

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



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## OJJDP FY 2023 Title II Formula Grants Program

**Assistance Listing Number #** 16.540

**Grants.gov Opportunity Number:** O-OJJDP-2023-171788

**Solicitation Release Date:** July 05, 2023 4:00 PM ET

**Application Grants.gov Deadline:** August 07, 2023 11:59 PM ET

**Application JustGrants Deadline:** August 21, 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 for the fiscal year (FY) 2023 Title II Formula Grants Program. This program furthers the DOJ's mission by providing funding to the states to develop programs to address juvenile delinquency and improve the juvenile justice system.

This solicitation incorporates 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.**

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

### Eligible Applicants:

State governments

### Contact Information

For assistance with the requirements of this solicitation, contact Nicole McCrae, Title II Formula Grants Program lead at 202-598-6448 or [Nicole.McCrae2@usdoj.gov](mailto:Nicole.McCrae2@usdoj.gov).

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

## Submission Information

**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 the 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://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 the SAM.gov, Grants.gov, and 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.

The OJJDP FY 2023 Title II Formula Grants Program provides funding to support states and territories to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency as well as juvenile justice system improvement efforts.

### Statutory Authority

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

### Specific Information

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

Please note that the FY 2023 application must discuss the for implementation of the requirement regarding juveniles “who are treated as adults for purposes of prosecution in criminal court and housed in a secure facility,” pursuant to 34 U.S.C. § 11133(a)(11)(B).

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

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

For FY 2023, the application process for each state and territory will consist of one

submission deadline in two online systems, JustGrants and the OJJDP Compliance Monitoring Tool.

Each state must submit the following via Grants.gov by Monday, August 7, 2023, by 11:59 p.m. ET:

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

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

Each state must submit the following via JustGrants by Monday, August 21, 2023, by 8:59 p.m. ET:

- Year 3 Eligibility Assurances and Certifications form.
- Proposal Narrative: Any updates to the previously approved 3-Year State Plan with related narrative, or a statement indicating there are no changes to that State Plan.
- State Advisory Group (SAG) roster – must be up to date as of application submission date.
- State agency contact information.
- Proposal Abstract.
- Budget - The document you attach can be a preliminary/estimated FY 2023 budget or submit your FY 2023 budget document as a “placeholder.”
- Research and evaluation information, if applicable.
- Request for waiver of pass-through requirement, if applicable.
- Financial Management Questionnaire.
- Disclosure of pending applications (a question in the JustGrants application).

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

Each state must submit the following via the Compliance Monitoring Tool (CMT) by Monday, August 21, 2023, by 11:59 p.m. ET:

- State compliance data for the Deinstitutionalization of Status Offenders (DSO), Separation, and Jail Removal core requirements of the JJDP Act (34 U.S.C. §§

11133(a)(11)(A), and (a)(11)(B) [ii](#), (12), and (13)) for the reporting period October 1, 2021, to September 30, 2022, and supporting documentation.

- Training Policy Certification.
- Compliance Monitoring Data Certification.
- Racial and Ethnic Disparities (R/ED) core requirement plan, data, and supporting documentation. (R/ED data can be based on the state's calendar year, state's fiscal year, or federal fiscal year.) Base data submitted should not be older than 3 years.
- Plan for Compliance Monitoring describing an effective system of monitoring, as required under 34 U.S.C. § 11133(a)(14) and detailed [here](#).
- Compliance Monitoring Universe. (This is a list of the facilities in the monitoring universe during the FY 2021 reporting period. Note that this list should document instances in which any facility within the monitoring universe is located in a jurisdiction that meets the definition of "rural" pursuant to the JJDP Act, meaning that it falls outside a metropolitan statistical area as defined by the Office of Management and Budget (OMB).)
- Compliance Plans and Resources Certification, where applicable.

NOTE:

- Where a state was found, for the FY 2022 reporting period, to be out of compliance with the DSO, Separation, and/or Jail Removal core requirements, the state must submit a narrative plan with their FY 2023 application to achieve compliance with the requirement(s) with which it was found to be out of compliance in FY 2022.
- Applicants must address all 33 statutory requirements of the state plan under 34 U.S.C. § 11133(a), which includes the four core requirements (34 U.S.C. §§ 11133(a)(11), (12), (13), and (15)), the establishment of an effective system of monitoring (34 U.S.C. § 11133(a)(14)), and SAG membership criteria (34 U.S.C. §§ 11133(a)(3)). If a state fails to provide the required information or assurances to address each of the 33 statutory requirements, the state may be ineligible for a Formula Grants Program award.

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



[1](#) In FY 2023, states are required to provide data for the (a)(11)(B) requirement, but compliance determinations will not be made for that requirement. The FY 2022 data will be used with the FY 2023 data to determine the compliance standard to be used in FY25.

## Goals, Objectives, and Deliverables

Effective juvenile justice systems prevent the institutionalization of status offenders, separate youth from adult inmates, remove youth from adult jails and lockups, and reduce racial and ethnic disparities. These systems also promote positive youth development with effective programs, training, treatment, prevention, diversion, rehabilitation, and research efforts.

The purpose of the Title II Part B Formula Grants Program is to assist states and U.S. territories in improving their juvenile justice systems through a combined effort of direct funding and training and technical assistance.

Overview of Plan Requirements:

The FY 2023 State Plan Update should:

- Demonstrate that the state addresses the 33 statutory requirements listed in 34 U.S.C. § 11133(a).
- Provide **compliance data reports and R/ED plans and data**, including any supporting documentation, **for the period October 1, 2021, to September 30, 2022**. (R/ED data can be based on the state's calendar year, state's fiscal year, or federal fiscal year.) This information must be submitted electronically to OJJDP's online Compliance Monitoring Tool **no later than Monday, August 21, 2023**. The Compliance Data Submission and R/ ED Plans document located [here](#) provides additional guidance.
- Provide a narrative setting forth a 3-year plan for the proposed uses of the Title II funds based on the state's juvenile delinquency crime analysis and documented needs, and in accordance with the JJDP Act (34 U.S.C. § 11133(a)). The 3-year plan is to be amended in the second and third years of the 3-year cycle to include new programs, projects, and activities if there are updates.

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

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

## Evidence-Based Programs

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For this program, we encourage funds to be used to provide a continuum of delinquency prevention, intervention and treatment options. [OJJDP's Model Programs Guide](#) contains information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety. Tribal best practices and indigenous practices that have longevity within Tribal communities and/or traditional healing as a way to promote delinquency prevention and intervention programs for youth that are at risk for delinquency, victimization and juvenile justice system involvement. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

## Information Regarding Potential Evaluation of Programs and Activities

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

## Federal Award Information

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Awards, Amounts and Durations

#### Anticipated Number of Awards

56

#### Anticipated Maximum Dollar Amount of Awards

\$4,100,000.00

#### Period of Performance Start Date

10/1/23

#### Period of Performance Duration (Months)

48

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

\$48,000,000.00

## Availability of Funds

This solicitation, and awards 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 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.

### **Financial Management and System Controls**

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

### **Budget Information**

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

Fiscal Year 2023	Formula Grant Funds (\$)	State/Local Funds (\$)	Total (\$)
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Applicants are to provide a budget that (1) is complete, allowable, and cost-effective in relation to the proposed activities and (2) provides a brief supporting narrative to link costs with project activities. The budget for this new award should account for the 4-year budget period of October 1, 2023 to September 30, 2027.

See the sample budget document located [here](#) for the format to use to submit your final budget when allocations are known. Applicants are to submit a budget placeholder document with the JustGrants submission, and then the final budget when allocations are known.

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

### **Important Notes:**

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

**Planning and administration funds and match requirement.** Pursuant to the JJDP Act, at 34 U.S.C. § 11132 (c), states and territories may use no more than 10 percent of their Formula Grant award for planning and administration. States must include in their state plans and attached budgets a detailed breakdown of those costs. States must match, on an equal basis, any amount of federal funds that they expend or obligate for such purposes. States must identify the source of the match and how they will use match funds in their attached budget. States must satisfy this match requirement with cash. If a state’s proposed additional match exceeds the required match amount, the match amount that is incorporated into the OJP-approved budget is also mandatory and subject to audit.

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

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

**State allocations and program areas.** As required under the JJDP Act at 34 U.S.C. § 11133(c), OJJDP will reduce a state’s FY 2023 allocation by 20 percent for each of the core requirements with which the state was determined not to be in compliance, based on its FY 2022 compliance data. Unless waived by the Administrator, excluding the 5 percent of funds dedicated to the SAG, states must pass through at least 66 and 2/3 percent of funds to units of local government, local private organizations, and qualified Indian Tribes that agree to comply with the core requirements pursuant to 34 U.S.C. § 11133(a)(5). Lastly, excluding the 5 percent of funds dedicated to the SAG, 75 percent of funds must be dedicated to evidence-based or promising programs delineated at 34 U.S.C. § 11133(a)(9). Overlap between the budget categories to fulfill the 66 and 2/3 percent and 75 percent provisions is permitted. States should plan their FY 2023 expenditures using the FY 2022 allocations, reflecting any reductions that may be required based on the applicant’s known or anticipated noncompliance with one or more of the core requirements. FY 2022 allocations and, when available, FY 2023 allocations are located [here](#). The Formula Grants Program areas can be found

[here](#).

**Native American pass-through.** The required amount of the Tribal pass-through represents the minimum amount a state must pass through to Tribes that perform law enforcement functions as determined by the Secretary of the Interior, and that agree to attempt to comply with the core requirements. See 34 U.S.C. § 11133 (a)(5)(C) and 34 U.S.C. § 11103(18). Although this amount is based on a statutory formula, in many instances it may be insufficient to support effective juvenile justice and delinquency prevention activities. Therefore, where appropriate, OJJDP encourages the states to pass through greater amounts. In addition, OJJDP advises states to encourage Tribes to apply for a discretionary grant under OJP's Coordinated Tribal Assistance Solicitation. FY 2023 state pass-through amounts will be posted online [here](#) when available. OJJDP will notify the state juvenile justice specialists at that time. For reference, the prior year Native American pass-through amount is available [here](#).

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

### **Cost Sharing or Matching Requirement**

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

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](#).

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

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

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

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

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

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

## Eligibility Information

For information on cost sharing or matching 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.

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

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

## Application and Submission Information

### Content of Application Submission and Available Surveys

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

### Information to Complete the Application for Federal Assistance (SF-424) 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 preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

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

**Intergovernmental Review:** This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of state Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the

state's process under E.O. 12372. On the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the state for review."

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

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project; confirm their Authorized Organization 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.

The proposal narrative must include the following sections:

3-Year State Plan **updates** should:

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



3. Provide compliance data reports and R/ED plans and data,\* including any supporting documentation, for the period October 1, 2021, to September 30, 2022. (\*R/ED data can be based on the state’s calendar year, state’s fiscal year, or federal fiscal year.) Base data submitted should not be older than 3 years. This information must be submitted electronically to OJJDP’s online compliance reporting tool no later than : Monday August 21, 2023.
  - The R/ED plan must designate and name a coordinating body to advise efforts by states, units of local government, and Indian Tribes to reduce racial and ethnic disparities. Pursuant to the JJDP Act at 34 U.S.C. § 11133 (a)(15)(A), states comply by “establishing or designating existing coordinating bodies, composed of juvenile justice stakeholders (including representatives of the educational system) at the State, local, or Tribal levels, to advise efforts by States, units of local government, and Indian Tribes to reduce racial and ethnic disparities.”

### **Plan for Collecting the Data Required for This Solicitation’s Performance Measures**

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

Note: 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.

OJJDP will require award recipients to submit performance measure data and performance reports annually in JustGrants. OJJDP will provide further guidance on the post-award submission process at a later date. A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/progress-reporting-questions.pdf>

### **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 and Deliverables**

Effective juvenile justice systems prevent the deinstitutionalization of status offenders, separate youth from adult inmates, remove youth from adult jails and lockups, and reduce racial and ethnic disparities. These systems also promote positive youth development with effective programs, training, treatment, prevention, diversion, rehabilitation, and research efforts.

The purpose of the Title II Part B Formula Grants Program is to assist states and, U.S. territories in improving their juvenile justice systems through a combined effort of direct funding and training and technical assistance.

### **Budget and Associated Documentation**

Applicants are required to provide a budget breakdown and budget narrative. The proposed budget must be (1) complete, allowable, and cost effective (e.g., reasonable, allocable, and necessary for project activities) in relation to the proposed activities and (2) include a narrative to justify proposed project activities. The budget narrative should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. The proposed budget for this award should account for the 4-year budget period of October 1, 2023 to September 30, 2027.

### **Budget Worksheet and Budget Narrative (attachment)**

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

This attachment should include the amount the state has budgeted for each program area it has identified to receive FY 2023 Formula Grant funds. Sample budget documents are located [here](#) demonstrating the budget format to use.

OJJDP will provide notification of the state allocation chart when available. When available, FY 2023 state allocations will be posted [here](#). For planning and budget submission purposes, use the previous allocations, located [here](#). Funds allocated for planning and administration and the match requirement, the SAG, and the Native American pass-through (where applicable) are required line items. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

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

[Application Resource Guide](#) for details on the Budget Detail Worksheet, and on budget information and associated documentation such as information on proposed subawards, proposed procurement contracts under awards, and pre-agreement costs.

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

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

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

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

#### **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 additional information and the link to the questionnaire.

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

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

#### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

#### **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](#).

## **Disclosure 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; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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

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

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

### **Demonstration of compliance with additional requirements of the JJDP Act.**

Refer to the Year 3 Eligibility Assurances and Certifications form ([here](#)) to be submitted as an attachment in JustGrants. **Important note:** States must meet each of the 33 requirements in their applications. States must submit the Year 3 Eligibility Assurances

form in JustGrants as instructed to address each requirement. If states fail to address all of the 33 requirements of the JJDP Act, at 34 U.S.C. § 11133(a), OJJDP may deem the state ineligible for the award or place special conditions on the award that would withhold the Formula Grant funds.

#### **Agency contact information.**

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

#### **SAG roster.**

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

### **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 an **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://www.justgrants.usdoj.gov) by the Grants.gov 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 August 7, 2023.

The **full application** must be submitted in JustGrants by 8:59 pm eastern time on August 21, 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 a request 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 OJJDP contact identified above 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 OJJDP contact identified above 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 who does not provide documentation of a technical issue or who 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 Process

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

for this solicitation.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant 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 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 applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### Information Technology (IT) Security Clauses

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

Other Information

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

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

### **Provide Feedback to OJP**

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

Performance Measures

<https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-Title-II.pdf>



## Application Checklist

### OJJDP FY 2023 Title II Formula Grants 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](#).

#### Preapplication

##### ***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)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting

available at <https://www.ojp.gov/funding/financialguidedojo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

##### ***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) provided by OJJDP.

##### ***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**
- Submit Intergovernmental Review (if applicable)

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

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

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

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

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
  - Juvenile Problem/Needs Analysis Data Elements with goals, objectives, and activities, if changes made to approved plan
- Year 3 Eligibility Assurances and Certifications form: Compliance With the JJDP Act (In JustGrants)
- Plan for Compliance Monitoring (or comprehensive Compliance Monitoring Policies and Procedures Manual) (In OJJDP Compliance Monitoring Tool).
- Compliance Monitoring Universe (In OJJDP Compliance Monitoring Tool)
- Compliance Plans and Resources Certification (or narrative plan to achieve compliance with DSO, Separation, or Jail Removal if the state was deemed to be out of compliance for the FY 2019 reporting period) (In OJJDP Compliance Monitoring Tool)

- SAG Roster (In JustGrants)
- State compliance data for DSO, Separation, and Jail Removal core requirements and supporting documentation (In OJJDP Compliance Monitoring Tool)
- Training Policy Certification (In OJJDP Compliance Monitoring Tool)
- Compliance Monitoring Data Certification (In OJJDP Compliance Monitoring Tool)
- R/ED Plan and supporting data (In OJJDP Compliance Monitoring Tool)
- Performance Measures information if changes made (In JustGrants)
- Waiver Requirements for Pass-Through, if applicable (In JustGrants)
- Contact Information for States and Territories (In JustGrants)
- Pre-agreement Costs, if applicable

#### Budget and Associated Documentation

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

#### Additional Application Components

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

#### 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.