellows will be expected to deliver the following:

- Provide expertise and technical assistance to the Youth Reentry TTA provider, OJJDP SCA Youth Reentry grantees, and other agencies engaged in youth reentry to ensure state, local, Tribal, and community-based reentry policy and practice are directly responsive to lived experience. Key issues and concerns of a broad cross-section of youth with lived experience around the country will be intentionally integrated into the Youth Reentry TTA provider's and OJJDP's national reentry work and strategy.
- Develop and disseminate youth-centered reentry tools, resources, and events grounded in extensive input from a broad cross-section of youth with lived

experience.

- Learn best and promising practices, models, recommendations, etc. derived from OJJDP's SCA Youth Reentry grantees' projects, and ensure they are translated and transferred to the field at large in a way that centers the critical issues and concerns of youth with lived experience.
- Emerge as skilled juvenile justice system influencers capable of effectively translating their lived experience into sustainable change.

3.3 Youth Reentry Resource: The Youth Justice Fellows are expected to gather direct input from a wide/diverse population of youth across the nation who are preparing for reentry or have recently reentered to ensure that the nature and content of youth reentry resources developed under this initiative reflect their expressed needs and concerns and are structured in such a way to be accessible to and usable by youth in both pre- and postrelease settings.

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

OJJDP Training and Technical Assistance Awardee Standards (applicable to Category 3)

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

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

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with the OJJDP National Training and Technical Assistance Center (NTTAC) by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP's webinar guidelines, as described in the Core Performance Standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP in advance of all events for the online calendar, record events, and

provide the final files (which must be compliant with Section 508 of the Workforce Rehabilitation Act) to OJJDP or OJJDP's representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit <https://www.section508.gov/>

- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP's standard electronic training request form, submit information to OJJDP on all training events (e.g., name of requester, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

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

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **Priority Areas**

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

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

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

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

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and

opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

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

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

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

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

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

## 2. Second Chance Act, Section 101 Program-Specific Priority Areas

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

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

service systems to achieve stable and permanent housing outcomes with appropriate support services.

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

B. Category 2. Under Section 211 of the Second Chance Act, priority consideration will be given to Category 2 applications as follows under the Second Chance Act that best:

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

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

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

## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2023-00017-PROD	Category 1: Improving Youth Reentry	3	\$750,000.00	10/1/23 12:00 AM	36
C-OJJDP-2023-00018-PROD	Category 2: Strengthening Community-Based Youth Reentry Programs	12	\$750,000.00	10/1/23 12:00 AM	36
	Category 3: Youth Reentry Training			10/1/23	



C-OJJDP-2023-00019-PROD	and Technical Assistance	1	\$2,650,000.00	12:00 AM	36
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**Awards, Amounts and Durations**

**Anticipated Number of Awards**

16

**Anticipated Maximum Dollar Amount of Awards**

Cat.1 & Cat. 2 \$750,000., Cat.3 \$2,650,000.

**Period of Performance Start Date** 10/1/23

**Period of Performance Duration (Months)** 36

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

\$14,251,817.00

**Continuation Funding Intent (Category 3)**

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

**Type of Award**

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

OJJDP expects to make awards under **Category 3** of this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out

award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide for additional information.](#)

### Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### Budget Information

A budget submission that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. They should explain how costs are intended to meet the objectives of the program and show all calculations. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.

For Cat. 3, a submission must show a minimum of \$2,000,000 allocated in the budget for direct support of Category 1 and 2 sites and a minimum of \$500,000 to support the Youth Justice Fellowship Program.

### Cost Sharing or Matching Requirement

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

#### How to Calculate Match

Formula					
Step 1	Award Amount	x	50% of Federal Share	=	Required Match
Example					
<i>Match Requirement – 50/50 (Federal Share/Recipient’s Share)</i>					
<i>Federal Award = \$750,000</i>					
Step 1	\$750,000	x	50% Recipient’s Share	=	\$375,000

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

the [Budget Summary Match Guide](#).

**Match Waiver:** Pursuant to an appropriations provision in the full-year appropriation for the Department when enacted for FY 2023, the match may be waived for fiscal hardship upon request by a grantee. To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application defining the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff, or other similar documented actions that have resulted in severe budget reductions. A match waiver request must be submitted as a separate attachment to the application and submitted through JustGrants.

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

This category does not require a match.

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

This category does not require a match.

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

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

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

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### **Eligibility Information**

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

and nonprofit organizations).

Category 2 applicants must include, as an attachment, a draft memorandum of agreement or draft memorandum of understanding or a letter of support that clearly demonstrates an established, collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and (2) oversee community corrections (probation and/or parole) for the target population. This requirement is intended to ensure that Category 2 applicants have prerelease access to confined youth for purposes of conducting prerelease case planning within 90 days, at minimum, prior to program youth's release, as is required for Category 2 projects and, where possible, for providing prerelease services.

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

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

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

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

## **Application and Submission Information**

### **Content of Application Submission**

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

- Proposal Abstract

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

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

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

### **Grants.gov**

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

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

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

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

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

### **Proposal Abstract**

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

## Proposal Narrative

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

The proposal narrative must include the following sections:

### a. Description of the Issue

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

### b. Project Design and Implementation

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

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

If the applicant is seeking priority consideration for Priority 1(C), it should address in this section how the proposed project(s) will ensure fairness, equity, and access to justice for all children and families regardless of their religion; gender; age; mental health; cognitive, sensory, or physical disability; sexual

orientation or gender identity; or other characteristics historically linked to discrimination or exclusion not already identified under Priority 1(A).

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

c. Capabilities and Competencies

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

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

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

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

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

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-SCA-Reentry.pdf>.

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

### **Note on Project Evaluations**

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

### **Goal, Objective, Deliverables and Timeline**

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

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

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

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

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



## **Budget and Associated Documentation**

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

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

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

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

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

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

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

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

### **Consultant Rate**

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

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

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

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

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

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

As to Cat. 1 and Cat. 2, if applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

As to Cat. 3, 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.

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

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

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

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

where possible, for rendering prerelease services.

A copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Provide resumes of key personnel.

### **Tribal Authorizing Resolution**

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

### **Letters of Support**

Applicants should include, if applicable, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

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

### **Research and Evaluation Independence and Integrity Statement**

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

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

### **Disclosure of Lobbying Activities**

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

### **DOJ Certified Standard Assurances**

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

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

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

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

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

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### **How to Apply**

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

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

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

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

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

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

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

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 pm eastern time on May 23, 2023.

The **full application** must be submitted in JustGrants by 8:59 pm eastern time on June 5, 2023.

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

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

OJP will only consider requests to submit an application after the deadline when the

applicant can document that a technical issue with a government system prevented application submission.

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

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must -

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

documenting the technical issue.

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

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

## **Application Review Information**

### **Review Criteria**

#### **Merit Review Criteria**

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (10%) - evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (45%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10%) - evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

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

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

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

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

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

## Federal Award Administration Information

### Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.



## **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

## **Information Technology Security Clauses**

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

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

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

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

Federal Awarding Agency Contact(s)

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

## **Other Information**

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

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

## **Provide Feedback to OJP**

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

## Performance Measures

<https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-SCA-Reentry.pdf>.

# Application Checklist

## OJJDP FY 2023 Second Chance Act Youth Reentry Program

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

### Pre-Application

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

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

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

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

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

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

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

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

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

- The federal amount requested is within the allowable limit(s) of:

- Category 1: \$750,000.
- Category 2: \$750,000.
- Category 3: \$2,650,000.

**Review Eligibility Requirement:**

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

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**Application Step 1**

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

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

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

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

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

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

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

- Proceed to Application Step 2 and complete application in JustGrants

**Application Step 2**

Submit the following information in JustGrants:

Application Components

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

- **Memorandum of Understanding/Memorandum of Agreement/Letter of Support (Draft or fully executed) (Category 2)\***

#### Budget and Associated Documentation

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

#### Additional Application Components

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

#### Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters, Drug-Free Workplace Requirements, Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

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

#### Review, Certify and Submit Application in JustGrants

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

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

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

#### Standard Solicitation Resources

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

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

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

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

application.

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