

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



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**Solicitation Title:** OJJDP FY24 Strategies To Support Children Exposed to Violence  
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**Solicitation Release Date:** May 6, 2024  
**Step 1: Application Grants.gov Deadline:** 11:59 p.m. eastern time on June 24, 2024  
**Step 2: Application JustGrants Deadline:** 8:59 p.m. eastern time on July 8, 2024

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# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) is seeking applications for funding.

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

With this solicitation, OJJDP seeks to provide funding to communities to develop coordinated and comprehensive community-based approaches to help children and their families who are exposed to violence build resilience, restore their safety, heal their social and emotional wounds, and prevent future violence and delinquency. Funding can be used to develop and/or enhance support services for children exposed to violence to reduce the adverse impact of violence on youth, families, and communities, and to help family-serving organizations better recognize and help families at risk for exposure to violence.

This program furthers DOJ's mission to uphold the rule of law, keep our country safe, and protect civil rights.

## Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2024-00026-PROD	Category 1: Project Sites	7	\$850,000	10/1/24	36
C-OJJDP-2024-00027-PROD	Category 2: Training and Technical Assistance	1	\$850,000	10/1/24	36

## Eligibility

This solicitation is composed of two grant categories. Applicants must clearly designate the category for which they are applying. The following entities are eligible to apply:

### Category 1: Project Sites

- State governments
- Special district governments
- City or township governments
- Public- and state-controlled institutions of higher education
- County governments
- Native American Tribal organizations (other than federally recognized Tribal governments)
- Native American Tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Independent school districts

## Category 2: 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

An applicant 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 (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

### Agency Contact Information

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

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 from 7 a.m. to 9 p.m. ET Monday–Friday and from 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

### Pre-Application Information Session

OJJDP will hold a webinar on this solicitation on June 7, 2024, at 1:00 pm ET. This call will provide a detailed overview of the solicitation and allow 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 this solicitation and submit any questions in advance and no later than May 31, 2024. Submit questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject “Questions for OJJDP FY24 Supporting Children Exposed to Violence Webinar.” The session will be recorded and available at <https://ojjdp.ojp.gov/events/fy24-cev>.

## Application Submission Information

### Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**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. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

With this solicitation, OJJDP seeks to provide funding to communities to develop coordinated and comprehensive community-based approaches to help children and their families who are exposed to violence build resilience, restore their safety, heal their social and emotional wounds, and prevent future violence and delinquency. Funding can be used to develop and/or enhance support services for children exposed to violence to reduce the adverse impact of violence on youth, families, and communities, and to help family-serving organizations better recognize and help families at risk for exposure to violence.

[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, under Category 1, must describe how their proposed project/program will integrate and sustain meaningful youth and family partnerships into all sections of the proposal narrative including the description of the issue, project design and implementation, capabilities and competencies, plan for collecting data — and the 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).

## Statutory Authority (Cat. 1 and 2):

34 U.S.C. 11171–11172; Department of Justice Appropriations Act, 2024, P.L. 118-42, 138 Stat. 25, 150.

## Specific Information

Each year, nearly 60 percent of children in the United States are exposed to violence in their homes, schools, or communities.<sup>1</sup> Stressful life events such as children's exposure to violence, whether as victims or witnesses, is often associated with long-term physical, psychological, and emotional harm. This exposure can include witnessing or being a direct victim of bullying and harassment, physical abuse or neglect, physical and sexual assault, or community and school violence, including gang violence, interpersonal violence, and threats of harm. Research shows that exposure to violence within the first few years of childhood can affect the neurocognitive development of children and deprive them of as much as 10 percent of their potential intelligence (IQ). As they grow into adolescence, these children continue to be seriously and negatively impacted, often having difficulty in school, conflict and emotional detachment issues with peers and family members, using violence against others, and developing serious problems such as addiction, impulsive or reckless behavior, depression, or delinquency.<sup>2</sup> In a 2019 study on neighborhood violence, 6.8 percent of children ages 5–17 were exposed to violence, with higher rates of exposure for Non-Hispanic Black children (9.5 percent).<sup>3</sup> According to an article in the *American Journal of Preventive Medicine*, racial and ethnic disparities in violence may be linked to other prominent health disparities.<sup>4</sup> Despite the prevalence of exposure to violence among children and evidence of its intersection with future offending, the majority of youth impacted by violence do not receive timely help to mitigate its harmful effects. To address this exposure, this program focuses on building protective factors for children exposed to violence; increasing access to and providing evidence-based, culturally specific, trauma-informed specialized services/intervention(s) to support children and families who are impacted; as well as the sustainment of this work.

Exposure to violence often requires interventions that range from improving the environment of the child by enhancing protective factors, to reducing symptoms, to addressing underlying trauma, and reflect the diversity of needs. According to the Centers for Disease Control and Prevention, strategies such as strengthening economic supports to families, promoting social norms that protect against violence and adversity, connecting youth to caring adults and activities, among others, can create safe, stable, nurturing relationships and environments for all children and families that can prevent Adverse Childhood Experiences (ACEs), build resiliency, and help all children reach their full potential.<sup>5</sup>

Although the prevalence of children's exposure to violence is overwhelming and can impact children in a variety of ways, there is clear evidence that a comprehensive and coordinated approach to care can help children to heal and thrive. An integral recommendation from the Attorney General's National Task Force on Children Exposed to Violence report included the importance of developing coalitions of multidisciplinary stakeholders within communities to help comprehensively identify and address gaps and barriers in services for children and their families and assure a systemwide and coordinated response. Community collaboration and

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<sup>1</sup> Finkelhor, S.D., Turner, H.A., Shattuck, A.M., Hamby, S.L., and Kracke, K. 2015. *Children's Exposure to Violence, Crime, and Abuse: An Update*. Washington, DC: U.S. Department of Justice, Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention

<sup>2</sup> U.S. Department of Justice, Attorney General's National Task Force on Children Exposed to Violence. 2012. *Report of the Attorney General's National Task Force on Children Exposed to Violence*. Washington, DC: OJJDP.

<sup>3</sup> Disparities in Stressful Life Events Among Children Aged 5–17 Years: United States, 2019. [www.cdc.gov/nchs/data/databriefs/db416.pdf](http://www.cdc.gov/nchs/data/databriefs/db416.pdf).

<sup>4</sup> Violence-Related Disparities Experienced by Black Youth and Young Adults: Opportunities for Prevention. [https://www.ajpmonline.org/article/S0749-3797\(18\)31907-X/fulltext](https://www.ajpmonline.org/article/S0749-3797(18)31907-X/fulltext).

<sup>5</sup> Centers for Disease Control and Prevention. 2019. *Preventing Adverse Childhood Experiences: Leveraging the Best Available Evidence*. Atlanta, GA: National Center for Injury Prevention and Control, Centers for Disease Control and Prevention.



coordination across a variety of disciplines is critical to ensure adequate identification, screening and assessment, service delivery, and improved policy and decision making on behalf of children exposed to violence and their families. Such multidisciplinary groups can enable children and families to receive more coordinated and effective case management and wraparound support services, reducing the long-term psychological effects of witnessing or suffering from violence and creating opportunities for children to be safe, healthy, and successful.

There are two categories of funding available under this solicitation:

**Category 1 Project Sites** - Funding under this category can be used to develop and/or enhance support services for children exposed to violence in their homes, schools, and communities. Funded project sites are expected to work with the training and technical assistance provider.

**Category 2 Training and Technical Assistance** – Funding under this category will support a training and technical assistance provider to support the Category 1 project sites.

## **Solicitation Goals and Objectives**

### **Goals**

The overall goal of the program is to build the capacity of families and communities to help children exposed to violence.

### **Objectives**

An applicant should address all of the objectives listed below in the Goals, Objectives, Deliverables, and Timeline web-based form.

#### **Category 1: Project Sites**

- Support and enhance family and community responses to children exposed to violence.
- Increase protective factors to reduce the traumatic impact of exposure to violence and prevent future violence, delinquency, and victimization.
- Build the capacity of communities to develop and implement prevention and early intervention strategies to support children exposed to violence and enhance wellness and healing.

Objectives should be achieved through a collaborative approach (such as a multidisciplinary team or coalition of stakeholders) to successfully address issues related to children exposed to violence and build a comprehensive approach that will identify gaps as well as maximize and leverage existing and new resources. This collaborative of stakeholders may be either an existing group or one that is formed specifically for this project.

Stakeholders on the team can include court personnel, juvenile justice agencies, law enforcement, school-based law enforcement, district attorneys, public defenders, child welfare and social services, mental health, county/local public sector leadership, school administrators, at-risk families and children, culturally specific programs, and faith-based as well as child-serving community organizations.

#### **Category 2: Training and Technical Assistance**

- Increase capacity of sites to implement strategies and services addressing children's exposure to violence.
- Expand the skills of program providers and other stakeholders working to address children's exposure to violence.
- Assist program providers with improving community response to children's exposure to violence.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

### Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include, but are not limited to, the following: improving victim services, justice responses, prevention initiatives, reentry services, and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

**1B.** 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 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population-specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population-specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

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

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**

### **Awards, Amounts, and Durations**

Anticipated number of awards: 8

Category 1: 7

Category 2: 1

Anticipated maximum dollar amount per award:

Category 1 anticipated maximum amount: \$850,000

Category 2 anticipated maximum amount: \$850,000

Period of performance start date: 10/1/2024

Period of performance duration (months):

Category 1: 36 months

Category 2: 36 months

Anticipated total amount to be awarded under this solicitation: \$6,800,000

Additional Information: While the maximum allowable funding amount under Category 1 is \$850,000, OJP encourages applicants, including those that are new or that have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

### **Continuation Funding Intent**

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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 funding opportunity 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 [Application Resource Guide](#) for additional information.

### **Cost Sharing or Match Requirement**

This funding opportunity does not require a match.

## **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “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.

## How To Apply

### Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

### How To Apply

#### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for late submission.

#### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To allow time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and no later than 48 hours before the Grants.gov deadline (recommended).** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

**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.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive email notifications when successfully submitting in Grants.gov and JustGrants, and should maintain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 June 24, 2024.

The **full application** must be submitted in JustGrants by 8:59 pm eastern time on July 8, 2024.

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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; for this reason, experiencing long wait times for phone support does not relieve the applicant of the responsibility for 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.gov 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 (provide screenshots if applicable).
- 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).
- 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 (including all information listed above), 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 [Application Resource Guide](#).

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

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

### **Content of the JustGrants Application Submission**

#### ***Entity and User Verification (First-Time Applicant)***

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

#### ***Standard Applicant Information***

The “Standard Applicant Information” section of the JustGrants application is prepopulated 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

#### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

### [Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

### [Brief Applicant Entity Questionnaire](#)

OJP is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

### [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 size 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, OJP may consider such noncompliance in peer review and in final award decisions. Please note: Tables, charts, and graphs included in the proposal narrative can be created in a legible font smaller than 12 point and will count toward the page limit.

The proposal narrative must include the following sections:

a. Description of the Issue

Applicants in both categories should describe why this project and proposed activities are necessary (significance/value) or address a need related to children's exposure to violence. Include supporting information, such as data to provide evidence that the need exists, demonstrate the size and scope of the problem, and document the effects of children's exposure to violence on the target population and the larger community, as well as discuss how youth and family partnerships will help to address the need. Any data or research referenced in the narrative should include information about the source of the data and/or a citation.

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

b. Project Design and Implementation

Detail how the project will operate throughout the funding period and describe the strategy to address the problem or needs identified in the Description of the Issue (children exposed to violence). Describe how project activities relate to the goals,



objectives, deliverables, and timeline outlined in the web-based form (completed separately from the proposal narrative attachment). Include a detailed description of the method(s) to be used to carry out each objective (e.g., training, community events, direct services to target population, publications, etc.). **See also** the Deliverables Expected by Successful Applicants section.

Category 1 applicants - Detail briefly the collaborative group of stakeholders involved in planning and implementing the project (Category 1 applicants).

Category 2 applicants - Detail how training and technical assistance will increase project site capacity and support the development of strategies to address children exposed to violence in communities.

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. Applicants should also discuss the role of the Planning Team and how it will guide the project.

**Please note:** Applicants that were funded under a previous version of the OJJDP Strategies To Support Children Exposed to Violence solicitation must ensure the proposal narrative indicates how the project design is an enhancement or expansion of previously funded program activities.

As indicated in the **Program Description Overview** section, applicants should describe how their proposed project/program will integrate and sustain meaningful youth and family partnership into their proposed project. Applicants should address any corresponding budget implications in their application's budget detail and budget narrative, such as how youth and families who serve as experts on the project are compensated. For resources/guidance on effective youth and family partnership strategies and practices, click [here](#).

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

Describe the capabilities (what the applicant brings to the project *such as resources, experience, expertise*) and competencies (*the unique skills and abilities of the applicant*) required to accomplish the goals and objectives of the project. This section should also include applicant history, capabilities, and competencies of supporting youth and family partnerships. Describe the roles and responsibilities of project staff, as well as contractors or subgrantees (if applicable), and explain the program's organizational structure and operations.

Highlight experience/capability/capacity to manage subawards (if applicable to the project), 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. Include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

If the applicant is seeking priority consideration under Priority 1B, it should (1) describe within this section how being a population-specific organization (or funding a population-specific subrecipient organization at a minimum of 40 percent of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population-specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population-specific organization).

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

Describe the process for measuring project performance. Identify how you will utilize youth and family voices in deciding which data will be collected, 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 to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-children-exposed-violence-program.pdf>. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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 [Application Resource Guide](#).

### *Application Goals, Objectives, Deliverables, and Timeline Web-Based Form*

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

### Deliverables Expected by Successful Applicants

Program objectives and deliverables should be included in one timeline.

#### **Category 1: Project Sites:**

Efforts to address and implement the deliverables listed below should be discussed as part of the submitted application.

- Convene a collaborative team of stakeholders (existing or newly created) to guide and inform the development and implementation of a comprehensive plan to address children exposed to violence.
- Develop and/or enhance an existing comprehensive plan to address children exposed to violence and its impact on community safety by the end of the first year of funding. This plan should identify specific communities where services will be implemented based on available data and will be presented to OJJDP for review/approval.
- Develop and implement trauma-informed, culturally appropriate approaches along the prevention and intervention continuum that fill gaps and address risk factors as well as build on protective factors to prevent and reduce the impact of exposure to violence on children and families in the target communities.
- Support the provision of evidence-based mental health services for children who experience trauma and exposure to violence.

OJJDP has an existing training and technical assistance (TTA) provider to support the OJJDP-funded sites addressing children exposed to violence. Sites funded through this solicitation are expected to work with this TTA provider, who will provide guidance and consultation to the funded program sites. The TTA activities will address specific technical assistance on youth

violence prevention and intervention, trauma-informed practices, collaborative engagement across systems, community partnership coordination, etc. Additionally, TTA will include individualized training and technical assistance, cross-site meetings, and trainings on evidence-based practices.

### **Category 2: Training and Technical Assistance:**

- Develop technical assistance plans for funded sites within the first 4 months of the project.
- Develop and deliver targeted content training and technical assistance to project site staff and their partners to increase their capacity to implement strategies addressing children exposed to violence. Training and technical assistance should be provided onsite, virtually/remotely and through other strategies, as appropriate.
- Establish tools and techniques for working across different disciplines to facilitate information sharing, communication, and coordination.
- Facilitate peer-to-peer information sharing and learning communities between the sites to promote problem solving and innovation through the exchange of information and ideas (i.e., monthly cohort calls).
- Plan and coordinate, in conjunction with OJJDP, annual in-person grantee cross-site meetings, including providing logistical support, developing meeting agendas, and identifying faculty and/or consultants.
- Produce written synopses or summaries of all meetings, onsite visits, conference calls, and trainings,

**OJJDP training and technical assistance awardee standards.** 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. Award recipients must coordinate with OJJDP's National Training and Technical Assistance Center (NTTAC) in the assessment and delivery of services to ensure the effective use of OJJDP grant funding.

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 OJJDP 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 NTTAC in advance of all events for the online calendar, use the approved OJJDP presentation template, and record events and provide the final files which are 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 [www.section508.gov](http://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 NTTAC on all training events (e.g., name of requestor, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

## ***Budget and Associated Documentation***

### **Funding Restrictions**

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

### **Budget Detail and Narrative Web-Based Form**

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

Applicants should budget funds to support as many as three staff to travel once each year of the project to participate in a 3-day in-person cross-site meeting, as OJJDP directs. Applicants should budget approximately \$2,000 per person to attend the meetings and record this as part of the travel line item in the budget. The Office of the Chief Financial Officer requires cost calculations for all line items in your budget, including this required travel. The cost breakdown should include airfare, per diem rate, lodging, number of travelers, number of days, etc. (for example, 3 people x airline ticket (\$500) = \$1,500, 3 people x 2 travel days x per diem (75% x \$76/day) = \$342, 3 people x lodging (\$251) x 2 nights = \$1,506). Use U.S. General Services Administration per diem rates found at [www.gsa.gov](http://www.gsa.gov).

For additional information about how to prepare a budget for federal funding, see the "[Application Resource Guide](#)" section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization, 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 1B based on the identification of a proposed subrecipient as a population-specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

The budget narrative **must clearly describe how the project is fiscally supporting youth and family partnerships**. This could include compensating them for their expertise, providing transportation, etc.

### [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

### [Costs Associated With Language Assistance \(if applicable\)](#)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

### [Budget/Financial Attachments](#)

#### [Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the federal award but before the start date of the period of performance, incurs costs that are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

#### [Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A nonfederal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

#### [Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

#### [Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

#### Disclosure of Process Related to Executive Compensation (if applicable)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. 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 [Application Resource Guide](#) for information.

#### ***Additional Application Components***

The applicant will attach the additional requested documentation in JustGrants.

#### Curriculum Vitae or Resumes

Provide resumes of key personnel who will work on the proposed project.

#### Position Descriptions

Provide position descriptions for positions supported under the grant.

#### Logic Model

Applicants may include, as a separate attachment, a logic model that graphically illustrates how the performance measures are related to the project’s problems, goals, objectives, and design.

#### Collaborative Stakeholder Team

Include an attachment labeled “Collaborative Team” with a description of the group structure, including names of participants and agencies comprising the collaborative, in addition to any letters of commitment or memoranda of understanding (MOUs) with the members/agencies.

#### Tribal Authorizing Resolution (if applicable)

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 [Application Resource Guide](#) for information on Tribal authorizing resolutions.

#### Letters of Support (if applicable)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity’s reasons for supporting the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity, (2) a description of the need and what benefits would be gained from the project, (3) a discussion of past/current experiences in supporting youth and family partnerships, and (4) a description of the applicant’s capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

#### Memoranda of Understanding (MOUs) and Other Supportive Documents (if applicable)

Applicants should include, for each named partner, a draft or fully executed MOU, letter of intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or

signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent 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, (3) whether, and if so, how the partnership helps to establish or enhance youth and family partnerships, and (4) duration of the agreement. Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

#### [Research and Evaluation Independence and Integrity Statement \(if applicable\)](#)

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 [Application Resource Guide](#).

#### ***Disclosures and Assurances***

The applicant will address the following disclosures and assurances.

#### [Disclosure of Lobbying Activities](#)

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

#### [Applicant Disclosure of Duplication in Cost Items](#)

To ensure funding coordination across grant-making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

#### [DOJ Certified Standard Assurances](#)

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



## Application Review Information

### Review Criteria

#### *Basic Minimum Review Criteria*

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

#### *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:

- Description of the Issue (20%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.
- 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 OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, evidence of a planning team, 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

#### *Risk Criteria/Factors*

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory

record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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

#### **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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

#### **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 [Application Resource Guide](#).

#### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its

program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" under the "Civil Rights Requirements" section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard-of-hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov> or contact OJP.

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

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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 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 [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 Synopsis.

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

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

**Provide Feedback to OJP**

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

**Performance Measures**

<https://ojjdp.ojp.gov/funding/performance-measures/performance-measures-children-exposed-violence-program.pdf>

**Progress Reporting Questions**

<https://ojjdp.ojp.gov/funding/grant-performance-measurement/performance-measures#progress-reporting-questions>

## Application Checklist

### OJJDP FY24 Strategies To Support Children Exposed to Violence

This application checklist has been created as an aid in developing an application. For more information, refer to [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*

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

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### *Register in Grants.gov*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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 [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6q3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of:
  - Category 1: \$850,000
  - Category 2: \$850,000

### *Review Eligibility Requirement*

- Review the "Eligibility" section on the in the Synopsis and "Eligibility Information" section in the solicitation.

## Application Step 1

After registering with SAM.gov, 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 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](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

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***

- Entity and User Verification (First-Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract\*
- Proposal Narrative\*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### ***Budget and Associated Documentation***

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

### ***Additional Application Components***

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)

- Letters of Support (if applicable)
- Resumes of key personnel
- List of procurement contracts (if applicable)
- Organizational chart
- Position descriptions
- Logic Model
- Collaborative Planning Team list (Category 1 applicants)

### **Disclosures and Assurances**

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

## Standard Solicitation Resources

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.