

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



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## Community-Based Alternatives to Youth Incarceration Initiative

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**Application JustGrants Deadline:** August 08, 2022 8:59 PM

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) seeks applications for funding to close and repurpose youth correctional facilities, reinvest cost savings to expand community-based alternatives to incarceration, and assess and respond to the economic impact of closures on facility staff and surrounding communities. This program furthers the DOJ's mission to reduce recidivism and improve public safety by helping states more effectively and equitably reinvest resources to efforts that facilitate the successful rehabilitation of justice-involved youth.

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 to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2022-00043-PROD	1-Community-Based Alternatives to Youth Incarceration Initiative	4	\$1,000,000.00	10/1/22 12:00 AM	24
C-OJJDP-2022-00044-PROD	2-Community-Based Alternatives to Youth Incarceration Training and Technical Assistance Program	1	\$500,000.00	10/1/22 12:00 AM	24

### Eligible Applicants:

Other

### Other

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

The following entities are eligible to apply:

**Category 1: Community-Based Alternatives to Youth Incarceration Initiative**

- State governments

**Category 2: Community-Based Alternatives to Youth Incarceration Initiative Training and Technical Assistance Program**

- Public and state-controlled institutions of higher education
- Private institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations other than small businesses
- Native American Tribal organizations (other than federally recognized Tribal governments)
- Small businesses

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

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

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

**Contact Information**

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

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (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 5 a.m. to 9 p.m. eastern time (ET) Monday to Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10 a.m. to 6 p.m. ET Monday to Friday, and 10 a.m. to 8 p.m. on the solicitation closing date. General information on applying for OJJDP awards can be found at <https://www.ojdp.gov/funding/funding.html>.

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

A solicitation webinar will be held on July 21 at 2 PM ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by [clicking on this link](#) and following the instructions. Due to the limited time, OJJDP encourages participants to review the solicitation and submit any questions they may have in advance and no later than July 14. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as “Questions for OJJDP FY2022 Community-Based Alternatives to Youth Incarceration Solicitation Webinar.”

**Submission Information**

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit, by the Grants.gov deadline, the required Application for Federal Assistance standard form (SF)-424 and the Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at

[JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. This program will fund states to close and repurpose youth correctional facilities, assess and respond to the economic impact of closures on facility staff and surrounding communities, and reinvest cost savings to expand community-based alternatives to youth incarceration.

### Statutory Authority

Department of Justice Appropriations Act, 2022, Pub. L. No. 117-103, 136 Stat. 49, 127

### Specific Information

The Community-Based Alternatives to Youth Incarceration Initiative will support states to close youth correctional facilities, assess and respond to the impact of closures on facility staff and the surrounding communities, and reinvest state and local resources to support more effective community-based services and supports for justice-involved youth and their families. The initiative will support the development and implementation of innovative strategies for closing youth correctional facilities and reinvesting cost savings in community-based solutions that promote positive outcomes for youth, increase public safety, and strengthen families and neighborhoods.

Funding will support states in a community-driven consultation and justice reinvestment planning process that leverages the expertise of state staff, directly impacted youth and their families representatives from impacted communities, community-based service providers, local foundations, and other key stakeholders to help close and repurpose youth correctional facilities. Stakeholders may include representatives from the state judiciary (chief justice, family court judges, other judges); legislature (Senate leader, judiciary chairs, Speaker of the House, appropriations committee, other legislators); and the executive (Governor, budget officials, city government, including the mayor)<sup>[1]</sup>. Other relevant stakeholders include advocacy groups, social services agencies, and public health.

Potential applicants should be aware of recently released Guidance on the Duration of the Federal Interest relating to correctional facilities that were constructed, in whole or in part, with funds from the federal Violent Offender Incarceration and Truth-in-Sentencing ("VOI/TIS") Incentive Formula Grant Program.

The initiative will also support a training and technical assistance provider to support states in the planning process as needed, identify evidence-informed practices for youth correctional facility closure and repurposing, and develop economic impact strategies that result in cost savings and reinvestment in community-based alternatives to youth incarceration.

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[1] In general, as a matter of federal law, federal funds awarded by OJP may not be used by the recipient, or any subrecipient ("subgrantee") at any tier, either directly or indirectly, to support or oppose the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government. See 18 U.S.C. 1913. (There may be exceptions if an applicable federal statute specifically authorizes certain activities that otherwise would be barred by law.)

Another federal law generally prohibits federal funds awarded by OJP from being used by the recipient, or any subrecipient at any tier, to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

## Goals, Objectives, Deliverables, and Timeline

### Goals

The goals of this initiative are to assist states in closing and repurposing youth correctional facilities, assessing and responding to the economic impact of closures on facility staff and the surrounding communities, and reinvesting cost savings to expand community-based alternatives to youth incarceration.

## Objectives

The objective of this initiative is to support states in developing and implementing community-driven plans to close and repurpose youth correctional facilities. States are expected to engage and leverage expertise from directly impacted youth and their families community-based service providers, local foundations, state agencies including economic development and labor, county and local government agencies, and other stakeholders in a strategic planning process. Plans must include a response to the economic impact of closures on facility staff and the surrounding communities, as well as sustainable, data-driven strategies to reinvest cost savings from youth correctional facility closures into proven, effective youth justice programs and services.

## Deliverables

**Category 1: Community-Based Alternatives to Youth Incarceration Initiative.** States funded under Category 1 are expected to develop community-driven, strategic plans to achieve this initiative's goals and objectives.

Selected applicants will engage in the following planning activities:

- Convene and collaborate with a diverse committee of critical stakeholders, including state- and local-level decisionmakers, juvenile justice agency leaders (including juvenile probation, detention, and corrections), state and local labor agency representatives, state and local economic development agency representatives, youth- and family-serving community-based service providers, impacted youth and their families, and community leaders and advocates.
- Conduct data analysis, including surveys and interviews, with youth, families and community stakeholders impacted by the closure of correctional facilities, as well as the staff who currently work in the youth correctional facilities.
- Conduct a fiscal analysis of current and projected resource sources and expenditures. This would involve assessing how the state youth correctional system currently spends its funding, including identifying (1) sources of funding, (2) the amount that the system spends on each type of intervention, (3) trends in the total costs for each intervention category, (4) the cost per unit of capacity (e.g., annualized cost per available bed), and (5) costs per individual youth housed in the facility.
- Review the capacity and effectiveness of existing alternatives to youth incarceration in the state and impacted communities. From this review, co-design, improve, and expand the continuum of community-based services to address the needs of impacted youth.
- Develop a short-, intermediate-, and long-term strategic plan, with assistance from an OJJDP-approved training and technical assistance provider, for closing and repurposing the youth correctional facility; redirecting resources from the facility closure into proven, effective youth justice programs and services; as well as responding to the economic impact of the closure on facility staff and the surrounding communities. This plan should include:
  - Cost estimates and sources of funding.
  - Timeline for implementation.
  - Strategies to train and redeploy staff currently employed by the youth correctional facility.
  - In jurisdictions where the plan is to repurpose/maintain use of the facility, the plan should include community engagement and co-design efforts to ensure resources are meeting the needs of the impacted youth and community.
- Work collaboratively and closely with the selected OJJDP-approved training and technical assistance provider.

Successful examples of repurposing a closed youth correctional facility to improve public safety and strengthen neighborhoods include, but are not limited to:

- Converting the facility into a "teen center," offering communal space, free internet, a music room, and other activities for youth.
- Repurpose the facility into a recovery center and "one-stop-shop" for social services.
- Create a reentry center for justice-involved youth and adults.
- Accept development bids to repurpose the land for:
  - Affordable housing.
  - A particular business, such as a distillery, movie theater, office, etc.
  - Mixed commercial space.
  - Mixed-income, net-zero sustainable living communities
  - Public parks.
  - Event space.

## **Category 2: Community-Based Alternatives to Youth Incarceration Training and Technical Assistance Program.**

The successful applicant funded under Category 2 will provide training and technical assistance (TTA) to assist states in developing community-driven plans to close and repurpose youth correctional facilities, assess

and respond to the economic impact of closures on facility staff and the surrounding communities, and implement cost savings reinvestment strategies that address the needs of, and improve outcomes for, impacted youth and their families. The successful TTA provider will be expected to develop a community of practice with funded and nonfunded states that are implementing similar strategies.

**Stakeholder Engagement.** The TTA provider will work with governmental and nongovernmental stakeholders of the state's juvenile justice system to (1) orient them to the process and implications of closing a youth correctional facility; (2) provide task force and work group meeting facilitation, as needed; (3) support peer learning exchanges within and among state grantees; (4) seek input on understanding juvenile justice system data and processes, interpreting analytic and qualitative findings, assessing feasibility, and providing information on the potential impact of closing the youth correctional facility; and (5) set up processes for continued stakeholder engagement as technical assistance concludes.

The TTA provider will facilitate engagement with: labor experts that have experience working with the labor force during a downsizing or facility closing and can assist with obtaining new employment; economic development planning experts that can develop and plan for the impacted area; architects that can recommend repurposing ideas for facilities through a community-led process; and budget/financial experts that can advise on how to ensure cost savings from the closure is redirected to community-based alternatives.

**Data Analysis.** The TTA provider will assist state and local stakeholders in (1) conducting a comprehensive analysis of state juvenile justice data, including crime and arrest rates, pre- and post-adjudication rates, community supervision, out-of-home placement, and confinement populations; (2) conducting a system assessment on the capacity and effectiveness of existing community-based alternatives to youth incarceration in the state and impacted communities; (3) assessing the impact of facility closure on justice-involved youth and their families, as well as the staff who currently work in the correctional facility; (4) assessing the cost savings and resources available after correctional facility closure and how to best reinvest funds into expanding community-based alternatives to youth detention at the local level; and (5) presenting findings to the state in a comprehensible, clear, and concise manner.

**Implementation Planning and Guidance.** The TTA provider will provide targeted and intensive TTA to states to support the implementation of their strategic plans, with the long-term goal of redirecting resources available from the youth correctional facility closure into early intervention, diversion, and community-based programming. TTA activities related to implementation will include (1) assisting in the timely and faithful implementation of plans to close and repurpose the youth correctional facility and (2) providing technical expertise and guidance regarding operational and programmatic aspects of implementation.

**Supporting Sustainability.** Concurrent with the implementation assistance described above, TTA will work with states to identify cost savings and reinvest resources into high-performing, community-based alternative programs to youth incarceration that address the needs of and improve outcomes for justice-involved youth and their families. Upon conclusion of the TTA, the TTA provider will work with states to establish a sustainability plan to ensure there is continued support for a continuum of community-based services and providers for justice-involved youth and their families.

### **TTA Plan, Protocols, and Delivery**

Training, technical assistance, and evaluation protocols must ensure quality of service delivery. Potential activities and deliverables should include, but are not limited to:

- A project plan describing how the applicant will engage OJJDP, funded grantees, and selected nonfunded states that are implementing similar strategies.
- Describe the instrument and mechanism for identifying and responding to training needs.
- A training proposal to support localities that are in various phases (planning, implementation, and sustainability).
- A project plan for onsite and virtual training and technical assistance visits.

**Equity and Inclusion.** OJJDP expects that the TTA provider will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality. Applicants should include in their application a plan that describes how the applicant will ensure equitable access to services for all justice-involved youth and their families to ensure fairness, equity, and access to justice for all impacted children and families regardless of their race or ethnicity.

**Family Engagement.** OJJDP envisions a transformed juvenile justice system that recognizes and builds upon the strengths, values, and diversity of families and communities to best serve the children and youth who come into contact with the system and to improve both safety and quality of life for all. This system will honor and support families before, during, and after their children have contact with the system. Applicants must describe how the proposed program will include a youth and family engagement component.

**Both Categories:** The Goals, Objectives, and Deliverables are directly related to the performance measures that show the results of the completed work, as discussed in the "Application and Submission Information" section.



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

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

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

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

## **OJP Priority Areas**

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

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

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

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

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

C. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

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

**OJJDP Training and Technical Assistance Awardee Standards**

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

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

- **Coordination with OJJDP NTTAC.** OJJDP requires all training and technical assistance projects to coordinate their activities with OJJDP National Training and Technical Assistance Center (NTTAC) by complying with all OJJDP/NTTAC protocols to ensure coordinated delivery of services among providers and the effective use of OJJDP grant funding. OJJDP reserves the right to modify these protocols at any time with reasonable notice to the grantee prior to project completion.
- **OJJDP-funded webinars.** The award recipient must comply with OJJDP’s webinar guidelines, as described in the Core Performance Standards. Minimally, OJJDP training and technical assistance providers will submit information to OJJDP in advance of all events for the online calendar, record events, and provide the final files (which must be compliant with Section 508 of the Workforce Rehabilitation Act) to OJJDP or OJJDP’s representative. For more information on Section 508 of the Workforce Rehabilitation Act, visit <https://www.section508.gov/>.
- **Training information sharing.** OJP will collect information from its program offices on OJP-funded training and technical assistance events. Award recipients must use OJJDP’s standard electronic training request form, submit information to OJJDP on all training events (e.g., name of requester, description of request, dates of event) 30 days in advance of the event date, and report additional data, as OJJDP requires.

**Federal Award Information**

**Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2022-00043-PROD	1-Community-Based Alternatives to Youth Incarceration Initiative	4	\$1,000,000.00	10/1/22 12:00 AM	24
C-OJJDP-2022-00044-PROD	2-Community-Based Alternatives to Youth Incarceration Training and Technical Assistance Program	1	\$500,000.00	10/1/22 12:00 AM	24

**Awards, Amounts and Durations**

**Period of Performance Start Date**  
10/1/22 12:00 AM

**Period of Performance Duration (Months)**  
24

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$4,500,000.00

**Continuation Funding Intent**

OJJDP may provide additional funding in future years to the awards made under this solicitation through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award,

and the achievement of central milestones in year one of the award-funded work, when making continuation-award decisions.

#### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

#### **Types of Awards**

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

**Category 2.** OJJDP expects to make the award under Category 2 of this solicitation as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

#### **Financial Management and System of Internal Controls**

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

#### **Budget Information**

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

This solicitation does not require a match.

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

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

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

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

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

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

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

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

#### **Eligibility Information**

For eligibility information, see the solicitation cover page.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

### **Application and Submission Information**

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form) (The web-based form includes the budget details and the budget narrative.)

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

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

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

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

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

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

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add ZIP Codes for areas affected by the project; confirm its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

### **Proposal Narrative**

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

The following sections must be included as part of the proposal narrative:

#### **a. Description of the Issue**

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

#### **b. Project Design and Implementation**

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

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

If the applicant is seeking priority consideration for Priority 1(B), it should address in this section how the proposed project (s) will ensure fairness, equity, and access to justice for all children and families regardless of their religion; gender; age; mental health; cognitive, sensory, or physical disability; sexual orientation or gender identity; or other characteristics historically linked to discrimination or exclusion not already identified under Priority 1(A).

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

#### **c. Capabilities and Competencies**

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

If the applicant is seeking priority consideration under Priority 1(C), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally

specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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

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

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

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

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/progress-reporting-questions.pdf>.

OJJDP will require award recipients to submit performance measure data and performance reports in JustGrants. OJJDP will provide further guidance on the post-award submission process, if 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](#).

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

The applicant will submit the program's goals, objectives, deliverables, and timelines in the JustGrants web-based form.

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

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

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional](#) information.

If the applicant is seeking priority consideration under Priority 1(C) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(C)** and described in the Capabilities and Competencies section of the application.

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

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

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

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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not

required to provide this disclosure.

### **Additional Application Components**

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

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

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

##### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

##### **DOJ Certified Standard Assurances**

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

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

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

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

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

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

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

#### **How to Apply**

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

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

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

#### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on July 25, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on August 8, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

### **Experiencing Unforeseen Technical Issues**

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all of the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk ticket numbers, and JustGrants Support Desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

### **Application Review Information**

#### **Review Criteria**

##### **a. Merit Review Criteria**

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

1. Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (45%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

Plan for Collecting the Data Required for This Solicitation's Performance Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the



required data.

5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### **b. Other Review Criteria/Factors**

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

#### **Review Process**

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

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. 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 is listed in SAM as excluded from receiving a federal award.

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

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

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

#### **Federal Award Administration Information**

##### **Federal Award Notices**

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

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

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the

“Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

#### **Information Technology (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 the “Program Description” section, all award recipients under this solicitation will be required to submit certain reports and data.

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

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

#### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

#### **Other Information**

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

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

##### **Provide Feedback to OJP**

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

#### **Performance Measures**

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/progress-reporting-questions.pdf>.

#### **Application Checklist**

##### **OJJDP FY 2022 Community-Based Alternatives to Youth Incarceration Initiative**

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

##### **What an Applicant Must Do:**

*Prior to registering in Grants.gov:*

Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant](#)

[Application Resource Guide](#))

To register in Grants.gov:

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

To find the funding opportunity:

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

**Overview of Post-Award Legal Requirements:**

- Review the [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards”](#) in the [OJP Funding Resource Center](#).

**Review Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of:
  - Category 1: Up to \$1,000,000
  - Category 2: \$500,000

**Review Eligibility Requirement:**

Category 1: Community-Based Alternatives to Youth Incarceration Initiative

- State governments

Category 2: Community-Based Alternatives to Youth Incarceration Initiative Training and Technical Assistance Program

- Public and state-controlled institutions of higher education
- Private institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations other than small businesses
- Native American Tribal organizations (other than federally recognized Tribal governments)
- Small businesses

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**Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Submit Intergovernmental Review
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the SF-424 and SF-LLL in Grants.gov

After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

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

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

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

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

### **Additional Application Components:**

- Research and Evaluation Independence and Integrity [insert if listed in the solicitation] (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances:**

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

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or if error notifications are received:*

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