

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



OJJDP FY 2020 Title II Formula Grants Program

Year 3 of the 3-Year Plan

CFDA #16.540

Solicitation Release Date: *December 13, 2019*

Deadline to Register in GMS for Category 1: February 5, 2020

Category 1: Eligibility Submissions Due: February 14, 2020

**Category 2: State Plan, Compliance Data, RED Plan, and Application Requirements Due:
March 30, 2020**

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 for the fiscal year (FY) 2020 Title II Formula Grants Program. This program furthers the Department's mission by providing funding to the states to develop programs to address juvenile delinquency and improve the juvenile justice system.

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

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

Eligibility

Only the agency that the chief executive (e.g., the Governor) of each state designates is eligible to apply for these funds. Applicants that do not meet this criterion are ineligible to apply under this solicitation. Pursuant to the Juvenile Justice and Delinquency Prevention (JJDP) Act, at 34 U.S.C. § 11103(7), the term "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

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

Contact Information

For technical assistance with submitting an application, contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via email at GMS.HelpDesk@usdoj.gov. The GMS Support Hotline operates 24 hours a day, 7 days a week, including on federal holidays.

An applicant that experiences unforeseen GMS technical issues beyond its control that prevent it from submitting its application by the deadline must email the OJJDP contact identified below **within 24 hours after the application deadline** in order to request approval to submit its application after the deadline. For information on reporting technical issues, see “Experiencing Unforeseen GMS Technical Issues” under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

For assistance with any other requirements of this solicitation, contact your OJJDP State Program Manager or Kathy Manning or Brittaney Ford, Title II Formula Grants Program leads. Ms. Manning may be reached at 202-616-1722 or Kathryn.Manning@usdoj.gov and Ms. Ford may be reached at 202-616-4389 or Brittaney.Ford@usdoj.gov.

Post-Award Legal Requirements Notice

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). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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

Deadline Details

Applicants must register in the OJP Grants Management System (GMS) at <https://grants.ojp.usdoj.gov/> prior to submitting an application under this solicitation. All applicants must register, even those that have previously registered in GMS. Select the “Apply Online” button associated with the solicitation title. All registrations are due by 8 p.m. eastern time (ET) on February 5, 2020. All applications are due by 8 p.m. ET on February 14, 2020, for Category 1, and by 8 p.m. ET on March 30, 2020, for Category 2.

For additional information, see the “**How to Apply (GMS)**” section in the [OJP Grant Application Resource Guide](#).

Contents

| | |
|--|----|
| A. Program Description | 4 |
| Overview | 4 |
| Program-Specific Information | 4 |
| Goals, Objectives, and Deliverables | 6 |
| Evidence-Based Programs or Practices | 6 |
| Information Regarding Potential Evaluation of Programs and Activities | 6 |
| B. Federal Award Information | 7 |
| Type of Award | 7 |
| Financial Management and System of Internal Controls | 7 |
| Budget Information | 7 |
| Cost Sharing or Match Requirement..... | 7 |
| Preagreement Costs (also known as Preaward Costs)..... | 7 |
| Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs | 8 |
| Costs Associated With Language Assistance (if applicable) | 8 |
| C. Eligibility Information | 8 |
| D. Application and Submission Information | 8 |
| What an Application Should Include | 8 |
| How To Apply | 16 |
| E. Application Review Information | 17 |
| Review Process..... | 17 |
| F. Federal Award Administration Information..... | 17 |
| Federal Award Notices | 17 |
| Administrative, National Policy, and Other Legal Requirements | 17 |
| Information Technology (IT) Security Clauses | 18 |
| General Information About Post-Federal Award Reporting Requirements | 18 |
| G. Federal Awarding Agency Contact(s)..... | 18 |
| H. Other Information | 18 |
| Freedom of Information and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a) | 18 |
| Provide Feedback to OJP..... | 18 |
| Application Checklist | 19 |

OJJDP FY 2020 Title II Formula Grants Program

CFDA #16.540

A. Program Description

Overview

The OJJDP FY 2020 Title II Formula Grants Program provides funding to support state and local efforts to plan, establish, operate, coordinate, and evaluate policies and projects, directly or through grants and contracts with public and private agencies, for the development of more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs, as well as justice system improvement efforts.

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

Program-Specific Information

Pursuant to Title II, Part B, of the JJDP Act (34 U.S.C. §§ 11131–11133), to receive formula grants, states must submit a plan for carrying out Formula Grants Program activities applicable to a 3-year period. This announcement provides guidance for the FY 2020 update to the FY 2018 3-Year State Plan, including new requirements included in the Juvenile Justice Reform Act (JJRA), Public Law No. 115-385, signed into law on December 21, 2018. All required forms and sample documents can be located [here](#).

NOTE: For the purposes of this solicitation, “youth” means any individual who is under juvenile court jurisdiction or is an age at which she or he could be subject to original juvenile court jurisdiction within the state. The terms “youth justice” and “juvenile justice” are used throughout this solicitation to remind us that this work concerns the lives and future of children and youth and is not solely concerned with agencies, systems, and professionals.

For FY 2020, the application process will consist of two steps, detailed in the two categories below:

Category 1: Due February 14, 2020. Each state should submit the following via [GMS](#):

- Year 3 Eligibility Assurances and Certifications form.
- Plan for Compliance Monitoring describing an effective system of monitoring, as required under 34 U.S.C. § 11133(a)(14) and detailed [here](#).
Note: An updated copy of the state’s comprehensive Compliance Monitoring Policies and Procedures Manual suffices to meet this requirement where all eight required elements are fully addressed.
- Compliance Monitoring Universe.
- Compliance Plans and Resources Certification, where applicable.
Note: Where a state was found, for the FY 2018 reporting period, to be noncompliant with the Deinstitutionalization of Status Offenders (DSO), Separation, and/or Jail Removal core requirements, the state must submit a narrative plan to achieve compliance with the noncompliant requirement(s), as detailed [here](#).

- State Advisory Group (SAG) roster.
- Budget – GMS requires a “budget document” to be included for application submission. This document does not have to be the proposed FY 2020 budget. The document you attach can be a preliminary/estimated FY 2020 budget, or submit your FY 2019 budget document as a “placeholder.”
- Financial Management Questionnaire.

Note: Applicants must register in GMS for Category 1 no later than 8 p.m. ET on February 5, 2020. Any state/territory failing to meet Category 1 eligibility requirements will be notified, in writing, of this ineligibility by no later than March 20, 2020. Refer to the “How to Apply” section for details on GMS registration. **In FY 2020, states will use the same GMS application for both Category 1 and Category 2. After OJJDP’s review of the state’s Category 1 materials is complete, the application will be “change requested” back to the state in GMS; the state will add the attachments due in GMS for Category 2 and resubmit that same application back for the Category 2 deadline.**

Category 2: Due March 30, 2020. Each state should submit the following:

- Via the online [OJJDP Compliance Reporting Tool](#) for the period **October 1, 2018, to September 30, 2019.**
 - State compliance data for the DSO, Separation, and Jail Removal core requirements of the JJDP Act (34 U.S.C. §§ 11133(a)(11), (12), and (13)) and supporting documentation.
 - Training Policy Certification.
 - Compliance Monitoring Data Certification.
 - Rural Removal Exception Certification, if applicable.
 - Racial and Ethnic Disparities (RED) core requirement plan, data, and supporting documentation. (*RED data can be based on the state’s calendar year, state’s fiscal year, or federal fiscal year.)
- Via GMS:
 - Project Abstract.
 - Addendum to the 3-Year State Plan, required for all states and territories, with new information required per the JJRA.
 - 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 other than the required Addendum.
 - State agency contact information.
 - Disclosure of Lobbying Activities Form.
 - Disclosure of pending applications.
 - Request for waiver of pass-through requirement, if applicable.
 - Research and evaluation information, if applicable.

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

Important note: Applicants must satisfy **all 33 statutory requirements** of the state plan under 34 U.S.C. § 111333(a), which includes the four core requirements, effectiveness of monitoring system, and State Advisory Group (SAG) provisions. If a state fails to provide the required information or assurances to satisfy each of the 33 statutory requirements prior to acceptance of

the award (which may be no later than 45 days from the date of the award), the state will be ineligible for a Formula Grants Program award.

Goals, Objectives, and Deliverables

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

Overview of Plan Requirements

3-Year State Plan updates should:

1. Demonstrate that the state satisfies **the 33 statutory requirements** listed in 34 U.S.C. § 11133(a).
2. Provide narrative for any programmatic changes to the 3-Year State Plan in accordance with the JJDP Act (34 U.S.C. § 11133(a)). If there are no changes to the 3-Year State Plan, the state does not need to resubmit the previously approved 3-Year State Plan if it is still accurate; however, all states must **provide an addendum to the plan to include the new information required per the JJRA.**
3. Provide **compliance data reports and RED plans and data***, including any supporting documentation, **for the period October 1, 2018, to September 30, 2019.** (*RED data can be based on the state's calendar year, state's fiscal year, or federal fiscal year.) This information must be submitted electronically to OJJDP's online compliance reporting tool **no later than March 30, 2020.** The Compliance Data Submission and RED Plans document located [here](#) provides additional guidance.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

NOTE: Not later than 60 days after the date on which a plan or amended plan submitted under this subsection is finalized, a state shall make the plan or amended plan publicly available by posting the plan or amended plan on the state's publicly available website.

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that 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 titled "Information Regarding Potential Evaluation of Programs and Activities."

B. Federal Award Information

Information about FY 2020 state allocations will be available online [here](#). OJJDP will provide notification when the FY 2020 allocations are available online. For planning purposes, use the previous award amount. For the award performance period, refer to the following chart:

| Funding Year | Budget Period | Period of Performance |
|--------------|--------------------------------|--------------------------------|
| FY 2018 | Oct. 1, 2018 to Sept. 30, 2022 | Oct. 1, 2018 to Sept. 30, 2022 |
| FY 2019 | Oct. 1, 2019 to Sept. 30, 2023 | Oct. 1, 2019 to Sept. 30, 2023 |
| FY 2020 | Oct. 1, 2020 to Sept. 30, 2024 | Oct. 1, 2020 to Sept. 30, 2024 |

The FY 2020 awards will be assigned a new, separate grant award number, and a 4-year budget and period of performance from October 1, 2020, to September 30, 2024. States are to manage, monitor, and report on grant activities and programs under each grant award number.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

A description of how OJJDP calculates the formula grant allocations may be found [here](#).

Type of Award

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

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ 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

See the Budget section on page 13 for details. For the format to use to submit your budget, sample documents can be located [here](#).

Cost Sharing or Match Requirement

This program does require a match. For information on match requirements, see Budget and Associated Documentation, page 13.

Preagreement Costs (also known as Preaward Costs)

Preagreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

¹ The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

OJP does **not** typically approve preagreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving preagreement costs, the applicant may contact the point of contact listed on the title page of the solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for preagreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide (Post award Requirements) at <https://ojp.gov/financialguide/DOJ/index.htm> for more information.

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 OJP and DOJ policy and guidance on approval, planning, and reporting of such events. See [OJP Grant Application Resource Guide](#) for information.

Costs Associated With Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on costs associated with language assistance that may be allowable.

C. Eligibility Information

For eligibility information, see the title page.

For information on cost sharing or match requirements, see [Cost Sharing or Match Requirement](#).

D. Application and Submission Information

What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 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.

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/2017/11/Intergovernmental_-Review-_SPOC_01_2018_OFFM.pdf. If the

applicant's state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state's process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: "Program is subject to E.O. 12372, but has not been selected by the state for review.").

2. Project Abstract (submit in Category 2)

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be —

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.

As a separate attachment, the project abstract will not count against the page limit for the program narrative.

3. Program Narrative (submit in Category 2)

For FY 2020, all states must submit an addendum that includes the new information required by the JJRA. The addendum must:

- Describe how the state plan is supported by or takes account of scientific knowledge regarding adolescent development and behavior and regarding the effects of delinquency prevention programs and juvenile justice interventions on adolescents; 34 U.S.C. § 11133(a).
- Contain a plan to provide alternatives to detention for status offenders, survivors of commercial sexual exploitation, and others, where appropriate, such as specialized or problem-solving courts or diversion to home-based or community-based services or treatment for those youth in need of mental health, substance abuse, or co-occurring disorder services at the time such juveniles first come into contact with the juvenile justice system; 34 U.S.C. § 11133(a)(7)(B)(iv).
- Contain a plan to reduce the number of children housed in secure detention and corrections facilities who are awaiting placement in residential treatment programs; 34 U.S.C. § 11133(a)(7)(B)(v).
- Contain a plan to engage family members, where appropriate, in the design and delivery of juvenile delinquency prevention and treatment services, particularly post-placement; 34 U.S.C. § 11133(a)(7)(B)(vi).
- Contain a plan to use community-based services to respond to the needs of at-risk youth or youth who have come into contact with the juvenile justice system; 34 U.S.C. § 11133(a)(7)(B)(vii).
- Contain a plan to promote evidence-based and trauma-informed programs and practices; 34 U.S.C. § 11133(a)(7)(B)(viii).
- Contain a plan that shall be implemented not later than December 21, 2020, to—

I. eliminate the use of restraints of known pregnant juveniles housed in secure juvenile detention and correction facilities during labor, delivery, and post-partum recovery, unless credible, reasonable grounds exist to believe the detainee presents an immediate and serious threat of hurting herself, staff, or others.

II. eliminate the use of abdominal restraints, leg and ankle restraints, wrist restraints behind the back, and four-point restraints on known pregnant juveniles, unless—

(a) credible, reasonable grounds exist to believe the detainee presents an immediate and serious threat of hurting herself, staff, or others; or

(b) reasonable grounds exist to believe the detainee presents an immediate and credible risk of escape that cannot be reasonably minimized through any other method; 34 U.S.C. § 11133(a)(7)(B)(ix).

- Describe policies, procedures, and training in effect, if any, for the staff of juvenile state correctional facilities to eliminate the use of dangerous practices, unreasonable restraints, and unreasonable isolation, including by developing effective behavior management techniques; 34 U.S.C. § 11133(a)(29).
- Describe:
 - (A) The evidence-based methods that will be used to conduct mental health and substance abuse screening, assessment, referral, and treatment for juveniles who—
 - (i) request a screening;
 - (ii) show signs of needing a screening; or
 - (iii) are held for a period of more than 24 hours in a secure facility that provides for an initial screening; and
 - (B) How the state will seek, to the extent practicable, to provide or arrange for mental health and substance abuse disorder treatment for juveniles determined to be in need of such treatment; 34 U.S.C. § 11133(a)(30).
- Describe how reentry planning by the state for juveniles will include—
 - (A) A written case plan based on an assessment of needs that includes—
 - (i) the pre-release and post-release plans for the juveniles;
 - (ii) the living arrangement to which the juveniles are to be discharged; and
 - (iii) any other plans developed for the juveniles based on an individualized assessment; and
 - (B) Review processes; 34 U.S.C. § 11133(a)(31).
- Describe policies and procedures, if any, to—
 - (A) Screen for, identify, and document in records of the state the identification of victims of domestic human trafficking, or those at risk of such trafficking, upon intake; and
 - (B) Divert youth described in subparagraph (A) to appropriate programs or services, to the extent practicable; 34 U.S.C. § 11133(a)(33).

If the state has additional changes to its previously approved 3-Year Plan, the program narrative sections (youth crime analysis, goals and objectives, activities and services) described below must be submitted in Category 2. Otherwise, provide a statement that there are no additional changes to the approved 3-Year Plan beyond the new narrative provided in the Addendum.

The program narrative should be double-spaced with 1-inch margins, not exceeding 30 pages of 8½ by 11 inches, and use a standard 12-point font, preferably Times New Roman. Pages should be numbered “1 of 30,” etc. The tables, charts, pictures, etc., including all captions, legends, keys, subtext, etc., may be single-spaced and will count in the 30-page limit. Material required under the Budget and Budget Narrative and Additional Attachments sections will not count toward the program narrative page count. Applicants may provide bibliographical references as a separate attachment that will not count toward the 30-page program narrative limit.

The following sections should be included as part of the program narrative, if the state has changes to the previously approved 3-Year Plan:

a) **Description of the Issue**

Analysis of juvenile delinquency problems (youth crime) and needs. States are required to provide an analysis of juvenile delinquency problems in, and the juvenile delinquency control and delinquency prevention needs (including educational needs) of, the state (including any geographical area in which an American Indian tribe has jurisdiction).

The analysis is developed to inform the state’s proposed plan. The plan is to include a description of the manner in which proposed activities and funded programs are expected to resolve the identified juvenile crime problems and juvenile justice and delinquency prevention needs, and to link identified problems and needs with the state’s proposed budget, goals, and priorities.

The analysis is to be based on the most recent data available by county, parish, or city. Refer to the Juvenile Problem/Needs Analysis [here](#) for examples of additional data elements.

b) **Goals and objectives.** Goals are broad statements that identify the proposed plan’s intended short- and long-term results, are derived from the crime analysis, and respond to the identified needs and problems. Objectives are more specific, actionable, and quantifiable statements that further define each goal and specify the means to measure program performance.

In this section, (1) describe the state’s goals and objectives, (2) indicate the priority ranking for each goal, and (3) briefly explain how the state proposes to accomplish them.

For each goal and all of its subsidiary objectives that the FY 2020 Title II award will fund, identify the relevant program areas using the list of OJJDP’s program area and activity

titles in the Formula Grants Program Areas [here](#). (Program areas are groups of projects or activities with common or similar goals and objectives.)

Link each goal and/or objective with the delinquency problem/need analysis.

c) **Implementation (activities and services).** In this section, states are to describe if there are any updates that include a new service, activity, or project category added to the approved 2018 3-Year Plan. The narrative should be specific and concrete in elaborating how the state will achieve the goals and objectives.

4. Plans for Compliance (see the Compliance and RED Plans document located [here](#) for more specific instructions and guidance). States must submit their Plan for Compliance Monitoring (*or comprehensive Compliance Monitoring Policies and Procedures Manual*), Compliance Monitoring Universe, and Compliance Plans and Resources Certification (*or narrative plan to achieve compliance with DSO, Separation, or Jail Removal if deemed noncompliant for the FY 2018 reporting period*) [in GMS](#) as part of [Category 1](#).

Compliance data for the period from October 1, 2018, to September 30, 2019 (along with supporting documentation), the Training Policy Certification, the Compliance Monitoring Data Certification, the Rural Removal Exception Certification (where applicable), and RED plan with supporting data must be submitted electronically by March 30, 2020, [to OJJDP's online compliance reporting tool](#) as part of [Category 2](#). The OJJDP Administrator may grant an extension of this reporting deadline to April 29, 2020, for good cause, upon request by a state. See 28 C.F.R. § 31.303(f)(5).

5. Additional Requirements. Refer to the Year 3 Eligibility Assurances and Certifications form, to be submitted as part of Category 1, for specific information on how to meet Title II eligibility requirements.

6. Plan for Collecting the Data Required for This Solicitation's Performance Measures (submit as part of Category 2 only if there are changes). OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to provide the relevant data by submitting annual performance metrics through OJJDP's online Performance Measurement Tool (PMT), located at <https://ojpsso.ojp.gov/>. Applicants should review the complete list of performance measures for this solicitation at OJJDP's [Performance Measures for Title II Formula Grant Program](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding. For the FY 2020 update year, this information is only required if there are changes to this section of the state's FY 2018 3-Year State Plan.

Beginning with the October 1, 2016, to September 30, 2017, data collection period, 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.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Note on Project Evaluations

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

7. Budget Information and Associated Documentation (submit in Category 1)

See the sample budget document located [here](#) for the format to use to submit your final budget when allocations are known. GMS requires a budget document as part of the submission. Since final allocations will not be known by the deadline for Category 1, applicants are to submit a budget placeholder document with the GMS submission, and then the final budget when allocations are known.

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 2020 | Formula Grant Funds (\$) | State/Local Funds (\$) | Total (\$) |
|-------------------------|---------------------------------|-------------------------------|-------------------|
|-------------------------|---------------------------------|-------------------------------|-------------------|

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, 2020, to September 30, 2024.

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 under 34 U.S.C. § 11132, reduced by the percentage (if any) that the state specifies under 34 U.S.C. § 11133(a)(25) and excluding funds made available to the SAG under 34 U.S.C. § 11132(d), shall be expended through subawards as required in 34 U.S.C. § 11133(a)(5). Refer to the waiver requirements document located [here](#) for details.

Planning and administration funds and match requirement. Pursuant to the JJDP Act, at 34 U.S.C. § 11132(c), states may use no more than 10 percent of their Formula Grant

allocation for planning and administration. States that choose to use funds in this manner must indicate that choice in their state plans and attached budgets and provide 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 JJRA amended the JJDP Act to require that states designate not less than one individual to coordinate efforts to achieve and sustain compliance with the core requirements and certify whether the state is in compliance with such requirements.

State Advisory Group (SAG) allocation. States and territories may make not more than 5 percent of their annual allocation available to assist the SAG.

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 2020 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 2019 compliance data. States should plan their FY 2020 expenditures using the FY 2019 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 2019 and, when available, FY 2020 allocations are located [here](#). The Formula Grants Program areas can be found [here](#).

American Indian tribal pass-through. The required amount of the American Indian tribal pass-through represents the minimum amount a state must pass through to tribes that perform law enforcement functions as determined by the Secretary of the Interior, and that agree to attempt to comply with the core requirements. 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 2020 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 American Indian tribal pass-through amount is available [here](#).

Align application budget and GMS Project Information screen. Total costs that the state specifies in its complete budget must match the amount it provides in the "Estimated Funding" section of the "Project Information" screen in GMS. All funds listed in the budget will be subject to audit.

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>.

a. Budget Detail Worksheet

This attachment should include the amount the state has budgeted for each program area it has identified to receive FY 2020 Formula Grant funds. See sample budget documents

located [here](#) for the format to use to submit your budget. FY 2020 state allocations will be posted online [here](#) when available.

OJJDP will provide notification of the state allocation chart when available. 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 American Indian tribal 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 preagreement costs.

8. Indirect Cost Rate Agreement (if applicable)

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

9. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status) (submit in Category 1)

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of Internal Controls Questionnaire (questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this questionnaire.

10. Disclosure of Lobbying Activities (submit in Category 2)

Each applicant must complete and submit this information. See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

11. Applicant Disclosure of Pending Applications (submit in Category 2)

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. For additional information on the submission requirements for this disclosure, see the [OJP Grant Application Resource Guide](#).

12. Applicant Disclosure and Justification – DOJ High-Risk Grantees² (if applicable)

An applicant that is designated as a DOJ High-Risk Grantee is to submit in GMS, as a separate attachment to its application, information that OJP will use, among other pertinent information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named “DOJ High-Risk Grantee Applicant Disclosure and Justification.” (See also “Review Process” below, under Section E. Application Review Information, for a brief discussion of how such information may be considered in the application review process.) See the [OJP Grant Application Resource Guide](#) for additional information and submission instructions for this disclosure.

13. Research and Evaluation Independence and Integrity (submit in Category 2, 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. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

14. Additional Attachments

a. Demonstration of compliance with additional requirements of the JJDP Act. Refer to the Year 3 Eligibility Assurances and Certifications form ([here](#)) to be submitted in GMS as part of Category 1. **Important note:** States must address each of the 33 requirements in their applications. States must submit the Year 3 Eligibility Assurances form in Category 1 as instructed to address each requirement. If states fail to satisfy all of the 33 requirements of the JJDP Act, at 34 U.S.C. § 11133(a), OJJDP may deem the state ineligible for the award or place special conditions on the award that would withhold the Formula Grant funds.

b. Agency contact information (submit in Category 2). 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.

c. SAG roster (submit in Category 1). As a separate attachment, submit the SAG roster in the format indicated [here](#).

How To Apply

An applicant must submit its application through the [Grants Management System \(GMS\)](#), which provides support for the application, award, and management of awards at OJP. Find information about registration and submission steps on how to apply in GMS in response to this solicitation under **How to Apply (GMS)** in the [OJP Grant Application Resource Guide](#).

² A “DOJ High-Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

Each applicant entity **must register in GMS for each specific funding opportunity** and should **register immediately** to meet the GMS registration deadline for this funding opportunity, especially if this is the first time the applicant is using the system. Find complete instructions on how to register and submit an application in GMS at <https://ojp.gov/funding/Apply/index.htm>. An applicant that experiences technical difficulties during this process should email GMS.HelpDesk@usdoj.gov or call 888–549–9901 (option 3), which is available 24 hours a day, 7 days a week, including on federal holidays. OJP recommends that each applicant **register immediately** to prevent delays in submitting an application package by the deadline.

Search for the funding opportunity on GMS. Use the following identifying information when searching for the funding opportunity. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.540, titled “OJJDP FY 2020 Title II.” The funding opportunity number is OJJDP-2020-16612.

E. Application Review Information

Review Process

OJP is committed to ensuring a fair and open process for making awards. OJJDP reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

F. Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application. See the [OJP Grant Application Resource Guide](#) for additional information on administrative, national policy, and other legal requirements.

Information Technology (IT) Security Clauses

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

General Information About Post-Federal Award Reporting Requirements

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, annual progress reports, final financial and progress 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 measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for GMS, see page 2.

H. Other Information

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

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. See the [OJP Grant Application Resource Guide](#) for information on DOJ and OJP processes with regard to application information requested pursuant to FOIA.

Provide Feedback to OJP

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. See the [OJP Grant Application Resource Guide](#) for information on providing solicitation feedback to OJP.

Application Checklist

OJJDP FY 2020 Title II Formula Grants Program

This application checklist has been created as an aid in developing an application. See the [OJP Grant Application Resource Guide](#) for additional information.

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNS Number
- _____ Acquire or renew registration with SAM

To Register with GMS:

- _____ For new users, acquire a GMS username and password*
- _____ For existing users, check GMS username and password* to ensure account access
- _____ Verify SAM registration in GMS
- _____ Search for and select correct funding opportunity in GMS
- _____ Register by selecting the “Apply Online” button associated with the funding opportunity title
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm

_____ If experiencing technical difficulties in GMS, contact Kathy Manning or Brittany Ford, Title II Formula Grants Program leads. Ms. Manning may be reached at 202–616–1722 or by email at Kathryn.Manning@usdoj.gov and Ms. Ford may be reached at 202–616–4389 or by email at Brittaney.Ford@usdoj.gov.

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contact designated within GMS at the time the account was established. Neither OJP nor the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

Overview of Post-Award Legal Requirements:

_____ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](https://www.ojp.gov/funding/Explore/LegalOverview2020/index.htm)" in the OJP Funding Resource Center at <https://www.ojp.gov/funding/Explore/LegalOverview2020/index.htm>.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s). [View this web page for state allocations.](#)

Eligibility Requirement:

_____ Applicant is the agency that the chief executive (i.e., the Governor) has designated to administer Title II funds.

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 8)
- Intergovernmental Review (see page 8)
- Year 3 Eligibility Assurances and Certifications form: Compliance With the JJDP Act (Category 1) (see page 16)
- Plan for Compliance Monitoring (*or comprehensive Compliance Monitoring Policies and Procedures Manual*) (Category 1) (see page 12)
- Compliance Monitoring Universe (Category 1) (see page 12)
- Compliance Plans and Resources Certification (*or narrative plan to achieve compliance with DSO, Separation, or Jail Removal if deemed noncompliant for the FY 2018 reporting period*) (Category 1) (see page 12)
- SAG Roster (Category 1) (see page 16)
- Budget Detail Worksheet (Category 1) (see page 13)
 - Planning and administration funds and match requirement
 - SAG allocation
 - State allocations for program areas
 - American Indian tribal subawards
 - Information on proposed subawards
- Financial Management and System of Internal Controls Questionnaire (Category 1) (see page 15)
- Project Abstract (Category 2) (see page 9)
- Program Narrative (Category 2) (see page 9)
 - Required addendum to the state plan (see page 9)
 - Statement of no additional changes to the approved plan, or narrative if additional changes to plan (see page 11)
 - Juvenile Problem/Needs Analysis Data Elements with goals, objectives, and activities, if changes made to approved plan
- State compliance data for DSO, Separation, and Jail Removal core requirements and supporting documentation (Category 2) (see page 12)
- Training Policy Certification (Category 2) (see page 12)
- Compliance Monitoring Data Certification (Category 2) (see page 12)
- Rural Removal Exception Certification, if applicable (Category 2) (see page 12)

- RED Plan and supporting data (Category 2)
- Performance Measures information, if changes made (Category 2) (see page 12)
- Waiver Requirements for Pass-Through, if applicable (Category 2) (see page 13)
- Contact Information for States and Territories (Category 2) (see page 16)
- Applicant Disclosure of Pending Applications (Category 2) (see page 15)
- Preagreement Costs, if applicable (see page 7)
- Indirect Cost Rate Agreement, if applicable (see page 15)
- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (Category 2) (see page 15)
- Applicant Disclosure and Justification – DOJ High-Risk Grantees, if applicable (Category 2) (see page 16)
- Research and Evaluation Independence and Integrity, if applicable (Category 2) (see page 16)

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