



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

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## Contents

Synopsis.....	3
Program Description Overview.....	3
Eligibility.....	3
Agency Contact Information.....	3
Application Submission Information.....	3
Registration.....	3
Submission.....	4
Program Description.....	5
Program Description Overview.....	5
Statutory Authority.....	5
Specific Information.....	5
Solicitation Goals and Objectives.....	5
Goals and Objectives.....	5
Federal Award Information.....	5
Awards, Amounts and Durations.....	5
Availability of Funds.....	6
Type of Award.....	6
Cost Sharing or Match Requirement.....	6
Eligibility Information.....	6
How To Apply.....	6
Application Resources.....	6
How To Apply.....	7

Registration .....	7
Submission.....	7
Submission Dates and Time .....	7
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers).....	8
Application and Submission Information .....	9
Content of the SF-424 in Grants.gov .....	9
Content of the JustGrants Application Submission .....	9
Application Review Information .....	18
Review Process.....	18
Federal Award Administration Information.....	18
Federal Award Notices .....	18
Evidence-Based Programs or Practices .....	18
Information Regarding Potential Evaluation of Programs and Activities.....	18
Administrative, National Policy, and Other Legal Requirements .....	19
Civil Rights Compliance.....	19
Financial Management and System of Internal Controls.....	19
Information Technology Security Clauses.....	19
General Information About Post-Federal Award Reporting Requirements .....	20
Federal Awarding Agency Contact(s).....	20
Other Information .....	20
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a) .....	20
Provide Feedback to OJP.....	20
Performance Measures.....	20
Application Checklist.....	21
Pre-Application.....	21
Application Step 1 .....	21
Application Step 2 .....	22
Review, Certify, and Submit Application in JustGrants .....	23
Standard Solicitation Resources .....	24

# Synopsis

## Program Description Overview

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

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 assist states in planning, establishing, operating, coordinating, and evaluating 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 to improve their juvenile justice system.

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

## Eligibility

- State governments

## Agency Contact Information

For assistance with the requirements of this funding opportunity, contact Jessica Winpigler Wheeler, Program Manager, at 202-532-3060 or [Jessica.winpigler@usdoj.gov](mailto:Jessica.winpigler@usdoj.gov).

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. eastern time (ET) Monday-Friday and from 9 a.m. to 5 p.m. ET on Saturday, Sunday, and federal holidays.

## 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

The OJJDP Title II Formula Grants Program supports state, Tribal, and local delinquency prevention, intervention, and juvenile justice system improvements. Funds are provided directly to states to assist them in planning, establishing, operating, coordinating, and evaluating projects directly or through grants and contracts with public and private agencies for the development and implementation of comprehensive juvenile justice plans based on the needs in their jurisdictions. With this program, states can provide more effective education, training, research, prevention, diversion, treatment, and rehabilitation programs in the area of juvenile delinquency and programs to improve the juvenile justice system.

## Statutory Authority

The Formula Grants Program is authorized under the Juvenile Justice and Delinquency Prevention (JJDP) Act of 1974, as amended, at 34 U.S.C. §§ 11131.

## Specific Information

Pursuant to title II, part B of the JJDP Act (34 U.S.C. §§ 11131–11133), to receive funds, states must submit and receive OJJDP Administrator approval of a Three-Year State Plan for carrying out Formula Grants Program activities. This announcement sets out the requirements for year 1 (FY 2024) of the Three-Year State Plan covering fiscal years 2024 to 2026.

The amount of funding that a state will receive each year is determined, in part, based upon the state's compliance with the core requirements of the JJDP Act. For OJJDP to determine a state's compliance with the core requirements, applicants will submit compliance data via the Compliance Monitoring Tool (CMT) by 8:59 p.m. ET on August 5, 2024. A detailed list of required materials and forms can be found [here](#).

## Solicitation Goals and Objectives

### Goals and Objectives

Effective juvenile justice systems prevent the institutionalization of status offenders, separate juveniles from adult inmates, remove juveniles from adult jails and lockups, and reduce racial and ethnic disparities. These systems also promote positive youth development with effective programs, training, treatment, prevention, diversion, rehabilitation, and research efforts. The purpose of the Title II, Part B Formula Grants Program is to assist states in improving their juvenile justice systems through a combined effort of direct funding and training and technical assistance.

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, and Deliverables Web-Based Form](#).

## Federal Award Information

### Awards, Amounts and Durations

Anticipated Number of Awards: 56

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$4,100,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (months): 48

Anticipated Total Amount To Be Awarded Under This Solicitation: \$46,000,000

### **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**

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [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.

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

This funding opportunity requires cost sharing or match from the applicant. “Match” means the portion of project costs not paid by federal funds or contributions (unless otherwise authorized by federal statute). For information on cost sharing or match requirements, see the “[Application and Submission Information](#)” section.

### **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 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 leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** 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 emails 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 eastern time on July 23, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on August 5, 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) OR Jessica Winpigler Wheeler at [Jessica.winpigler@usdoj.gov](mailto:Jessica.winpigler@usdoj.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 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 subject to [Executive Order \(E.O.\) 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/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the state's process under E.O. 12372. On the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the state for review."

### 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.

### ***Proposal Narrative***

For the purposes of this solicitation, “Proposal Narrative” refers to the Three-Year State Plan.

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. It must demonstrate that the state has satisfied the 33 statutory state plan requirements, including supporting documentation, listed in 34 U.S.C. § 11133(a). States are encouraged to utilize the [Mapping the State Plan Requirements tool](#) to ensure that the Three-Year State Plan demonstrates satisfaction of the 33 Formula Grants Program eligibility requirements.

The Three-Year State Plan should include the following key elements:

- a. Description of the Issue

#### ***Analysis of juvenile delinquency problems (youth crime) and needs.***

Pursuant to the JJDP Act at 34 U.S.C. § 11133(a)(7) “states must 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 Indian Tribe has jurisdiction”. A list of required elements can be found [here](#).

The analysis is developed to inform the state’s proposed Three-Year State Plan. The plan must include a description of the manner in which proposed activities and funded programs are expected to resolve the identified juvenile delinquency 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 must be based on the most recent data available by county, parish, or city. Examples of data elements to inform the development of an analysis of juvenile delinquency problems and needs may include (but are not required):

- Juvenile arrests by offense type, gender, age, and race.
- Number and characteristics (by offense type, gender, race, and age) of juveniles referred to juvenile court, a probation agency, or special intake unit for allegedly committing a delinquent or status offense.
- Number of cases handled informally (nonpetitioned) and formally (petitioned) by gender, race, and type of disposition (e.g., diversion, probation, commitment, residential treatment).
- Number of delinquent and status offenders admitted, by gender and race, to juvenile detention facilities and adult jails and lockups (if applicable).
- Data related to the availability, scope, and accessibility of mental health services for youth in the juvenile justice system, and availability, scope, and accessibility of the prevention and treatment services in rural areas.
- Trend data and other social, economic, legal, and organizational conditions considered relevant to delinquency prevention programming.

Plan for compliance with the Racial and Ethnic Disparities (R/ED) core requirement.

Pursuant to the JJDP Act at 34 U.S.C. § 11133(a)(15), in order to achieve compliance with the R/ED requirement, states must “implement policy, practice, and system improvement strategies at the State, territorial, local, and Tribal levels, as applicable, to identify and reduce racial and ethnic disparities among youth who come into contact with the juvenile justice system, without establishing or requiring numerical standards or quotas, by—

- A. Establishing or designating existing coordinating bodies, which could be the State Advisory Group (SAG or a subset of the SAG), composed of juvenile justice stakeholders (including representatives of the educational system) at the State, local, or Tribal levels, to advise efforts by States, units of local government, and Indian Tribes to reduce racial and ethnic disparities;
- B. Identifying and analyzing data on race and ethnicity at decision points in State, local, or Tribal juvenile justice systems to determine which such points create racial and ethnic disparities among youth who come into contact with the juvenile justice system; and

- C. Developing and implementing a work plan that includes measurable objectives for policy, practice, or other system changes, based on the needs identified in the data collection and analysis under subparagraph (B).”

The term “racial and ethnic disparity” means minority youth populations are involved at a decision point in the juvenile justice system at disproportionately higher rates than nonminority youth at that decision point. 34 U.S.C. § 11103(41).

For FY 2024, states are required to provide R/ED plans using a three-pronged, research-driven, outcome-based strategy for their R/ED work. The R/ED plan must include a sentence that designates and names a coordinating body that advises efforts by states, units of local government, and Indian Tribes to reduce racial and ethnic disparities. Please see [“FY 24 Title II Compliance Data Submission Plans and R/ED Plans”](#) for more information. The R/ED plan must be submitted in the [Compliance Monitoring Tool \(CMT\)](#).

Note: Juvenile justice stakeholders may include representatives of the educational system at the state, local, or Tribal levels.

b. Project 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 2024 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. Be sure to link each goal and/or objective with the delinquency problem/need analysis.

c. Collecting and Sharing Juvenile Justice Information

To inform the development of information technology and better convey to OJJDP an understanding of the difficulties state agencies that administer grants under the Formula Grants Program may encounter in collecting and sharing juvenile justice information inherent to and/or as specified in the JJDPA at 34 U.S.C. §§ 11133(a) (4), (7), (8), (26), (27), and (28), states are encouraged (but are not required) to include in their proposed Three-Year State Plan the following information:

- Describe the state’s process for gathering juvenile justice information and data across state agencies—i.e., state departments of education and welfare, mental health services, and local law enforcement—and how the state makes this

information available across agencies and incorporates the data into its comprehensive Three-Year State Plan and Annual Plan updates.

- Identify specific barriers the state encounters with the sharing of juvenile justice information on at-risk youth among state agencies, including local law enforcement, where state statute, regulation, or policy prohibits the sharing of this information.

d. State Advisory Group (SAG) Roster

States must provide a current SAG roster. See the "[FY 24 State Advisory Membership Roster](#)" for a suggested template.

e. State Agency Contact Information

States must provide current agency contact information with their application. See the "[FY 24 Contact Information for States](#)" for a suggested template.

f. Pass-Through Waiver Request

The JJDP Act at 34 U.S.C. § 11133(a)(5) requires states to pass through at least 66 and 2/3 percent of Title II Formula Grants Program funds that they receive in each year to provide funds for units of local government, local private agencies, and eligible Indian Tribes.

States seeking to waive the pass-through requirement must include the request with their Title II application in the form of a letter addressed to the OJJDP Administrator. See the "[FY 24 Waiver Requirements for Pass-Through \(Subawards\)](#)" for more details. All states seeking a waiver will be required to submit a new request with their FY 24 application to coincide with year 1 of the new Three-Year State Plan. Requests for a waiver renewal will not be considered.

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

**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 [here](#). 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 [OJP Grant Application Resource Guide](#).

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

The applicant will submit the project’s goals and objectives in the JustGrants web-based form. This is a summary of the goals and objectives that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective 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.
- **Objectives:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results.
- **Deliverables:** Pursuant to 34 U.S.C. § 11133(a), no later than 60 days after the date on which a three-year state plan submitted under this subsection is finalized, a state must make the plan or amended plan publicly available by posting the plan or amended plan on the state’s publicly available website.

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

OJJDP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). The FY24 state allocation chart will be posted [here](#), when available. States should plan their FY 2024 expenditures using the FY 2023 allocations, which can be found [here](#).

Applicants are required to provide a budget breakdown and budget narrative detailing how program funds will be allocated throughout the award period. The proposed budget must be (1) complete, allowable, and cost effective (e.g., reasonable, allocable, and necessary for project activities) in relation to the proposed activities and (2) include a narrative to justify proposed project activities. The budget narrative should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. The proposed budget for this award should account for the 4-year budget period of October 1, 2024 to September 30, 2028. A sample Title II budget template can be found [here](#).

#### Subawards

The JJDPA 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 Three-Year State Plan must provide that at least 66 and 2/3 percent of funds that the state receives, reduced by the percentage (if any, but not more than 5 percent of the award) “...that the State allocates for incentive grants to units of local government that reduce the caseload of probation officers within such units” and excluding funds made available to the SAG under 34 U.S.C. § 11132(d), shall be expended through subawards. Refer to the waiver requirements document located [here](#) for details.

#### Planning and Administration Funds

The JJDP Act at 34 U.S.C. § 11132(c) provides that states may use no more than 10 percent of their formula grant award for planning and administration. States must include in their Three-Year State Plan and attached budgets a detailed breakdown of those costs. States must match, on an equal basis, any amount of federal funds that they expend or obligate for such purposes. States must identify the source of the match and how they will use match funds in their attached budget. States must satisfy this match requirement with cash or in-kind match. 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.

#### Program Purpose Areas

States must pass through at least 66 and 2/3 percent of funds to units of local government, local private organizations, and eligible Indian Tribes that agree to attempt to comply with the core requirements pursuant to 34 U.S.C. § 11133(a)(5). Additionally, 75 percent of funds must be dedicated to evidence-based or promising programs delineated at 34 U.S.C. § 11133(a)(9). Overlap between the budget categories to fulfill the 66 and 2/3 percent subaward requirement and the 75 percent program purpose area requirement is permitted. A list of the Formula Grants Program Purpose Areas can be found [here](#).

#### SAG Allocation

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

#### Funding Restrictions

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

#### Budget Worksheet and Budget Narrative (Attachment)

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

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.

#### 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.

### Nonfederal Costs (match and program income)

This funding opportunity requires a **cash or in-kind match**. “Match” means the portion of project costs not paid by federal funds or contributions (unless otherwise authorized by federal statute). Federal funds awarded under this funding opportunity require a 10 percent match of all funds allocated for planning and administration from nonfederal sources. An applicant must identify the source of the 10 percent nonfederal portion of the planning and administration project costs and how they will use match funds. If an award recipient’s proposed match exceeds the required match amount, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. “Match” funds may be used only for purposes that would be allowable for the federal funds. This means neither federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash or in-kind match. “In-kind” match may be in the form of services, supplies, real property, and equipment.

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

### 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.



Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

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

The applicant will attach the additional requested documentation in JustGrants.

### ***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.

#### ***Title II Year 1 Eligibility Assurances and Certifications***

Review and accept the Title II Year 1 Eligibility Assurances and Certifications Form in JustGrants. Additional information can be found [here](#).

#### ***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; 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 Process**

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

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant entity is listed in SAM as excluded from receiving a federal award.

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

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant, at its option, may review and comment on any information about itself 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.

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 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 <http://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 elements 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, 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**

Title II Formula Grants Program performance measures can be found [here](#).

#### **Progress Reporting Questions**

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

## Application Checklist

### OJJDP FY24 Title II Formula Grants Program

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

#### Pre-Application

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

- Confirm your entity's registration in the [System for 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](#)).

##### *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).
- 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#6g3y8> (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 the designated state allocation.

##### *Review Eligibility Requirement*

- Review "Eligibility" in the Synopsis section 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**.
- Submit Intergovernmental Review.

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

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- Contact OJJDP or Grants.gov Customer Support Hotline at 800–518–4726, 606–545–5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see “[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
- Data Requested with Application
- Proposal Narrative
- Application Goals and Objectives web-based form

### **Budget and Associated Documentation**

- Budget Worksheet and Narrative attachment
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

### **Additional Application Components**

- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))

### **Disclosures and Assurances**

- Title II Year 1 Eligibility Assurances and Certifications
- [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; Law Enforcement and Community Policing (see [Application Resource Guide](#))

- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

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

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

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

- Contact the JustGrants Service Desk at 833–872–5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [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.