

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



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## OJJDP FY 2022 National Resource Center for Justice-Involved LGBTQ+ and Two-Spirit Youth

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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 develop and implement OJJDP's National Resource Center for Justice-Involved LGBTQ+ and Two Spirit Youth. This program furthers the DOJ's mission by providing training and technical assistance to juvenile justice system practitioners to assist them in meeting the needs of justice-involved LGBTQ+ and Two-Spirit 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 for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

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

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 Monday-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. eastern time Monday-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 May 17, 2022 at 2:00 p.m. 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 May 10, 2022. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as “Questions for the OJJDP FY 2022 National Resource Center for Justice-Involved LGBTQ+ and Two-Spirit Youth 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 a 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://www.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 furthers the Department's mission by supporting juvenile justice systems reform by providing training and technical assistance to juvenile justice practitioners to assist them in meeting the needs of justice-involved LGBTQ+ and Two-Spirit youth to ensure that contact with the juvenile justice system is rare, fair and beneficial.

### **Statutory Authority**

34 U.S.C. 11131; any awards under this solicitation also would be made under statutory authority provided by a full-year appropriations act for FY 2022. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution"; no full-year appropriation for the Department has been enacted for FY 2022.

### **Specific Information**

OJJDP supports states, localities, and Tribes to reform juvenile justice systems so that they are equitable, create safer communities, and empower youth to lead productive lives. OJJDP understands that Lesbian, Gay, Bisexual, Transgender, Queer, Intersex, Gender Non-Conforming, and Two-Spirit youth is an umbrella term, and acknowledges that this term refers to a broad population of youth who identify with a sexual or gender identity other than cisgender or heterosexual. As the Office seeks to advance the field, for purposes of this program OJJDP will refer to this term as LGBTQ+ and Two-Spirit throughout the solicitation.

OJJDP supports a juvenile justice system that embraces healing, trauma-informed care, and positive youth development practices and has the capacity to address the needs of underserved populations to ensure equity and inclusion. Improving outcomes for LGBTQ+ and Two-Spirit youth requires a coordinated, collaborative approach in providing competent training and technical assistance that will build capacity among OJJDP's current training and technical assistance providers, develop and disseminate resources (e.g., fact sheets, toolkits, online curriculums, webinars, training and guidance manuals, etc.), and respond to requests from justice-involved youth stakeholders including, but not limited to juvenile detention center staff, law enforcement officers, judges and court staff, probation staff, and community-based providers. This project will support the development and implementation of resources to inform justice systems policies, practices, and/or programs that address the needs of, and improve outcomes for, justice-involved LGBTQ+ and Two-Spirit youth.

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

#### **Goals**

The goal of this project is to support juvenile justice system reforms that address the needs of justice-involved LGBTQ+ and Two-Spirit youth. Examples of reform efforts may include, but are not limited to: developing and implementing policy approaches to protect justice-involved LGBTQ+ and Two-Spirit youth; ensuring practitioners adopt evidence-based, research-informed practice guidelines, particularly around equitable access and care; improving services available to justice-involved LGBTQ+ and Two-Spirit youth; and, regular training and technical assistance for juvenile justice practitioners and community-based stakeholders.

This project will establish and maintain the National Resource Center for Justice-Involved LGBTQ+ and Two-Spirit youth as a comprehensive clearinghouse on policies and best practices related to justice-involved LGBTQ+ and Two-Spirit youth. The center will provide robust, competent, and comprehensive training and technical assistance to a variety of justice and community-based stakeholders. The center will build capacity among OJJDP's existing training and technical assistance providers to better serve the needs of this population. Further, the center will respond to the needs of juvenile justice practitioners and community-based stakeholders -- including state, regional, local, rural, tribal, and remote departments of juvenile justice and corrections; law enforcement; courts; and community supervision agencies -- to improve outcomes for justice-involved youth.

#### **Objectives**

The program's overall objective is to provide juvenile justice practitioners and stakeholders with state, regional and local training and technical assistance, including rural, tribal and remote areas, to develop, maintain, and enhance their knowledge, create policies, practices, and/or programs to support juvenile justice system reforms that address the needs of justice involved LGBTQ+ and Two Spirit youth, and assist juvenile justice systems in data collection for LGBTQ+ and Two-Spirit youth. The center will develop, implement, and disseminate training and technical assistance based on best practices for engaging juvenile justice practitioners and community-based stakeholders; analyzing data and identifying drivers; developing innovative or research-based policies, practices, and/or programs; implementing policies, practices, and/or programs; and measuring outcomes. Objectives include:

- Develop and provide training and technical assistance opportunities for juvenile justice practitioners and stakeholders to enhance their capacity, knowledge, and skills to improve and strengthen overall outcomes for justice-involved LGBTQ+ and Two-Spirit youth.
- Develop and promote publications and resources for juvenile justice and community-based stakeholders to improve and strengthen overall outcomes for system-involved LGBTQ+ and Two-Spirit youth.
- Increase the field's knowledge of, and capacity to address, protective factors such as:
  - Supporting system change.
  - Family engagement and acceptance.
  - Identifying gaps in knowledge related to LGBTQ+ and the intersection of youth of color.
  - Identifying gaps in knowledge related to LGBTQ+ and Two-Spirit youth and the intersection of intellectual disabilities.
- Coordinate round tables and other events to convene juvenile justice stakeholders, state advisory group representatives, practitioners, advocates, researchers, and diverse experts from around the country to increase awareness and improve understanding of justice-involved LGBTQ+ and Two-Spirit youth, foster collaboration across public sectors and disciplines, address challenges, and identify priorities and gaps (including those in data collection).

## **Deliverables**

In addition to the strategy and content of the program design, the successful applicant must complete the following deliverables during the project period. Additional deliverables may be developed annually according to need and funding ability. When the project ends, or before if specified, OJJDP will require the awardee to transfer OJJDP-funded work products to OJJDP. With guidance from OJJDP, the successful applicant will develop the following:

### **1. Training and Technical Assistance Needs Assessment**

- A plan (including timelines, performance measures, and benchmarks) that specifies which activities the grantee will conduct to achieve the program goals and objectives. Potential activities and deliverables should include, but are not limited to:
  - Develop cost-effective and sustainable strategies for juvenile justice system reform that internally evaluate policies and practice that impact LGBTQ+ and Two-Spirit youth.
  - Develop a plan of action for training requests to assist in developing comprehensive strategic plans for implementing new policies and practices that impact LGBTQ+ and Two-Spirit youth, to include training support for implementation.
  - Coordinate listening sessions with experts, advocates, and individuals with lived experiences to keep OJJDP informed of new and emerging issues in the field. Listening session topics should evolve throughout the project period, identifying gaps and the best practices to respond to the needs of justice-involved LGBTQ+ and Two-Spirit youth.

### **2. Training and Technical Assistance Plan, Protocols, and Delivery**

- Serve as a national resource center and information clearinghouse regarding best practices and policies for justice-involved LGBTQ+ and Two-Spirit youth.
- Assess existing, publicly available tools/resources for youth justice practitioners who respond to the needs of justice-involved LGBTQ+ and Two-Spirit youth.

In coordination with OJJDP, develop and implement national training on implementing and complying with statutes that prohibit discrimination by recipients of federal financial assistance, including on the basis of sex,

as recently clarified by the Department's Civil Rights Division to include discrimination on the basis of sexual orientation, gender identity, and intersex traits after the Supreme Court's holding in *Bostock v. Clayton County*, 140 S.Ct. 1731, 590 U.S. \_\_\_ (2022).<sup>[1]</sup> Activities should include, but are not limited to:

- Provide training and technical assistance to relevant stakeholders, including youth and criminal justice practitioners and community-based service providers.
- Develop resources that assist stakeholders in re-examining and/or updating current agency policies to align with the Department's clarification of the applicability of the **Bostock** ruling to DOJ funding statutes.
- Provide training and technical assistance to other OJJDP training and technical assistance providers on the implications of the Department's clarification of the applicability of the **Bostock** ruling to DOJ funding statutes and respective program areas.
- Develop an online Trainers' Resource Hub that serves as a clearinghouse of information and resources for identified subject matter experts, agencies, facilities, and trainers to support ongoing work with LGBTQ+ and Two-Spirit youth, and provide training to interested stakeholders.
- Develop resources and tools to fill gaps in what is publicly available and educate and inform the youth justice field about the latest trends, practices, and programming related to LGBTQ+ and Two-Spirit youth.
- Provide culturally and linguistically competent training to existing OJJDP training and technical assistance providers that focuses on best practices for serving the needs of justice-involved LGBTQ+ and Two-Spirit youth through a train-the-trainer model and ongoing advice, coaching, and support.
- Adapt existing LGBTQ+ and Two-Spirit youth-focused curriculums to meet the needs of OJJDP's current training and technical assistance providers and help integrate information about best practices for LGBTQ+ and Two-Spirit youth into new and/or existing OJJDP-funded trainings and curriculums.
- Develop the content for as many as 12 topic-specific webinars annually that will be made publicly available via OJJDP's National Training and Technical Assistance Center (NTTAC). OJJDP/NTTAC provides a webinar platform, if needed.
- Provide technical assistance on existing sexual orientation, gender identity, and expression-focused instrument(s) to collect data from justice-involved youth and support agencies seeking to implement these instruments in their programming and/or processes.
- Assist designated state agency staff and state advisory groups in incorporating effective gender-responsive services and interventions into their state plans for high-risk or justice-involved LGBTQ+ and Two-Spirit youth, including those with a history of trauma caused by physical and sexual abuse, commercial sexual exploitation, or domestic minor sex trafficking.
- Serve as subject matter experts on training panels, conferences, listening sessions, roundtables, and other events as specified by OJJDP.
- Develop content and submit regular updates for OJJDP's webpage for LGBTQ+ and Two-Spirit youth. Types of content may include:
  - Resources on how to assess justice system policies and practices and their impact on LGBTQ+ and Two-Spirit youth.
  - Resources on the intersection of disabilities and LGBTQ+ and Two-Spirit youth and how to provide them with adequate services.
  - Information on promising and evidence-based, gender-responsive program models that are culturally and linguistically competent, trauma-informed, and developmentally appropriate.

- Samples of innovative youth justice policies and practices addressing the needs of LGBTQ+ and Two-Spirit youth.
- Articles about changes and reforms taking place in the field.
- Information about validated assessment tools.

### 3. Marketing Plan

- A program marketing plan to inform the field about available technical assistance, trainings, products, lessons learned, and materials. Potential activities and deliverables should include, but are not limited to:
  - A projected plan describing how web-based and/or virtual training and technical assistance opportunities (webinars, Zoom, etc.) will be made available for download and/or online streaming, and how they will be marketed to reach all jurisdictions, including rural, tribal, and remote areas.

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

#### **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 the 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.

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[1] See Memorandum of Kristen Clarke, Assistant Att'y Gen., Civ. Rts. Div., [Interpretation of Bostock v. Clayton County regarding the nondiscrimination provisions of the Safe Streets Act, the Juvenile Justice and Delinquency Prevention Act, the Victims of Crime Act, and the Violence Against Women Act \(Mar. 10, 2022\)](#).

#### **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."



## Federal Award Information

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Awards, Amounts and Durations

**Anticipated Number of Awards**

1

**Anticipated Maximum Dollar Amount of Awards**

\$1,000,000.00

**Period of Performance Start Date**

10/1/22 12:00 AM

**Period of Performance Duration (Months)**

36

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

\$1,000,000.00

### Continuation Funding Intent

OJJDP may, in certain cases, provide additional funding in future years to 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 award-funded work's progress, 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

OJJDP expects to make the award under 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.

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 not subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”)

#### **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 decisions.

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 there is a need for training and technical assistance resources for justice-involved LGBTQ+ and Two-Spirit youth by demonstrating the size and scope of the problem, and documenting 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. The overall priority for this program is to train and provide technical assistance to state, regional, local, rural, tribal, and remote areas to improve and strengthen overall outcomes for system-involved LGBTQ+ and Two-Spirit youth. OJJDP expects that the successful applicant will have the capacity to address the challenges and unique needs of rural, tribal, and remote communities.

**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 describe their capacity to address the challenges and unique needs of rural, tribal, and remote communities. 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.

### 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/fy-2022-performance-measures>.

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

OJJDP will require award recipients to submit performance measure data and performance reports 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 FY 2022 National Resource Center for Justice-Involved LGBTQ+ and Two-Spirit Youth goals, objectives, deliverables, and timelines in the JustGrants web-based form.

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

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

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

##### **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.

#### **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://www.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 June 8, 2022.

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on June 22, 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.*

Applicants 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 OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. 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), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, 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**

#### **Merit Review Criteria**

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

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.
4. 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).

#### **Other Review Criteria/Factors**

Other important considerations for OJJDP include geographic diversity, strategic priorities, 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 stated 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/fy-2022-performance-measures>.

## Application Checklist

### OJJDP FY 2022 National Resource Center for Justice-Involved LGBTQ+ and Two-Spirit Youth Program

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)
- 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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (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 \$1,000,000

#### Review Eligibility Requirement:

The following entities are eligible to apply:

- 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
- 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 error notifications are received:*

- 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) 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 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.