Agenda Item #: 3X-5

PALM BEACH COUNTY
BOARD OF COUNTY COMMISSIONERS

AGENDA ITEM SUMMARY

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Meeting Date: December 1, 2026 **[X] Consent** **[ ] Regular**
[ ] Ordinance **[ ] Public Hearing**

Department: Department of Public Safety
Submitted By: Department of Public Safety
Submitted For: Division of Justice Services

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I. EXECUTIVE BRIEF

Motion and Title: Staff recommends motion to:

(A) **ratify** the Mayor's signature on the Office of Juvenile Justice and Delinquency Prevention (OJJDP)'s Grant solicitation# O-OJJDP-2025-172511- Second Chance Act Youth Reentry Program application, in the amount of $750,000 for an Award period of October 1, 2025 through September 30, 2028; and

(B) **delegate authority to** the County Administrator or designee to sign future applications and execute the Grant Award, Contracts Amendments, supporting documents, and electronic grant reporting forms, related to this grant, on behalf of the Board of County Commissioners (BCC) that do not substantially change the scope of work, terms or conditions of the original contract.

Summary: Palm Beach County, Department of Public Safety, Division of Justice Services (DJS), Youth Reentry Program received notice from OJJDP of a potential grant funding under Assistance Listing Number 16.812, due April 8, 2026 and applied under the Improving Youth Reentry Category in the Grant solicitation. DJS Youth Reentry Program partners with the Florida Department of Juvenile Justice to provide case management, support services, and a Continuum of Care (CoC) to justice-involved youth and young adults returning from incarceration to Palm Beach County (PBC). Programming is designed to reduce recidivism among reentry youth who are transitioning back to PBC, as well as reduce future victimization, enhance public safety, and improve the quality of life of all residents. This Grant Award will support expansion of the PBC Youth Reentry Program to add an evidence-based transitional employment initiative that includes best practices in the facilitation of education, employment, and vocational interventions. The expanded services will address the targeted population's highest criminogenic needs, strengthen skills and competencies, improve outcomes, and promote public safety while reducing recidivism, reincarceration, and associated costs.

Summary, Background and Justification: Continued on page 3.

Attachments:
1) Mayor's Approval Packet for Grant Application Submission
2) Application for solicitation #O-OJJDP-2025-172511
3) Grant Solicitation

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Recommended By: _____ 10/29/26
Department Director **Date**

Approved By: _____ 11/10/26
Deputy County Administrator **Date**

II. FISCAL IMPACT ANALYSIS

A. Five Year Summary of Fiscal Impact

Fiscal Years	2027	2028	2029	2030	2031
Personal Services					
Operating Expenses					
Capital Outlay					
Grants & Aids					
External Revenues					
In-Kind Match (County)					
Net Fiscal Impact	*				
# ADDITIONAL FTE POSITIONS (Cumulative)					

Is Item Included In Current Budget? Yes ____ No X
Is this item using Federal Funds? Yes X No ____
Is this item using State Funds? Yes ____ No X

Budget Account Exp No: Fund ___ Dept.___ Unit ___ Obj. ___
Rev No: Fund ___ Dept.___ Unit ___ Rev. ___

B. Recommended Sources of Funds/Summary of Fiscal Impact:

*If the grant is awarded, an agenda item will be prepared to receive and file the grant award, amend the budget, and add the position.

C. Departmental Fiscal Review: Nyra Chau 11/6/26

III. REVIEW COMMENTS

A. OFMB Fiscal and/or Contract Dev. and Control Comments:

Lisa Matos 11/6/2026
OFMB
MO 11/6

Brenda Branch 11/9/26
Contract Dev. And Control
ZG 11.9.26

B. Legal Sufficiency:

11/9/2026
Assistant County Attorney

C. Other Department Review:

Department Director

This summary is not to be used as a basis for payment.

Continued from page 1

Summary: The Employment Counselor position (pay grade 23) will provide educational training and oversee the implementation of the transitional employment initiative. The Employment Counselor position will be approved for the length of the grant funding and will be deleted from the DJS complement when funding is discontinued. The County's emergency signature process for grants was utilized for this application because there was not sufficient time to submit these forms through the regular agenda item process to meet the April 8, 2026 deadline for electronic submission. The notice whether this grant will be awarded to Palm Beach County is still pending. A 50% match is required as part of the grant award, which is calculated to at least $375,000 of non-federal funds. The match requirement was met in-kind through existing ad valorem program funds and the following current positions: one (1) full-time Case Manager II (pay grade 27) and sixty-five percent (.65) of a full- time Senior Program Specialist (pay grade 38). **County match of 50% of federal grant funds requested is required for this grant. Countywide** (RS)

Background and Justification: In 2012, the Criminal Justice Commission (CJC) received funding to develop a juvenile reentry strategic plan. In 2013, the CJC received a Second Chance Act grant from the Office of Juvenile Justice and Delinquency Prevention. Through this effort, an enhanced reentry process for juveniles transitioning from residential settings back to their respective communities was developed and services were outsourced through contracts with a community provider. The PBC Reentry Task Force and its Youth Reentry Subcommittee participated in analyzing outcomes and systemic barriers for youth reentry services and were instrumental in identifying potential solutions. On July 12, 2022, the BCC approved to bring the Youth Reentry Program in-house under the Public Safety Department's Division of Justice Services. PBC developed a Strategic Plan for providing effective and coordinated reentry services to youth returning from residential programming within the Department of Juvenile Justice. Programming is intended to reduce recidivism among reentry youth who are transitioning back to PBC, as well as reduce future victimization, enhance public safety, and improve the quality of life of all residents.

Attachment 1

Public Safety Department
Justice Services Division
205 N. Dixie Hwy., Suite 2.2400
West Palm Beach, FL 33401
(561) 355-6308
FAX: (561) 355-1559
www.pbc.gov

Palm Beach County
Board of County
Commissioners

Sara Baxter, Mayor

Marci Woodward, Vice Mayor

Maria G. Marino

Gregg K. Weiss

Joel G. Flores

Maria Sachs

Bobby Powell Jr.

County Administrator

Joseph Abruzzo

"An Equal Opportunity Employer"

Official Electronic Letterhead

March 23, 2026

Review Team
Bureau of Justice Assistance
Office of Justice Programs
810 Seventh St. NW
Washington, DC 20531

Re: OJJDP FY 25 Second Chance Act Youth Reentry Program

Dear Review Team:

As Mayor of the Palm Beach County Board of County Commissioners, I enthusiastically support the Public Safety Department's application for the Second Chance Act Youth Reentry Program. Reentry has been a priority for Palm Beach County since we began programming over eighteen years ago. We have a well-established Reentry Alliance and committed community partners.

Palm Beach County is committed to the enhancements described in our application and looks forward to further decreasing recidivism in our community. We are also committed to the research plan outlined in the application. Our research partner, Florida Atlantic University, is firmly rooted in our community and has in depth knowledge of our reentry process based on participation in other community reentry efforts as well as our FY 2017 Innovations in Reentry Initiatives project and FY 2022 Improving Adult and Juvenile Crisis Stabilization and Community Reentry Program. Thank you for your consideration.

Sincerely,

Sara Baxter
Mayor,
Palm Beach County
Board of County Commissioners

Attachment 1

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205 N. Dixie Hwy., Suite 2.2400
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TO: The Honorable Sara Baxter, Mayor
Board of County Commissioners

THRU: Joseph Abruzzo, County Administrator
County Administration

THRU: Tom Nadler, Deputy County Administrator
County Administration

FROM: Gilbert Morales, Deputy Director
Public Safety Department

Gilbert Morales

Digitally signed by Gilbert Morales
DN: C=US, O=pbcgov, OU=Public Safety, OU=EDO, OU=Users, CN=Gilbert Morales, E=GMorales@pbc.gov
Reason: I am the author of this document
Date: 2026.03.24 13:00:42-04'00'

DATE: March 23, 2026

SUBJECT: Emergency request to electronically submit grant application required Board approval

Pursuant to PPM# CW-F-003, your approval is requested for a grant application with the U.S. Department of Justice's Office of Justice Programs, Office of Juvenile Justice and Delinquency Prevention (OJJDP), *OJJDP FY 25 Second Chance Act Youth Reentry Program* is preparing a grant for a 36-month period in the amount of $750,000. This application deadline is April 6, 2026. There is a fifty percent County cost sharing/match required, which will be covered within our existing budget.

The emergency signature process is being utilized because there is not sufficient time to submit this funding request through the regular Board of County Commissioners' (BCC) agenda process before the application due date. Staff will submit the application for the Board's review at the next available BCC meeting.

The purpose of this grant is to provide (1) comprehensive reentry services for moderate to high risk youth before, during, and after release from confinement, and (2) support transitional services to assist youth to successfully reenter the community, Through partnerships with state agencies, community providers, and non-profit and faith organizations, this funding will allow our local government to enhance reentry services through an innovative approach based on elements shown to reduce recidivism, improve public safety, and improve outcomes.

As with the prior application submissions, the grant application requires the submission of several forms signed by the Chief Executive Officer. Attached to this memo are the forms needed to accompany this application. Below and attached are the form letters requiring your signature and its description:

- Letter from Applicant Agency Executive – demonstrating agency commitment to the program and the research plan.

Should you have any questions regarding the attached documents or grant application, please contact me.

OFMB

County Attorney's Office

County Administration

Attachment 2

Standard Applicant Information

Project Information

Project Title
Palm Beach County Youth Reentry Transitional Employment Reentry Model

Proposed Project Start Date
10/1/25

Proposed Project End Date
9/30/28

Federal Estimated Funding (Federal Share)
750000.0

Applicant Estimated Funding (Non-Federal Share)
542684.0

Program Income Estimated Funding
0.0

Total Estimated Funding
1292684.0

Areas Affected by Project (Cities, Counties, States, etc.)

Palm Beach County

Type Of Applicant

Type of Applicant 1: Select Applicant Type:
B: County Government

Type of Applicant 2: Select Applicant Type:
—

Type of Applicant 3: Select Applicant Type:
—

Other (specify):
—

Application Submitter Contact Information

Application POC Prefix Name
—

Application POC First Name
Jessica

Application POC Middle Name
—

Application POC Last Name
Hidalgo

Application POC Suffix Name
—

Organizational Affiliation
Palm Beach County Public Safety Department

Title
Division Director

Email ID
JHidalgo@pbc.gov

Phone Number
561-355-2326

Fax Number
—

ORINumber

—

Executive Order and Delinquent Debt Information

Is Application Subject to Review by State Under Executive Order 12372? *

b. Program is subject to E.O. 12372 but has not been selected by the State for review

Is the Applicant Delinquent on Federal Debt?

No

SF424 Attachments (5)

	Name	Date Added
	Disclosure of Lobbying Activities_SF-LLL_SIGNED	4/8/26
	Name	Date Added
	Form SF424_4_0-V4.0.pdf	3/30/26
	Name	Date Added
	SF424_4_0-1235-FL CONGRESSIONAL DISTRICTS.docx	3/30/26
	Name	Date Added
	SF424_4_0-1234-PALM BEACH COUNTY.docx	3/30/26
	Name	Date Added
	GrantApplication.xml	3/30/26

Load more

Authorized Representative

Authorized Representative Information

Prefix Name

Mrs.

First Name	Middle Name	Last Name	Suffix Name
Jessica	—	Hidalgo	—

Title

Division Director, Justice Services

Verify Legal Name, Doing Business As, and Legal Address

Verify Legal Name, Doing Business As, and Legal Address

Legal Name
COUNTY OF PALM BEACH

Doing Business As

UEI
XL2DNFMPCR44

Legal Address
Street 1
301 N OLIVE AVE
Street 2

City	State	Zip/Postal Code
WEST PALM BEACH	FL	33401

CongressionalDistrict	Country
22	USA

Certification

The legal name + Doing Business As (DBA) and legal address define a unique entity in the system as represented in its entity profile. The profile legal name and address is applicable to ALL applications and awards associated to this fiscal agent.

1. If this information is correct confirm/acknowledge to continue with completion of this application.

I confirm this is the correct entity.

Signer Name
Jessica Hidalgo

Certification Date / Time
04/08/2026 06:43 PM

2. If the information displayed does not accurately represent the legal entity applying for federal assistance:
   a. Contact your Entity Administrator.
   b. Contact the System for Award Management (SAM.gov) to update the entity legal name/address.

3. If the above information is not the entity for which this application is being submitted, Withdraw/Delete this application. Please initiate a new application in Grants.gov with using the correct UEI/SAM profile.

Proposal Abstract

The Palm Beach County Public Safety Department proposes the Transitional Employment Reentry Model (TERM), an evidence-based initiative to reduce recidivism and improve outcomes for moderate- to high-risk youth and emerging adults returning to Palm Beach County, Florida following release from residential commitment or correctional facilities under juvenile justice jurisdiction. The program targets key criminogenic needs contributing to recidivism, including education deficits, unemployment, antisocial cognition, and lack of prosocial support.

The project will operate countywide through programming at local community-based sites, educational institutions, and employer worksites, serving approximately 40 justice-involved youth who are at high risk of reoffending, school disengagement, and unemployment.

TERM is grounded in risk-needs-responsivity principles, tailoring services to individual risk factors and strengths. With funding from the Office of Juvenile Justice and Delinquency Prevention (OJJDP) Second Chance Act Youth Reentry Program, the TERM will implement four core strategies: (1) supporting secondary education completion; (2) providing subsidized transitional employment with on-the-job training, mentorship, and skill development; (3) guiding

career exploration; (4) delivering cognitive-behavioral interventions to reduce criminogenic thinking. Participants will receive stipends for TERM activities to support engagement and retention. Individualized case plans will be guided by validated assessments.

Local partnerships with educational institutions, workforce development agencies, community service partners, and employers will strengthen program model implementation and create sustainable pathways to success. A Youth Reentry Committee will support oversight and coordination. Florida Atlantic University will serve as the process and outcome evaluation partner.

Deliverables include participant enrollment and assessment, service plans, education and employment placements, and cognitive-behavioral programming. Expected outcomes include increased educational attainment, improved workforce readiness, employment retention, and reduced recidivism, tracked through OJJDP performance measures and ongoing evaluation and quality improvement.

Data Requested with Application

〉 Financial Management and System of Internal Controls

〉 Funding Priority Inventory 1

Proposal Narrative

Name	Category	Created by	Date Added
OJJDP Proposal Narrative_FINAL.pdf	Proposal Narrative	Jessica Hidalgo	4/8/2026 6:10 PM

Budget and Associated Documentation

Budget Summary

Budget / Financial Attachments

Pre-Agreement Cost

No documents have been uploaded for Pre-Agreement Cost

Indirect Cost Rate Agreement

No documents have been uploaded for Indirect Cost Rate Agreement

Consultant Rate Justification

No documents have been uploaded for Consultant Rate Justification

Employee Compensation Waiver

No documents have been uploaded for Employee Compensation Waiver

Financial Management Questionnaire (Including applicant disclosure of high-risk status)

No documents have been uploaded for Financial Management Questionnaire

Disclosure of Process Related to Executive Compensation

No documents have been uploaded for Disclosure of Process Related to Executive Compensation

Additional Attachments

No documents have been uploaded for Additional Attachments

Budget and Associated Documentation

Budget Category	Year 1	Year 2	Year 3	Total
Personnel	$141,701	$174,425	$183,147	$499,273
Fringe Benefits	$61,065	$78,124	$80,005	$219,194
Travel	$1,305	$7,140	$7,140	$15,585
Equipment	$0	$0	$0	$0
Supplies	$8,791	$0	$0	$8,791
Construction	$0	$0	$0	$0
SubAwards	$29,400	$38,600	$38,600	$106,600
Procurement Contracts	$0	$0	$0	$0
Other Costs	$114,760	$213,720	$114,761	$443,241
Total Direct Costs	$357,022	$512,009	$423,653	$1,292,684
Indirect Costs	$0	$0	$0	$0
Total Project Costs	$357,022	$512,009	$423,653	$1,292,684
Federal	$185,369	$328,757	$235,874	$750,000
Non-Federal	$171,653	$183,252	$187,779	$542,684

Budget Totals

	Total	Percentage
Total Project Cost	$1,292,684	
Federal Funds	$750,000	58.02%
Non-Federal Amount	$542,684	41.98%
Match Amount	$542,684	41.98%
Program Income	$0	0.00%

Please note: After completing this budget detail summary, please confirm that the following final values entered in this section are identical to those entered in the corresponding estimated cost section of the Standard Applicant Information. Specifically, the following must be equivalent. If they are not, you will not be able to submit this application until they are updated to be equivalent.

Standard Applicant Information	Equals	Budget Summary
Total Estimated Funding	=	Total Project Costs
Federal Estimated Funding (federal share)	=	Federal Funds
Applicant Estimated Funding (non-federal share)	=	Match Amount
Program Income Estimated Funding	=	Program Income Amount

DOES THIS BUDGET CONTAIN CONFERENCE COSTS WHICH IS DEFINED BROADLY TO INCLUDE MEETINGS, RETREATS, SEMINARS, SYMPOSIA, AND TRAINING ACTIVITIES? No

Personnel

Instructions

List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the narrative section, please provide a specific description of the responsibilities and duties for each position, and explain how the responsibilities and duties support the project goals and objectives outlined in your application.

Year 1

Year 1

Personnel Detail

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
Randi Taylor	Senior Program Specialist (Program Director)	$87,987.00	Y	1.00	70.00%	$61,590.90
Venessa Ramos	Youth Reentry Case Manager II	$55,692.00	Y	1.00	100.00%	$55,692.00
Vacant (New Position)	Employment Counselor	$48,836.00	Y	1.00	50.00%	$24,418.00

Personnel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$141,701	$117,283	$24,418

Additional Narrative

The Employment Counselor will provide educational training and oversee the implementation of the transitional employment initiative. Duties will include: job readiness training, skill development, career counseling and exploration, developing employment partnerships, job placements, development of on-the-job training opportunities, attendance tracking, and tracking outcomes. Expenses for this position were calculated at 50% of the annual salary, as this position will be hired roughly halfway through the first year of the grant. This position is essential for the program to facilitate the proposed transitional employment pathways and services, ensure evidence-based model is implemented with fidelity, data is collected in a timely manner, coordinate with community partners, develop sustainability strategies to maintain programming after grant completion, and community program progress to coalition of reentry stakeholders and providers within the community.

For the purposes of match requirement, one (1) Youth Reentry Case Manager II position is currently funded by Palm Beach County Board of County Commissioners (PBC) and salary will be included at 100% non-federal contribution as part of PBC's match requirement. Staff is responsible for the the provision of case management, support services, and service delivery for referred, eligible youth and young adults within the program. Duties include: risk/needs assessment, service delivery, coordination of continuum of care, case planning in conjunction with client and family input, goal development, progress reporting, court advocacy, resource development, case management, data tracking and reporting, liaisoning with contracted and partner agencies, supervision, facilitation of groups and instruction, skill development, case maintenance, supporting projected project, and more.

The (1) Senior Program Specialist (Program Director) will manage the administrative aspects of the program, manage all components and subawards of this grant funding, monitor the quality of services and program implementation, account for all funds associated with the program, manage personnel and staff functions, ensure fidelity to proposed evidence-based model, produce required reports, and perform any other duties necessary. This salary will be included at 70% non-federal contribution as part of PBC's match requirement.

Year 2

Year 2

Personnel Detail

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
Randi Taylor	Senior Program Specialist (Program Director)	$92,386.00	Y	1.00	70.00%	$64,670.20
Venessa Ramos	Youth Reentry Case Manager II	$58,477.00	Y	1.00	100.00%	$58,477.00
Vacant (New Position)	Employment Counselor	$51,278.00	Y	1.00	100.00%	$51,278.00

Personnel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$174,425	$123,147	$51,278

Additional Narrative

The Employment Counselor will provide educational training and oversee the implementation of the transitional employment initiative. Duties will include: job readiness training, skill development, career counseling and exploration, developing employment partnerships, job placements, development of on-the-job training opportunities, attendance tracking, and tracking outcomes. Expenses for this position were calculated at 100% of the annual salary, as this position will be fully operational through the whole year. This position is essential for the program to facilitate the proposed transitional employment pathways and services, ensure evidence-based model is implemented with fidelity, data is collected in a timely manner, coordinate with community partners, develop sustainability strategies to maintain programming after grant completion, and community program progress to coalition of reentry stakeholders and providers within the community.

For the purposes of match requirement, one (1) Youth Reentry Case Manager II position that is currently funded by Palm Beach County Board of County Commissioners (PBC) and salary will be included at 100% non-federal contribution as part of PBC's match requirement. Staff is responsible for the the provision of case management, support services, and service delivery for referred, eligible youth and young adults within the program. Duties include: risk/needs assessment, service delivery, coordination of continuum of care, case planning in conjunction with client and family input, goal development, progress reporting, court advocacy, resource development, case management, data tracking and reporting, liaisoning with contracted and partner agencies, supervision, facilitation of groups and instruction, skill development, case maintenance, supporting projected project, and more.

The (1) Senior Program Specialist will manage the administrative aspects of the program, manage all components and subawards of this grant funding, monitor the quality of services and program implementation, account for all funds associated with the program, manage personnel and staff functions, ensure fidelity to proposed evidence-based model, produce required reports, and perform any other duties necessary. This salary will be included at 70% non-federal contribution as part of PBC's match requirement.

5% increase in annual salary rate is included across all personnel to be consistent with agency salary increases and written policy.

Year 3

Year 3

Personnel Detail

Name	Position	Salary	Rate	Time Worked	Percentage of Time (%)	Total Cost
Randi Taylor	Senior Program Specialist (Program Director)	$97,005.00	Y	1.00	70.00%	$67,903.50
Venessa Ramos	Youth Reentry Case Manager II	$61,401.00	Y	1.00	100.00%	$61,401.00
Vacant (New Position)	Employment Counselor	$53,842.00	Y	1.00	100.00%	$53,842.00

Personnel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$183,147	$129,305	$53,842

Additional Narrative

The Employment Counselor will provide educational training and oversee the implementation of the transitional employment initiative. Duties will include: job readiness training, skill development, career counseling and exploration, developing employment partnerships, job placements, development of on-the-job training opportunities, attendance tracking, and tracking outcomes. Expenses for this position were calculated at 100% of the annual salary, as this position will be fully operational through the whole year. This position is essential for the program to facilitate the proposed transitional employment pathways and services, ensure evidence-based model is implemented with fidelity, data is collected in a timely manner, coordinate with community partners, develop sustainability strategies to maintain programming after grant completion, and community program progress to coalition of reentry stakeholders and providers within the community.

For the purposes of match requirement, one (1) Youth Reentry Case Manager II position is currently funded by Palm Beach County Board of County Commissioners (PBC) and salary will be included at 100% non-federal contribution as part of PBC's match requirement. Staff is responsible for the the provision of case management, support services, and service delivery for referred, eligible youth and young adults within the program. Duties include: risk/needs assessment, service delivery, coordination of continuum of care, case planning in conjunction with client and family input, goal development, progress reporting, court advocacy, resource development, case management, data tracking and reporting, liaisoning with contracted and partner agencies, supervision, facilitation of groups and instruction, skill development, case maintenance, supporting projected project, and more.

The (1) Senior Program Specialist will manage the administrative aspects of the program, manage all components and subawards of this grant funding, monitor the quality of services and program implementation, account for all funds associated with the program, manage personnel and staff functions, ensure fidelity to proposed evidence-based model, produce required reports, and perform any other duties necessary. This salary will be included at 70% non-federal contribution as part of PBC's match requirement.

5% increase in annual salary rate is included across all personnel to be consistent with agency salary increases and written policy.

Fringe Benefits

Instructions

Fringe benefits should be based on the actual known costs or an approved negotiated rate by a Federal Agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in Personnel budget category listed and only for the percentage of time devoted to the project. In the narrative section, please provide a specific description for each item

Year 1

Fringe Benefit Detail

Name	Base	Rate (%)	Total Cost
Senior Program Specialist (Program Director) - Insurance (Randi Taylor)	$15,000.00	70%	$10,500.00

Youth Reentry	$15,000.00	100%	$15,000.00
Case Manager II - Insurance (Venessa Ramos)			
Employment Counselor - Insurance (4 Months) (Vacant)	$15,000.00	33.3333%	$5,000.00
Employment Counselor - FRS (6 Months) (Vacant)	$24,418.00	13.92%	$3,398.99
Employment Counselor - Medicare (6 Months) (Vacant)	$24,418.00	1.45%	$354.06
Employment Counselor - Social Security (6 Months) (Vacant)	$24,418.00	6.2%	$1,513.92
Youth Reentry Case Manager II - FRS (Venessa Ramos)	$55,692.00	13.92%	$7,752.33
Youth Reentry Case Manager II - Medicare (Venessa Ramos)	$55,692.00	1.45%	$807.53
Youth Reentry Case Manager II - Social Security (Venessa Ramos)	$55,692.00	6.2%	$3,452.90
Senior Program Specialist (Program Director) - FRS (Randi Taylor)	$61,590.90	13.92%	$8,573.45
Senior Program Specialist (Program Director) - Medicare (Randi Taylor)	$61,590.90	1.45%	$893.07
Senior	$61,590.90	6.2%	$3,818.64

Senior Program Specialist (Program Director) - Social Security (Randi Taylor)	$61,065.90	6.2%	$3,840.04

Fringe Benefits Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$61,065	$50,798	$10,267

Additional Narrative

PBC maintains standards for fringe benefits as rates based on annual salary as indicated: Social Security @ 6.2%, Medicare @ 1.45%, FRS/Retirement @ 13.92%, and insurance at $15,000/year. All calculations are disaggregated per each included personnel based on written policy and governmental standards.

100% of the benefits for the Employment Counselor would be included in the federal request for funding. The calculations for social security, Medicare, and FRS are based on a half year of salary (50%) at the aforementioned rates, as the position would be hired roughly halfway through the first year of the grant. The insurance was estimated at about 4 months of coverage, due to 60-day delay in coverage for newly onboarded staff occurring halfway through the first year of grant, which is 33.33% of the annual $15,000 insurance costs ($5,000).

70% of the aforementioned fringe benefits are calculated for the Senior Program Specialist (Program Director).

All other fringe benefits for remaining personnel are also calculated based on a full year salary at the aforementioned rates, included in the non-federal contribution as part of PBC's match requirement.

Year 2

Fringe Benefit Detail

Name	Base	Rate (%)	Total Cost
Senior Program Specialist (Program Director) - Insurance (Randi Taylor)	$15,000.00	70%	$10,500.00
Senior Program Specialist (Program Director) - FRS (Randi Taylor)	$64,670.20	13.92%	$9,002.09
Senior Program Specialist (Program Director) - Medicare (Randi Taylor)	$64,670.20	1.45%	$937.72
Senior Program Specialist (Program Director) - Social Security (Randi Taylor)	$64,670.20	6.2%	$4,009.55
Youth Reentry Case	$15,000.00	100%	$15,000.00

Manager II - Insurance (Venessa Ramos)			
Youth Reentry Case Manager II - FRS (Venessa Ramos)	$58,477.00	13.92%	$8,140.00
Youth Reentry Case Manager II - Medicare (Venessa Ramos)	$58,477.00	1.45%	$847.92
Youth Reentry Case Manager II - Social Security (Venessa Ramos)	$58,477.00	6.2%	$3,625.57
Employment Counselor - Insurance (4 Months) (Vacant)	$15,000.00	100%	$15,000.00
Employment Counselor - FRS (6 Months) (Vacant)	$51,278.00	13.92%	$7,137.90
Employment Counselor - Medicare (6 Months) (Vacant)	$51,278.00	1.45%	$743.53
Employment Counselor - Social Security (6 Months) (Vacant)	$51,278.00	6.2%	$3,179.24

Fringe Benefits Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$78,124	$52,063	$26,061

Additional Narrative

PBC maintains standards for fringe benefits as rates based on annual salary as indicated: Social Security @ 6.2%, Medicare @ 1.45%, FRS/Retirement @ 13.92%, and insurance at $15,000/year. All calculations are disaggregated per each included personnel based on wrriten policy and governmental standards.

100% of the benefits for the Employment Counselor would be included in the federal request for funding. This calculation is based on a full year of salary (100%) at the aforementioned rates, as the position will be fully operational for the full second year of grant.

70% of the aforementioned fringe benefits are calculated for the Senior Program Specialist (Program Director).

All other fringe benefits for remaining personnel are also calculated based on a full year salary at the aforementioned rates, included in the non-federal contribution as part of PBC's match requirement.

Year 3

Fringe Benefit Detail

Name	Base	Rate (%)	Total Cost
Senior Program Specialist (Program Director) - Insurance (Randi Taylor)	$15,000.00	70%	$10,500.00
Senior Program Specialist (Program Director) - FRS (Randi Taylor)	$67,903.50	13.92%	$9,452.17
Senior Program Specialist (Program Director) - Medicare (Randi Taylor)	$67,903.50	1.45%	$984.60
Senior Program Specialist (Program Director) - Social Security (Randi Taylor)	$67,903.50	6.2%	$4,210.02
Youth Reentry Case Manager II - Insurance (Venessa Ramos)	$15,000.00	100%	$15,000.00
Youth Reentry Case Manager II - FRS (Venessa Ramos)	$61,401.00	13.92%	$8,547.02
Youth Reentry Case Manager II - Medicare (Venessa Ramos)	$61,401.00	1.45%	$890.31
Youth Reentry Case Manager II - Social Security (Venessa Ramos)	$61,401.00	6.2%	$3,806.86
Employment Counselor -	$15,000.00	100%	$15,000.00

Insurance (4 Months) (Vacant)			
Employment Counselor - FRS (6 Months) (Vacant)	$53,842.00	13.92%	$7,494.81
Employment Counselor - Medicare (6 Months) (Vacant)	$53,842.00	1.45%	$780.71
Employment Counselor - Social Security (6 Months) (Vacant)	$53,842.00	6.2%	$3,338.20

Fringe Benefits Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$80,005	$53,391	$26,614

Additional Narrative

PBC maintains standards for fringe benefits as rates based on annual salary as indicated: Social Security @ 6.2%, Medicare @ 1.45%, FRS/Retirement @ 13.92%, and insurance at $15,000/year. All calculations are disaggregated per each included personnel based on wrriten policy and governmental standards.

100% of the benefits for the Employment Counselor would be included in the federal request for funding. This calculation is based on a full year of salary (100%) at the aforementioned rates, as the position will be fully operational for the full third year of grant.

70% of the aforementioned fringe benefits are calculated for the Senior Program Specialist (Program Director).

All other fringe benefits for remaining personnel are also calculated based on a full year salary at the aforementioned rates, included in the non-federal contribution as part of PBC's match requirement.

Travel

Instructions

Itemize travel expenses for staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at $X airfare, $X lodging, $X subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; if unknown, indicate "location/dates to be determined." In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Year 1

Travel Detail

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Federal Request
Local Field Travel/Mileage for Employment Counselor	Palm Beach County	Mileage	Mile	$0.72	15.00	1.00	120.00	$1,305.00	$0.00	$1,305.00

Travel Total Cost	Total Non-Federal Amt	Total Federal Amount

	(Match or Prog Inc)	
$1,305	$0	$1,305

Additional Narrative

The Employment Counselor will use their own vehicle to conduct field work with the average trip being 15 miles, with an anticipated total of 120 trips for first year of grant period. The total mileage cost is estimated at $1,305 using the current (2026) IRS federal mileage rate of $0.725 per miles, as utilized per PBC written policy. This travel is essential to the successful implementation of the proposed project, traveling to implement programming, transporting clients, attending meetings, completing employment outreach, visiting job sites, and other duties related to meeting the goals and objectives of the project. (15 miles x $0.725/mile x 120 trips = $1305)

Applicants are required to budget for two grantee meetings over the three-year grant period, with plans to send a minimum of three people to each meeting, including the project director, for at least two days each, in which attendance in mandatory. These two required meetings are budgeted in grant years two and three of budget detail.

Year 2

Travel Detail

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Federal Request
BJA Grantee Meeting - Airfare	Washington DC	Transportation	Round-Trip	$450.00	1.00	3.00	1.00	$1,350.00	$450.00	$900.00
BJA Grantee Meeting - Hotel	Washington DC	Lodging	Night	$250.00	3.00	3.00	1.00	$2,250.00	$750.00	$1,500.00
BJA Grantee Meeting - Local Travel	Washington DC	Local Travel	N/A	$100.00	1.00	3.00	1.00	$300.00	$100.00	$200.00
BJA Grantee Meeting - Per Diem	Washington DC	Meals	Day	$70.00	3.00	3.00	1.00	$630.00	$210.00	$420.00
Local Field Travel/Mileage for Employment Counselor	Palm Beach County	Mileage	Mile	$0.72	15.00	1.00	240.00	$2,610.00	$0.00	$2,610.00

Travel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$7,140	$1,510	$5,630

Additional Narrative

Applicants are required to budget for two grantee meetings over the three-year grant period, with plans to send a minimum of three people to each meeting, including the project director, for at least two days each, in which attendance in mandatory.
The Senior Program Specialist (Project Director) and two (2) additional staff members will attend the BJA Annual Grantee Meeting in this grant year, as scheduled. Following agency written travel policies: lodging is budgeted for three (3) nights per (3) staff and per diem meals, airfare is estimated at $450 per (3) staff per trip, meals are budgeted for three (3) days per (3) staff at mandated rate of $70/day. Local travel is estimated at $100 per (3) staff to cover travel to/from airport and additional travel throughout the city for business purposes only.

The Employment Counselor will use their own vehicle to conduct field work with the average trip being 15 miles, with an anticipated total of 240 trips this grant year. The total mileage cost is estimated at $2,610 using the current (2026) IRS federal mileage rate of $0.725 per miles, as utilized per PBC written policy. This travel is essential to the successful implementation of the proposed project, traveling to implement programming, transporting clients, attending meetings, completing employment outreach, visiting job sites, and other duties related to meeting the goals and objectives of the project. (15 miles x $0.725/mile x 240 trips = $2610)

Year 3

Travel Detail

Purpose of Travel	Location	Type of Expense	Basis	Cost	Quantity	# Of Staff	# Of Trips	Total Cost	Non-Federal Contribution	Federal Request
BJA Grantee Meeting - Airfare	Washington DC	Transportation	Round-Trip	$450.00	1.00	3.00	1.00	$1,350.00	$450.00	$900.00
BJA Grantee Meeting - Hotel	Washington DC	Lodging	Night	$250.00	3.00	3.00	1.00	$2,250.00	$750.00	$1,500.00
BJA Grantee Meeting - Local Travel	Washington DC	Local Travel	N/A	$100.00	1.00	3.00	1.00	$300.00	$100.00	$200.00
BJA Grantee Meeting - Per Diem	Washington DC	Meals	Day	$70.00	3.00	3.00	1.00	$630.00	$210.00	$420.00
Local Field Travel/Mileage for Employment Counselor	Palm Beach County	Mileage	Mile	$0.72	15.00	1.00	240.00	$2,610.00	$0.00	$2,610.00

Travel Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$7,140	$1,510	$5,630

Additional Narrative

Applicants are required to budget for two grantee meetings over the three-year grant period, with plans to send a minimum of three people to each meeting, including the project director, for at least two days each, in which attendance in mandatory.
The Senior Program Specialist (Project Director) and two (2) additional staff members will attend the BJA Annual Grantee Meeting in this grant year, as scheduled. Following agency written travel policies: lodging is budgeted for three (3) nights per (3) staff and per diem meals, airfare is estimated at $450 per (3) staff per trip, meals are budgeted for three (3) days per (3) staff at mandated rate of $70/day. Local travel is estimated at $100 per (3) staff to cover travel to/from airport and additional travel throughout the city for business purposes only.

The Employment Counselor will use their own vehicle to conduct field work with the average trip being 15 miles, with an anticipated total of 240 trips this grant year. The total mileage cost is estimated at $2,610 using the current (2026) IRS federal mileage rate of $0.725 per miles, as utilized per PBC written policy. This travel is essential to the successful implementation of the proposed project, traveling to implement programming, transporting clients, attending meetings, completing employment outreach, visiting job sites, and other duties related to meeting the goals and objectives of the project. (15 miles x $0.725/mile x 240 trips = $2610)

Equipment

Instructions

List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category Applications should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Sub awards" (Sub grants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.

Year 1

Equipment Detail

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items					

Equipment Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 2

Equipment Detail

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items					

Equipment Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 3

Equipment Detail

Equipment Item	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items					

Equipment Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Supply Items

Instructions

List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than $10,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.

Year 1

Supply Item Detail

Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
Laptops for Program Implementation (Participants)	20.00	$350.00	$7,000.00	$0.00	$7,000.00
Laptop for Employment Counselor	1.00	$1,791.00	$1,791.00	$0.00	$1,791.00

Supplies Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$8,791	$0	$8,791

Additional Narrative

Laptops will be utilized as part of the Transitional Employment Reentry Model (TERM) programming to faciliate education, training, and skill development for target population. Based on agency's written capitalization threshold of $5,000 and per agency writen procurement policies and processes, these purchaes are categorized as supplies. Laptops are estimated at a unit cost per laptop times 20 laptops, as a one-time cost, that will be utilized to serve the full scope of participants within target population across the entire grant period. (20 laptops x $350 per laptop = $7000)

One laptop will be purchased as an asset for the proposed new Employment Counselor as an integral tool to carry out the duties and functions of the position related to the Transitional Employment Reentry Model programming. This will allow the staff to faciltiate programming, coordinate with staff and community partners, and carry out reentry operations. Laptop is estimated at a unit cost per laptop x 1, as a one-time cost, per agency writen procurement policies and processes. (1 staff laptop x $1791 per staff laptop = $1791)

Year 2

Supply Item Detail

Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
No items					

Supplies Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 3

Supply Item Detail

Purpose of Supply Items	# of Items	Unit Cost	Total Cost	Non-Federal Contribution	Federal Request
No items					

Supplies Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Construction

Instructions

As a rule, construction costs are not allowable. In some cases, minor repairs or renovations may be allowable. Consult with the DOJ grant-making component before budgeting funds in this category. In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Year 1

Construction Detail

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items						

Construction Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 2

Construction Detail

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items						

Construction Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 3

Construction Detail

Purpose of Construction	Description of Work	# of Items	Cost	Total Cost	Non-Federal Contribution	Federal Request
No items						

Construction Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Subawards

Instructions

Subawards (see "Subaward" definition at 2 CFR 200.92) : Provide a description of the Federal Award activities proposed to be carried out by any subrecipient and an estimate of the cost (include the cost per subrecipient, to the extent known prior to the application submission). For each subrecipient, enter the subrecipient entity name, if known. Please indicate any subaward information included under budget category Subawards (Subgrants) Contracts by including the label "(subaward)" with each subaward category.

Year 1

Subaward (Subgrant) Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
Palm Beach School District Adult & Community Education	Education Programming (GED Instructor)		United States	Florida	West Palm Beach	$10,400.00	$0.00	$10,400.00
Florida Atlantic University	Program Evaluation		United States	Florida	Boca Raton	$19,000.00	$0.00	$19,000.00

Subawards Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$29,400	$0	$29,400

Add Consultant Travel

—

Additional Narrative

PRIORITY CONSIDERATION: First subgrantee, Florida Atlantic University, will contract with agency to complete an independent process and outcome evaluation of the proposed program designed to serve 40 participants. Subgrantee will partner with PBC to identify and analyze data that will enable grantee to target the

intended youth population, including, but not limited to, developing mechanisms for quality data collection, tracking, performance metrics, assessment, demographics, and othe pertinent variables. These established mechanisms will create foundation for data collectection to serve as a baseline for purposes of an independent evaluation to be completed by subgrantee. Subgrantee will complete an evaluative report at the close of each grant year.

Second subgrantee, Palm Beach County Adult and Community Education, will assist with the provision and oversight of a qualified instructor to facilitate educational pathways as a critical component of the proposed transitional employment initiaitve. An instructor will be qualified to facilitate classess, remediation, and proctor testing for GED, as well as support alternative methods of educational attainment in structured environment. Subgrantee currently maintains instructors at a $25/hr rate, on a 13-week instruction cycle, totaling capacity for 39 weeks of instruction per year. At this rate, PBC estimates utilization of instructor at 16 hours per week. In the first grant year, it is estimated that instruction will start around halfway through the year, for a total of about 26 weeks of instruction. (1 Instructor: $25/hr x 16 hrs/week x 26 weeks for first grant year = $10,400)

Year 2

Subaward (Subgrant) Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
Palm Beach School District Adult & Community Education	Education Programming (GED Instructor)		United States	Florida	West Palm Beach	$15,600.00	$0.00	$15,600.00
Florida Atlantic University	Program Evaluation		United States	Florida	Boca Raton	$23,000.00	$0.00	$23,000.00

Subawards Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$38,600	$0	$38,600

Add Consultant Travel

—

Additional Narrative

PRIORITY CONSIDERATION: First subgrantee, Florida Atlantic University, will contract with agency to complete an independent process and outcome evaluation of the proposed program designed to serve 40 participants. Subgrantee will partner with PBC to identify and analyze data that will enable grantee to target the intended youth population, including, but not limited to, developing mechanisms for quality data collection, tracking, performance metrics, assessment, demographics, and othe pertinent variables. These established mechanisms will create foundation for data collectection to serve as a baseline for purposes of an independent evaluation to be completed by subgrantee. Subgrantee will complete an evaluative report at the close of each grant year.

Second subgrantee, Palm Beach County Adult and Community Education, will assist with the provision and oversight of a qualified instructor to facilitate educational pathways as a critical component of the proposed transitional employment initiaitve. An instructor will be qualified to facilitate classess, remediation, and proctor testing for GED, as well as support alternative methods of educational attainment in structured environment. Subgrantee currently maintains instructors at a $25/hr rate, on a 13-week instruction cycle, totaling capacity for 39 weeks of instruction per year. At this rate, PBC estimates utilization of instructor at 16 hours per week. In the first grant year, it is estimated that instruction will total about 39 weeks of instruction. (1 Instructor: $25/hr x 16 hrs/week x 39 weeks for grant year = $15,600)

Year 3

Subaward (Subgrant) Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
Palm Beach School District Adult & Community Education	Education Programming (GED Instructor)		United States	Florida	West Palm Beach	$15,600.00	$0.00	$15,600.00
Florida Atlantic University	Program Evaluation		United States	Florida	Boca Raton	$23,000.00	$0.00	$23,000.00

Subawards Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$38,600	$0	$38,600

Add Consultant Travel

—

Additional Narrative

PRIORITY CONSIDERATION: First subgrantee, Florida Atlantic University, will contract with agency to complete an independent process and outcome evaluation of the proposed program designed to serve 40 participants. Subgrantee will partner with PBC to identify and analyze data that will enable grantee to target the intended youth population, including, but not limited to, developing mechanisms for quality data collection, tracking, performance metrics, assessment, demographics, and othe pertinent variables. These established mechanisms will create foundation for data collectection to serve as a baseline for purposes of an independent evaluation to be completed by subgrantee. Subgrantee will complete an evaluative report at the close of each grant year.

Second subgrantee, Palm Beach County Adult and Community Education, will assist with the provision and oversight of a qualified instructor to facilitate educational pathways as a critical component of the proposed transitional employment initiaitve. An instructor will be qualified to facilitate classess, remediation, and proctor testing for GED, as well as support alternative methods of educational attainment in structured environment. Subgrantee currently maintains instructors at a $25/hr rate, on a 13-week instruction cycle, totaling capacity for 39 weeks of instruction per year. At this rate, PBC estimates utilization of instructor at 16 hours per week. In the first grant year, it is estimated that instruction will total about 39 weeks of instruction. (1 Instructor: $25/hr x 16 hrs/week x 39 weeks for grant year = $15,600)

Procurement contracts (see "Contract" definition at 2 CFR 200.22): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for sole source procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $250,000) for prior approval. Please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application. Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Unless otherwise approved by the COPS Office, approved consultant rates will be based on the salary a consultant receives from his or her primary employer. Consultant fees in excess of $650 per day require additional written justification, and must be pre-approved in writing by the COPS Office if the consultant is hired via a noncompetitive bidding process. Please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application. Please visit https://cops.usdoj.gov/grants for a list of allowable and unallowable costs for this program.

Instructions

Procurement contracts (see "Contract" definition at 2 CFR 200.1): Provide a description of the product or service to be procured by contract and an estimate of the cost. Indicate whether the applicant's formal, written Procurement Policy or the Federal Acquisition Regulation is followed. Applicants are encouraged to promote free and open competition in awarding procurement contracts. A separate justification must be provided for noncompetitive procurements in excess of the Simplified Acquisition Threshold set in accordance with 41 U.S.C. 1908 (currently set at $250,000).

Consultant Fees: For each consultant enter the name, if known, service to be provided, hourly or daily fee (8-hour day), and estimated time on the project. Written prior approval and additional justification is required for consultant fees in excess of the DOJ grant-making component's threshold for an 8-hour day.

In the narrative section, please provide a specific description for each item, and explain how the item supports the project goals and objectives outlined in your application.

Year 1

Procurement Contract Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
No items								

Do you need Consultant Travel?

No

Procurement Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 2

Procurement Contract Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
No items								

Do you need Consultant Travel?

No

Procurement Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Year 3

Procurement Contract Detail

Description	Purpose	Consultant	Country	State/U.S. Territory	City	Total Cost	Non-Federal Contribution	Federal Request
No items								

Do you need Consultant Travel?

No

Procurement Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Other Direct Costs

Instructions

List items (e.g., rent, reproduction, telephone, janitorial or security services, and investigative or confidential funds) by type and the basis of the computation. For example, provide the square footage and the cost per square foot for rent, or provide a monthly rental cost and how many months to rent. All requested information must be included in the budget detail worksheet and budget narrative.

Year 1

Other Cost Detail

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
Participant Stipends	10.00	15	$600.00	16.00	$96,000.00	$0.00	$96,000.00
Participant Support Services	1.00	18760	$18,760.00	1.00	$18,760.00	$3,572.00	$15,188.00

Other Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$114,760	$3,572	$111,188

Additional Narrative

Support Services are items and financial assistance that meet the variety of basic and critical needs of program participants and their families that are necessary

to allow for successful implementation of evidence-based interventions and programming. Support services include: clothing, employment tools, school supplies, identification assistance, testing, behavioral health assessments and treatment, healthcare costs, utility assistance, educational classes and testing, vocational

training, skill development, and more.

Stipends will be utilized to provide a payment to participants for hours worked within the Transitional Employment Reentry Model (TERM). These stipends would be paid directly to client, and do not include any benefits or fringe implications, and are strictly meant as a stipend for hours worked towards the components of the TERM, which include: education, on-the-job training, cognitive behavioral intervention, and career exploration. These stipends are estimated at a rate of $15/hr for up to 40 hours a week, for a proposed maximum of 16 weeks (640 hours). Grantee proposes to serve 10 participants in the first grant year to meet grant planning and execution timeframes. (10 participants x $15/hr x 40 hrs/week x 16 week curriculum = $96,000)

Year 2

Other Cost Detail

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
Participant Stipends	20.00	15	$600.00	16.00	$192,000.00	$0.00	$192,000.00
Participant Support Services	1.00	21720	$21,720.00	1.00	$21,720.00	$6,532.00	$15,188.00

Other Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$213,720	$6,532	$207,188

Additional Narrative

Support Services are items and financial assistance that meet the variety of basic and critical needs of program participants and their families that are necessary to allow for successful implementation of evidence-based interventions and programming. Support services include: clothing, employment tools, school supplies, identification assistance, testing, behavioral health assessments and treatment, healthcare costs, utility assistance, educational classes and testing, vocational training, skill development, and more.

Stipends will be utilized to provide a payment to participant for hours worked within the transitional employment model. These stipends would be paid directly to client, and do not include any benefits or fringe implications, and are strictly meant as a payment for hours worked towardsthe components of the transitional job model, which include: education, on-the-job training, cognitive behavioral intervention, and career exploration. These stipends are estimated at a rate of $15/hr for up to 40 hours a week, for a proposed maximum of 16 weeks (640 hours). Grantee proposes to serve 20 participants in the second grant year, a fullly operational year of programming. (20 participants x $15/hr x 40 hrs/week x 16 week curriculum = $192,000)

Year 3

Other Cost Detail

Description	Quantity	Basis	Costs	Length of Time	Total Costs	Non-Federal Contribution	Federal Request
Participant Stipends	10.00	15	$600.00	16.00	$96,000.00	$0.00	$96,000.00
Participant Support Services	1.00	18761	$18,761.00	1.00	$18,761.00	$3,573.00	$15,188.00

Other Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$114,761	$3,573	$111,188

Additional Narrative

Support Services are items and financial assistance that meet the variety of basic and critical needs of program participants and their families that are necessary to allow for successful implementation of evidence-based interventions and programming. Support services include: clothing, employment tools, school supplies, identification assistance, testing, behavioral health assessments and treatment, healthcare costs, utility assistance, educational classes and testing, vocational training, skill development, and more.

Stipends will be utilized to provide a payment to participant for hours worked within the transitional employment model. These stipends would be paid directly to client, and do not include any benefits or fringe implications, and are strictly meant as a payment for hours worked towardsthe components of the transitional job model, which include: education, on-the-job training, cognitive behavioral intervention, and career exploration. These stipends are estimated at a rate of $15/hr for up to 40 hours a week, for a proposed maximum of 16 weeks (640 hours). Grantee proposes to serve 10 participants in the first and third grant year to meet grant planning and evaluation timeframes. (10 participants x $15/hr x 40 hrs/week x 16 week curriculum = $96,000)

Indirect Costs

Instructions

Indirect costs are allowed only if: a) the applicant has a current, federally approved indirect cost rate; or b) the applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in 2 C.F.R. 200.414(f). (See paragraph D.1.b. in Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals for a description of entities that may not elect to use the "de minimis" rate.) An applicant with a current, federally approved indirect cost rate must attach a copy of the rate approval, (a fully-executed, negotiated agreement). If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant Federal agency, which will review all documentation and approve a rate for the applicant organization, or if the applicant's accounting system permits, costs may be allocated in the direct costs categories. (Applicant Indian tribal governments, in particular, should review Appendix VII to Part 200—States and Local Government and Indian Tribe Indirect Cost Proposals regarding submission and documentation of indirect cost proposals.) All requested information must be included in the budget detail worksheet and budget narrative. In order to use the "de minimis" indirect rate an applicant would need to attach written documentation to the application that advises DOJ of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the de minimis method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as the applicant entity chooses to negotiate a federally approved indirect cost rate.

Year 1

Indirect Cost Detail

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
No items					

Indirect Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Additional Narrative

Year 2

Indirect Cost Detail

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
No items					

Indirect Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0	$0	$0

Additional Narrative

Year 3

Indirect Cost Detail

Description	Base	Indirect Cost Rate	Total Cost	Non-Federal Contribution	Federal Request
No items					

Indirect Costs Total Cost	Total Non-Federal Amt (Match or Prog Inc)	Total Federal Amount
$0		$0

$0

Additional Narrative

Memoranda of Understanding (MOUs) and Other Supportive Documents

Memoranda of Understanding (MOUs) and Other Supportive Documents

Upload

The recommended files to upload are PDF, Microsoft Word and Excel.

Name	Category	Created by	Date Added
Research Reference List.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents	Jessica Hidalgo	4/8/2026 6:42 PM
Letters of Support & MOUs.pdf	Memoranda of Understanding (MOUs) and Other Supportive Documents	Jessica Hidalgo	4/8/2026 6:24 PM

Additional Application Components

Curriculum Vitae or Resumes

Name	Category	Created by	Date Added
FAU Evalutor & PBC Staff Resumes.pdf	Curriculum Vitae or Resumes	Jessica Hidalgo	4/8/2026 6:33 PM

Tribal Authorizing Resolution

No documents have been uploaded for Tribal Authorizing Resolution

Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

No documents have been uploaded for Documentation of Anticipated Benefit to Qualified Opportunity Zones (if applicable)

Research and Evaluation Independence and Integrity Statement

Name	Category	Created by	Date Added
FAU Research Conduct.pdf	Research and Evaluation Independence and Integrity Statement	Jessica Hidalgo	4/8/2026 5:54 PM

Name	Category	Created by	Date Added
FAU Misconduct Policy.pdf	Research and Evaluation Independence and Integrity Statement	Jessica Hidalgo	4/8/2026 5:54 PM

Additional Attachments

No documents have been uploaded for Additional Attachments

Disclosures and Assurances

Applicant has Lobbying Activities

The applicant must download the SF-LLL, complete it, and upload it to the application package. The application cannot be submitted until this form is uploaded.

Name	Category	Created by	Date Added
Disclosure of Lobbying Activities_SF-LLL_SIGNED.pdf	LobbyingActivitiesDisclosure	Jessica Hidalgo	4/8/2026 5:46 PM

Disclosure of Duplication in Cost Items

No. [Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.

DOJ Certified Standard Assurances

U.S. DEPARTMENT OF JUSTICE

CERTIFIED STANDARD ASSURANCES

On behalf of the Applicant, and in support of this application for a grant or cooperative agreement, I certify under penalty of perjury to the U.S. Department of Justice ("Department"), that all of the following are true and correct:

(1) I have the authority to make the following representations on behalf of myself and the Applicant. I understand that these representations will be relied upon as material in any Department decision to make an award to the Applicant based on its application.

(2) I certify that the Applicant has the legal authority to apply for the federal assistance sought by the application, and that it has the institutional, managerial, and financial capability (including funds sufficient to pay any required non-federal share of project costs) to plan, manage, and complete the project described in the application properly.

(3) I assure that, throughout the period of performance for the award (if any) made by the Department based on the application--

a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;

a. the Applicant will comply with all award requirements and all federal statutes and regulations applicable to the award;
b. the Applicant will require all subrecipients to comply with all applicable award requirements and all applicable federal statutes and regulations; and

c. the Applicant will maintain safeguards to address and prevent any organizational conflict of interest, and also to prohibit employees from using their positions in any manner that poses, or appears to pose, a personal or financial conflict of interest.

(4) The Applicant understands that the federal statutes and regulations applicable to the award (if any) made by the Department based on the application specifically include statutes and regulations pertaining to civil rights and nondiscrimination, and, in addition--

a. the Applicant understands that the applicable statutes pertaining to civil rights will include section 601 of the Civil Rights Act of 1964 (42 U.S.C. § 2000d); section 504 of the Rehabilitation Act of 1973 (29 U.S.C. § 794); section 901 of the Education Amendments of 1972 (20 U.S.C. § 1681); and section 303 of the Age Discrimination Act of 1975 (42 U.S.C. § 6102);
b. the Applicant understands that the applicable statutes pertaining to nondiscrimination may include section 809(c) of Title I of the Omnibus Crime Control and Safe Streets Act of 1968 (34 U.S.C. § 10228(c)); section 1407(e) of the Victims of Crime Act of 1984 (34 U.S.C. § 20110(e)); section 299A(b) of the Juvenile Justice and Delinquency Prevention Act of 2002 (34 U.S.C. § 11182(b)); and that the grant condition set out at section 40002(b)(13) of the Violence Against Women Act (34 U.S.C. § 12291(b)(13)), which will apply to all awards made by the Office on Violence Against Women, also may apply to an award made otherwise;
c. the Applicant understands that it must require any subrecipient to comply with all such applicable statutes (and associated regulations); and
d. on behalf of the Applicant, I make the specific assurances set out in 28 C.F.R. §§ 42.105 and 42.204.

(5) The Applicant also understands that (in addition to any applicable program-specific regulations and to applicable federal regulations that pertain to civil rights and nondiscrimination) the federal regulations applicable to the award (if any) made by the Department based on the application may include, but are not limited to, 2 C.F.R. Part 2800 (the DOJ "Part 200 Uniform Requirements") and 28 C.F.R. Parts 22 (confidentiality - research and statistical information), 23 (criminal intelligence systems), 38 (regarding faith-based or religious organizations participating in federal financial assistance programs), and 46 (human subjects protection).

(6) I assure that the Applicant will assist the Department as necessary (and will require subrecipients and contractors to assist as necessary) with the Department's compliance with section 106 of the National Historic Preservation Act of 1966 (54 U.S.C. § 306108), the Archeological and Historical Preservation Act of 1974 (54 U.S.C. §§ 312501-312508), and the National Environmental Policy Act of 1969 (42 U.S.C. §§ 4321-4335), and 28 C.F.R. Parts 61 (NEPA) and 63 (floodplains and wetlands).

(7) I assure that the Applicant will give the Department and the Government Accountability Office, through any authorized representative, access to, and opportunity to examine, all paper or electronic records related to the award (if any) made by the Department based on the application.

(8) If this application is for an award from the National Institute of Justice or the Bureau of Justice Statistics pursuant to which award funds may be made available (whether by the award directly or by any subaward at any tier) to an institution of higher education (as defined at 34 U.S.C. § 10251(a)(17)), I assure that, if any award funds actually are made available to such an institution, the Applicant will require that, throughout the period of performance--

a. each such institution comply with any requirements that are imposed on it by the First Amendment to the Constitution of the United States; and
b. subject to par. a, each such institution comply with its own representations, if any, concerning academic freedom, freedom of inquiry and debate, research independence, and research integrity, at the institution, that are included in promotional materials, in official statements, in formal policies, in applications for grants (including this award application), for accreditation, or for licensing, or in submissions relating to such grants, accreditation, or licensing, or that otherwise are made or disseminated to students, to faculty, or to the general public.

(9) I assure that, if the Applicant is a governmental entity, with respect to the award (if any) made by the Department based on the application--

a. it will comply with the requirements of the Uniform Relocation Assistance and Real Property Acquisitions Act of 1970 (42 U.S.C. §§ 4601-4655), which govern the treatment of persons displaced as a result of federal and federally-assisted programs; and
b. it will comply with requirements of 5 U.S.C. §§ 1501-1508 and 7324-7328, which limit certain political activities of State or local government employees whose principal employment is in connection with an activity financed in whole or in part by federal assistance.

(10) If the Applicant applies for and receives an award from the Office of Community Oriented Policing Services (COPS Office), I assure that as required by 34 U.S.C. § 10382(c)(11), it will, to the extent practicable and consistent with applicable law--including, but not limited to, the Indian Self- Determination and Education Assistance Act--seek, recruit, and hire qualified members of racial and ethnic minority groups and qualified women in order to further effective law enforcement by increasing their ranks within the sworn positions, as provided under 34 U.S.C. § 10382(c)(11).

(11) If the Applicant applies for and receives a DOJ award under the STOP School Violence Act program, I assure as required by 34 U.S.C. § 10552(a)(3), that it will maintain and report such data, records, and information (programmatic and financial) as DOJ may reasonably require.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge *

Signed

SignerID

jhidalgo@pbc.gov

Signing Date / Time

4/2/20 9:47 PM

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

U.S. DEPARTMENT OF JUSTICE

CERTIFICATIONS REGARDING LOBBYING; DEBARMENT, SUSPENSION AND OTHER RESPONSIBILITY MATTERS; DRUG-FREE WORKPLACE REQUIREMENTS; COORDINATION WITH AFFECTED AGENCIES

Applicants should refer to the regulations and other requirements cited below to determine the certification to which they are required to attest. Applicants should also review the instructions for certification included in the regulations or other cited requirements before completing this form. The certifications shall be treated as a material representation of fact upon which reliance will be placed when the U.S. Department of Justice ("Department") determines to award the covered transaction, grant, or cooperative agreement.

1. LOBBYING

As required by 31 U.S.C. § 1352, as implemented by 28 C.F.R. Part 69, the Applicant certifies and assures (to the extent applicable) the following:

(a) No Federal appropriated funds have been paid or will be paid, by or on behalf of the Applicant, to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the making of any Federal grant, the entering into of any cooperative agreement, or the extension, continuation, renewal, amendment, or modification of any Federal grant or cooperative agreement;

(b) If the Applicant's request for Federal funds is in excess of $100,000, and any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress in connection with this Federal grant or cooperative agreement, the Applicant shall complete and submit Standard Form - LLL, "Disclosure of Lobbying Activities" in accordance with its (and any DOJ awarding agency's) instructions; and

(c) The Applicant shall require that the language of this certification be included in the award documents for all subgrants and procurement contracts (and their subcontracts) funded with Federal award funds and shall ensure that any certifications or lobbying disclosures required of recipients of such subgrants and procurement contracts (or their subcontractors) are made and filed in accordance with 31 U.S.C. § 1352.

2. DEBARMENT, SUSPENSION, AND OTHER RESPONSIBILITY MATTERS

A. Pursuant to Department regulations on nonprocurement debarment and suspension implemented at 2 C.F.R. Part 2867, and to other related requirements, the Applicant certifies, with respect to prospective participants in a primary tier "covered transaction," as defined at 2 C.F.R. § 2867.20(a), that neither it nor any of its principals--

(a) is presently debarred, suspended, proposed for debarment, declared ineligible, sentenced to a denial of Federal benefits by a State or Federal court, or voluntarily excluded from covered transactions by any Federal department or agency;

(b) has within a three-year period preceding this application been convicted of a felony criminal violation under any Federal law, or been convicted or had a civil judgment rendered against it for commission of fraud or a criminal

offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, tribal, or local) transaction or private agreement or transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, tax evasion or receiving stolen property, making false claims, or obstruction of justice, or commission of any offense indicating a lack of business integrity or business honesty that seriously and directly affects its (or its principals') present responsibility;

(c) is presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, tribal, or local) with commission of any of the offenses enumerated in paragraph (b) of this certification; and/or

(d) has within a three-year period preceding this application had one or more public transactions (Federal, State, tribal, or local) terminated for cause or default.

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application. Where the Applicant or any of its principals was convicted, within a three-year period preceding this application, of a felony criminal violation under any Federal law, the Applicant also must disclose such felony criminal conviction in writing to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov), unless such disclosure has already been made.

3. FEDERAL TAXES

A. If the Applicant is a corporation, it certifies either that (1) the corporation has no unpaid Federal tax liability that has been assessed, for which all judicial and administrative remedies have been exhausted or have lapsed, that is not being paid in a timely manner pursuant to an agreement with the authority responsible for collecting the tax liability, or (2) the corporation has provided written notice of such an unpaid tax liability (or liabilities) to the Department (for OJP Applicants, to OJP at Ojpcompliancereporting@usdoj.gov; for OVW Applicants, to OVW at OVW.GFMD@usdoj.gov; or for COPS Applicants, to COPS at AskCOPSRC@usdoj.gov).

B. Where the Applicant is unable to certify to any of the statements in this certification, it shall attach an explanation to this application.

4. DRUG-FREE WORKPLACE (GRANTEES OTHER THAN INDIVIDUALS)

As required by the Drug-Free Workplace Act of 1988, as implemented at 28 C.F.R. Part 83, Subpart F, for grantees, as defined at 28 C.F.R. §§ 83.620 and 83.650:

A. The Applicant certifies and assures that it will, or will continue to, provide a drug-free workplace by--

(a) Publishing a statement notifying employees that the unlawful manufacture, distribution, dispensing, possession, or use of a controlled substance is prohibited in its workplace and specifying the actions that will be taken against employees for violation of such prohibition;

(b) Establishing an on-going drug-free awareness program to inform employees about--

(1) The dangers of drug abuse in the workplace;
(2) The Applicant's policy of maintaining a drug-free workplace;
(3) Any available drug counseling, rehabilitation, and employee assistance programs; and
(4) The penalties that may be imposed upon employees for drug abuse violations occurring in the workplace;

(c) Making it a requirement that each employee to be engaged in the performance of the award be given a copy of the statement required by paragraph (a);

(d) Notifying the employee in the statement required by paragraph (a) that, as a condition of employment under the award, the employee will--

(1) Abide by the terms of the statement; and
(2) Notify the employer in writing of the employee's conviction for a violation of a criminal drug statute occurring in the workplace no later than five calendar days after such conviction;

(e) Notifying the Department, in writing, within 10 calendar days after receiving notice under subparagraph (d)(2) from an employee or otherwise receiving actual notice of such conviction. Employers of convicted employees must provide notice, including position title of any such convicted employee to the Department, as follows:

For COPS award recipients - COPS Office, 145 N Street, NE, Washington, DC, 20530;

For OJP and OVW award recipients - U.S. Department of Justice, Office of Justice Programs, ATTN: Control Desk, 999 North Capitol Street, NE Washington, DC 20531.

Notice shall include the identification number(s) of each affected award;

(f) Taking one of the following actions, within 30 calendar days of receiving notice under subparagraph (d)(2), with respect to any employee who is so convicted:

(1) Taking appropriate personnel action against such an employee, up to and including termination, consistent with the requirements of the Rehabilitation Act of 1973, as amended; or

(2) Requiring such employee to participate satisfactorily in a drug abuse assistance or rehabilitation program approved for such purposes by a Federal, State, or local health, law enforcement, or other appropriate agency; and

(g) Making a good faith effort to continue to maintain a drug-free workplace through implementation of paragraphs (a), (b), (c), (d), (e), and (f).

5. COORDINATION REQUIRED UNDER PUBLIC SAFETY AND COMMUNITY POLICING PROGRAMS

As required by the Public Safety Partnership and Community Policing Act of 1994, at 34 U.S.C. § 10382(c)(5), if this application is for a COPS award, the Applicant certifies that there has been appropriate coordination with all agencies that may be affected by its award. Affected agencies may include, among others, Offices of the United States Attorneys; State, local, or tribal prosecutors; or correctional agencies.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the application that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the Applicant to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729-3730 and 3801-3812). I also acknowledge that the Department's awards, including certifications provided in connection with such awards, are subject to review by the Department, including by its Office of the Inspector General.

Please Acknowledge *

Certified

SignerID

jhidalgo@pbc.gov

Signing Date / Time

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Other Disclosures and Assurances

Applicant Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Application Disclosure and Justification - DOJ High Risk Grantees

No documents have been uploaded for Other Disclosures and Assurances

Declaration and Certification to the U.S. Department of Justice as to this Application Submission

By [taking this action], I --

1. Declare the following to the U.S. Department of Justice (DOJ), under penalty of perjury: (1) I have authority to make this declaration and certification on behalf of the applicant; (2) I have conducted or there was conducted (including by the applicant's legal counsel as appropriate, and made available to me) a diligent review of all requirements pertinent to and all matters encompassed by this declaration and certification.

2. Certify to DOJ, under penalty of perjury, on behalf of myself and the applicant, to the best of my knowledge and belief, that the following are true as of the date of this application submission: (1) I have reviewed this application and all supporting materials submitted in connection therewith (including anything submitted in support of this application by any person on behalf of the applicant before or at the time of the application submission and any materials that accompany this declaration and certification); (2) The information in this application and in all supporting materials is accurate, true, and complete information as of the date of this request; and (3) I have the authority to submit this application on behalf of the applicant.

3. Declare the following to DOJ, under penalty of perjury, on behalf of myself and the applicant: (1) I understand that, in taking (or not taking) any action pursuant to this declaration and certification, DOJ will rely upon this declaration and certification as a material representation; and (2) I understand that any materially false, fictitious, or fraudulent information or statement in this declaration and certification (or concealment or omission of a material fact as to either) may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1621, and/or 34 U.S.C. §§ 10271-10273), and also may subject me and the applicant to civil penalties and administrative remedies under the federal False Claims Act (including under 31 U.S.C. §§ 3729-3730 and/or §§ 3801-3812) or otherwise.

Please Acknowledge *

Signed

SignerID

jhidalgo@pbc.gov

Signing Date / Time

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Other

No documents have been uploaded for Other

Not Certified

OMB No. 1121-0329

Attachment 3

OJJDP FY25 Second Chance Act Youth Reentry Program

Total Amount To Be Awarded Under This Funding Opportunity: $13,650,000

Anticipated Award Ceiling: Up to $750,000

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-OJJDP-2025-172511

Deadline to submit SF-424 in Grants.gov: **March 30, 2026, by 11:59 p.m. Eastern Time**

Deadline to submit application in JustGrants: **April 8, 2026, by 8:59 p.m. Eastern Time**



OJJDP Office of Juvenile Justice and Delinquency Prevention

CONTENTS



Basic Information 3



Eligibility 7



Program Description 9



Application Contents, Submission Requirements, and Deadlines 16



Application Review 27



Award Notices 29



Post-Award Requirements and Administration 30



Other Information 32



Application Checklist 33

BASIC INFORMATION

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Office of Juvenile Justice and Delinquency Prevention (OJJDP) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

Agency Name	U.S. Department of Justice Office of Justice Programs Office of Juvenile Justice and Delinquency Prevention
NOFO Title	OJJDP FY25 Second Chance Act Youth Reentry Program
Announcement Type	Initial
Funding Opportunity Number	O-OJJDP-2025-172511
Assistance Listing Number	16.812

Executive Summary

This NOFO will provide funding to support states, units of local government, and federally recognized Native American Tribal governments in partnership with interested persons (including federal corrections and supervision agencies), service providers, and community-based organizations to provide (1) comprehensive reentry services for moderate- to high-risk youth before, during, and after release from confinement, and (2) support transitional services to assist youth to successfully reenter the community. There are two grant categories. Applicants must clearly designate the category for which they are applying.

- ***Category 1: Improving Youth Reentry (Anticipated Award Amount: $750,000) (C-OJJDP-2025-00023-PROD)***
  Category 1 will provide funding to states, local governments, and Tribal governments in partnership with interested persons (including federal corrections and supervision agencies), service providers, and nonprofit organizations to provide comprehensive reentry services for moderate to high-risk youth before, during, and after release from confinement.

- ***Category 2: Strengthening Community-Based Youth Reentry Programs (Anticipated Award Amount: $750,000)(C-OJJDP-2025-00024-PROD)***
  Category 2 will provide funding to nonprofit organizations to support transitional services to assist in the successful reintegration of youth into the community.

OJP is committed to advancing work that furthers DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights. OJP provides federal leadership, funding, and other critical resources to directly support law enforcement, combat violent crime, protect American children, provide services to American crime victims, and address public safety challenges, including human trafficking and the opioid crisis.

Key Dates and Times

Funding Opportunity Release Date	February 18, 2026

SAM.gov Registration/Renewal	Recommend beginning process by March 6 2026, and no later than March 16, 2026
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on March 30, 2026
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on April 8, 2026

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: $13,650,000

Total Anticipated Number of Awards: 18

Anticipated Award Ceiling: Up to $750,000
Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable for conducting the proposed project and be within the applicant's capacity to manage.

- ***C-OJJDP-2025-00023-PROD, Category 1: Improving Youth Reentry***
  - ***Anticipated Number of Awards:*** *7*
  - ***Anticipated Award Ceiling:*** *$750,000*
  - ***Anticipated Period of Performance Start Date:*** *October 1, 2025*
  - ***Anticipated Period of Performance Duration:*** *36 months*
- ***C-OJJDP-2025-00024-PROD, Category 2: Strengthening Community-Based Youth Reentry Programs***
  - ***Anticipated Number of Awards****: 11*
  - ***Anticipated Award Ceiling:*** *$750,000*
  - ***Anticipated Period of Performance Start Date:*** *October 1, 2025*
  - ***Anticipated Period of Performance Duration:*** *36 months*

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO is intended to, nor does it, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

Category 1 of this program is authorized pursuant to Section 101 of the Second Chance Act of 2007 (SCA), Public Law No. 110–199, 122 Stat. 657, 661 (as amended by Public Law No. 115–391) codified at 34 U.S.C. § 10631.Category 2 of this program is authorized pursuant to Section 211 of the SCA, Public Law No. 110-199, 122 Stat. 657, 679 (as amended by Public Law No. 115-391) codified at 34 U.S.C. § 60531.

Agency Contact Information

For assistance with the requirements of this funding opportunity:

OJP Response Center
Phone: 800–851–3420 or 202–353–5556 (TTY for hearing-impaired callers only)
Email: OJP.ResponseCenter@usdoj.gov
Hours of operation: 9:00 a.m. to 5:00 p.m. Eastern Time (ET) Monday–Friday

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk
Web: SAM.gov Help Desk (Federal Service Desk)
Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline
Phone: 800–518–4726, 606–545–5035
Email: support@grants.gov
Web: Grants.gov Customer Support
Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk
Phone: 833–872–5175
Email: JustGrants.Support@usdoj.gov
Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers).

Resources for Applying

OJP Grant Application Resource Guide: Referred to as the "Application Resource Guide" throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

JustGrants Application Submission Training Webpage: Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the Application Resource Guide, the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.

ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

Category 1: Improving Youth Reentry

- **Government Entities**
  - State governments
  - County governments
  - City or township governments
  - Native American Tribal governments (federally recognized)
- **Other**
  - Units of local government

Category 2: Strengthening Community-Based Youth Reentry Programs

- **Nonprofit Organizations**
  - Nonprofits having a 501(c)(3) status with the Internal Revenue Service (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

State Government Entities: For the purposes of this NOFO, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Other Units of Local Government: For the purposes of this NOFO, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

Additional Applicant Eligibility Factors

Category 1: Improving Youth Reentry applicants should include evidence of partnership including federal corrections and supervision agencies, service providers, and nonprofit organizations. This may be documented through a Letter of Support or memorandum of understanding (MOU).

Category 2: Strengthening Community-Based Youth Reentry Programs applicants must include—as an attachment—a draft memorandum of agreement (MOA) or draft MOU or a letter of support that clearly demonstrates an established relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population, and (2) oversee community corrections—probation and/or parole—for the target population. This requirement is intended to ensure that Category 2 applicants have pre-release access to confined youth for purposes of conducting pre-release case planning within 90 days, at minimum, prior to program youth's release, as is required for Category 2 projects and for providing prerelease services, where possible. Award recipients will be required to submit fully executed MOAs or MOUs to OJJDP for approval in

order to access funds in excess of $50,000. The MOAs or MOUs must remain in effect during the award period of performance, unless OJJDP gives prior approval.

Limit on Number of Applications

An applicant may submit more than one application if each application proposes a different project in response to the NOFO. Also, an entity may be proposed as a subrecipient in more than one application.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the Application Resource Guide for additional information on subawards.

Cost Sharing/Match Requirement

Category 1: Improving Youth Reentry
This category in the NOFO requires cost sharing/match.

Please see Program Description: Cost Sharing/Match Requirement for details on the match calculation and what types of contributions are acceptable.

Category 2: Strengthening Community-Based Youth Reentry Programs
This category in the NOFO does **not** require cost sharing/match.

PROGRAM DESCRIPTION

General Purpose of the Funding

This NOFO will provide funding to support states, units of local government, and federally recognized Native American Tribal governments in partnership with interested persons (including federal corrections and supervision agencies), service providers, and community-based organizations to provide (1) comprehensive reentry services for moderate- to high-risk youth before, during, and after release from confinement, and (2) support transitional services to assist youth to successfully reenter the community. This program supports collaborations between state agencies, local government, Tribes, and community- and faith-based organizations to address the challenges that reentry and recidivism reduction pose for moderate to high-risk juvenile offenders returning to their communities from juvenile residential or correctional facilities. For the purposes of this NOFO, youth receiving reentry services include emerging adults (i.e., ages 18-25), which if under juvenile justice jurisdiction can receive services. This NOFO includes two categories:

- **Category 1: Improving Youth Reentry**
  Category 1 will provide funding to states, local governments, and Tribal governments in partnership with interested persons (including federal corrections and supervision agencies), service providers, and nonprofit organizations to provide comprehensive reentry services for moderate to high-risk youth before, during, and after release from confinement.

- **Category 2: Strengthening Community-Based Youth Reentry Programs**
  Category 2 will provide funding to nonprofit organizations to support transitional services to assist in the successful reintegration of youth into the community.

Applicants should refer to Application Contents, Submission Requirements, and Deadlines: Budget Detail Form for information on allowable and unallowable costs that may inform the development of their project design.

Agency Funding Priorities

In order to advance public safety and help meet its mission, OJP will provide priority consideration to applicants that propose (as applicable within the scope of this funding opportunity) projects designed to advance the goals listed below. Applicants seeking priority consideration should specify in the proposal narrative (and in the budget detail form, if applicable) which of the following goal(s) the project is intended to advance and how it will do so:

(a) Directly supporting law enforcement operations (including immigration law enforcement operations).

(b) Combatting violent crime.

(c) Supporting services to American citizens.

(d) Protecting American children; and

(e) Supporting American victims of trafficking and sexual assault.

Statutory Funding Priorities

1. Second Chance Act, Section 101 Program-Specific Priority

Category 1. Priority consideration will be given to Category 1 applications as follows under Section 101 of the Second Chance Act (SCA) (codified at 34 U.S.C. § 10631) that best:

- Demonstrate a commitment to partner with a local evaluator to identify and analyze data that will enable the grantee to target the intended youth population and serve as a baseline for purposes of the evaluation.
- Demonstrate a focus initiative on geographic areas with a disproportionate population of youth released from prisons, jails, and juvenile facilities.
- Include input from nonprofit organizations in any case where relevant input is available and appropriate to the grant application; input and coordination with facility administrators for service delivery prerelease; consultation with youth who are released from prisons, jails, and juvenile facilities; consultation with crime victims; and input and coordination with the youth's families, the juvenile justice coordinating council of the region, the reentry coordinating council of the region, or from other interested persons.
- Demonstrate effective case assessment and management abilities to provide comprehensive and continuous reentry, including planning for prerelease transitional housing and community release that begins upon admission for juveniles and jail inmates and, as appropriate, for prison inmates, depending on the length of the sentence.
- Establish prerelease planning procedures to ensure that a youth's eligibility for federal, Tribal, or state benefits upon release is established prior to release, subject to any limitations in law, and to ensure that youth obtain all necessary referrals for reentry services, including assistance identifying and securing suitable housing.
- Deliver continuous and appropriate mental health services, drug treatment, medical care, job training and placement, educational services, vocational services, and any other service or support needed for reentry.
- Review the process by which the applicant adjudicates violations of parole, probation, or supervision following release from prison, jail, or a juvenile facility, considering public safety and the use of graduated, community-based sanctions for minor and technical violations of parole, probation, or supervision (specifically those violations that are not otherwise, and independently, a violation of law).
- Provide for an independent evaluation of reentry programs that include, to the maximum extent possible, random assignment and controlled studies to determine the effectiveness of such programs.
- Target youth assessed as moderate and high risk for reentry programs through validated assessment tools; or target youth with histories of homelessness, substance abuse, or mental illness, including prerelease assessment of the youth's housing status and behavioral health needs with clear coordination with mental health, substance abuse, and homelessness service systems to achieve stable and permanent housing outcomes with appropriate support services.

To receive priority consideration under this area, applicants must specify in the program design how the applicant will address the priorities above.

2. SCA, Section 211 Program-Specific Priority

Category 2. Priority consideration will be given to Category 2 applications as follows under Section 211 of the SCA (codified at 34 U.S.C. § 60531) that best:

- Include a plan to implement activities that have been demonstrated effective in facilitating successful youth reentry.
- Provide for an independent evaluation that includes, to the maximum extent feasible, random assignment of youth to program delivery and control groups.

To receive priority consideration under this area, applicants must specify in the program design how the applicant will address the priorities above.

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

Unallowable Uses of Funds

The following are certain unallowable costs and certain activities that are out of the program scope and will not be funded.

1. Out of program scope is any program or activity, at any tier that, directly or indirectly, violates (or promotes or facilitates the violation of) federal immigration law (including 8 U.S.C. § 1373) or impedes or hinders the enforcement of federal immigration law—including by failing to comply with 8 U.S.C. § 1373, give access to DHS agents, or honor DHS requests and provide requested notice to DHS agents.

2. Out of program scope is any program or activity, at any tier that violates any applicable Federal civil rights or nondiscrimination law. This includes violations that – (1) indirectly violate the law, including by promoting or facilitating violations; or (2) unlawfully favor individuals in any race or protected group, including on a majority or minority, or privileged or unprivileged, basis, within a given area, population, or sector.

3. As specified in the **DOJ Grants Financial Guide, in Chapter 3.13 "Unallowable Costs" ("Legal Services for Aliens"), any** obligations of funds, at any tier, under this award to provide (or to support the provision of) legal services to any removable alien or any alien otherwise unlawfully present in the United States shall be unallowable costs for purposes any award made under this notice, but the foregoing shall not be understood to apply— (1) to legal services to obtain protection orders for victims of crime; or (2) to immigration-related legal services that may be expressly authorized or required by any law, or any judicial ruling, governing or applicable to the award.

Program Goals and Objectives

Goal for Categories 1 and 2: Improve youth outcomes and public safety by reducing recidivism among youth following release into the community from a juvenile residential facility. For the purposes of this program, recidivism is defined as a return to a residential placement facility, jail, or prison with a new juvenile adjudication and/or

criminal conviction or as the result of a violation of the terms of supervision within 24 months of initial release.

Category 1: Improving Youth Reentry

Objective 1: Identify the supports youth will need in the community by consulting with the youth, family, and case management team.

Objective 2: Develop and implement comprehensive pre- and post-release reentry plans, to include case management as well as identification and coordination of appropriate community-based programs as they return to their communities following confinement.

Objective 3: Include case management and coordination of appropriate community-based programs.

Category 2: Strengthening Community-Based Youth Reentry Programs

Objective 1: Implement or expand community-based reentry programs and services in partnership with corrections, parole, probation, and other reentry service providers.

Objective 2: Demonstrate partnerships that develop and implement comprehensive pre- and post-release case management plans that directly address youth's identified needs, as determined by validated risk and needs assessment tools.

How Awards Will Contribute to Program Goals/Objectives

Award recipients are expected to reduce recidivism and improve outcomes for youth returning to their communities from juvenile detention or residential facilities.

Category 1: Improving Youth Reentry

Section 101 of the SCA outlines mandatory requirements that applicants must include in their applications to be eligible to secure Section 101 funding. Applicants under Category 1 of this NOFO must provide and demonstrate the following:

- A comprehensive reentry plan that describes a long-term strategy and incorporates a detailed implementation schedule, including the applicant's plans to fund the program after the federal funding concludes. The comprehensive reentry plan should include a strategy for assessing youth reentry needs and measure annual and 3-year performance outcomes using, to the maximum extent possible, randomly assigned and controlled studies or rigorous quasi-experimental studies with matched comparison groups to determine the effectiveness of the funded program.
- Identify the local government role and the role of governmental agencies and nonprofit organizations that will be coordinated by, and will collaborate on, the applicant's youth reentry strategy, and confirm the involvement of such agencies and organizations.
- Describe the evidence-based methodology and outcome measures that will be used to evaluate the program funded with a grant under this category and specifically explain

how such measurements will provide valid data of the impact of that program and how the program could be broadly replicated, if demonstrated to be effective.

- Document explicit support of the chief executive officer, or their designee, of the state, unit of local government, territory, or Indian Tribe applying for a grant under this category.
- Discuss the role that federal corrections, state corrections departments, community corrections agencies, juvenile justice systems, or local jail systems will play in ensuring youth's successful reentry into their communities.
- Provide evidence of collaboration with state, local, or Tribal law enforcement agencies and government agencies overseeing health (mental and physical), housing, child welfare, education, substance use prevention and treatment, victim services, employment, and transportation services.
- Provide a plan for analysis of the statutory, regulatory, rules-based, and practice-based hurdles to reintegration of reentering youth into the community.
- Include the use of a state, local, Tribal, territorial, or juvenile reentry task force to carry out activities funded under the grant.
- Provide a plan for continued collaboration with a local evaluator, as necessary, to meet the requirements for evaluation under this grant program.
- Demonstrate that the applicant participated in the formal planning process for the reentry project.

Category 2: Strengthening Community-Based Youth Reentry Programs

Category 2 programs will increase collaboration and partnerships that will encourage participation in programming post release as transition occurs while engaging youth and their family.

Category 2 youth participants are expected to be screened, assessed, and identified for program participation prerelease. During the post-release phase of the reentry program, youth participants will receive case management services and be connected to evidence-based and innovative programs and practices designed to assist in the transition from confinement to the community. Where possible, case management services and evidence-based and/or promising programming should begin as soon as possible after placement in a facility but at least 90 days prior to release and includes both pre- and post-release services to ensure youth's successful reentry

Category 2 applicants must include, as an attachment, a draft or fully executed MOA, MOU, or letter of support that clearly shows an established, collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population, and (2) oversee community corrections (probation and/or parole) for the target population. The MOA, MOU, or letter of support must include the following information:

- The roles and responsibilities for staff from both agencies involved in the program.

- Terms of access to the juvenile detention or residential facility for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not possible.)
- Information on prerelease programming and interventions provided by the correctional agency to each participant.
- The data elements and performance measures that the partnering agencies will provide—or assist the grantee in obtaining—for the purpose of measuring the impact of grant activities.

This requirement is intended to ensure that Category 2 applicants have prerelease access to confined youth for purposes of conducting prerelease case planning at least 90 days prior to youth's release, as is required for Category 2 projects, and, where possible, for rendering prerelease services. Fully executed MOA or MOUs are required to access funds in excess of $50,000 to ensure that the program can be implemented. And, the MOA or MOU must remain effective during the period of performance, unless prior approval from OJJDP is provided.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

OJP will measure success by reviewing a recipient's submission of performance reports and data and the extent to which project implementation reflects progress toward the goals and objectives of this NOFO.

Deliverables

Recipients under this funding opportunity will not submit any deliverables beyond the standard Post-Award Requirements and Administration.

Performance Measures

OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in Program Goals and Objectives. Applicants can visit OJP's performance measurement page at ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found here. OJJDP will provide further guidance on performance measures and the post-award submission process to successful awardees.

Funding Instrument

OJP expects to make awards under this funding opportunity as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the Application Resource Guide for a brief discussion of important statutes, regulations, and award conditions.

Cost Sharing/Match Requirements

Category 1: Improving Youth Reentry. This funding opportunity requires cost sharing or match from the award recipient. "Match" means the portion of project costs not paid by federal funds or contributions (*e.g.,* staff time not charged to the federal share of the budget, supplies provided by the recipient). Items provided as part of the match must support the fulfillment of proposed activities, be allowable costs under this funding opportunity, and have documentation of their value. The match may not be used for, and may not consist of, costs that are unallowable for this funding opportunity. See Application Contents, Submission Requirements, and Deadlines: Budget Detail Form for more details on this funding opportunity's unallowable costs.

Recipients must satisfy this match requirement with cash and/or in-kind contributions. In-kind contributions may be in the form of services, supplies, real property (*e.g.,* office space), and/or equipment.

Explanation of the Calculation

Category 1: Improving Youth Reentry. This funding opportunity requires a **match based on the total federal award amount.** Federal funds awarded under this funding opportunity require a 50 percent match from nonfederal sources. For each federal dollar awarded, the recipient must provide 50 cents toward the project costs. If an award recipient's proposed match is more than the required match amount and OJP approves the proposed budget, then that total match amount becomes part of the project budget, which is subject to audit.

How To Calculate Match

Formula					
Step 1	Award Amount	x	50% of Federal Share	=	Required Match
Step 2	Award Amount	+	Required Match	=	Total (Adjust Project Cost)
Example					
Match Requirement: 50/50 (Federal Share/Recipient Share) Federal Award Amount: $750,000					
Step 1	$750,000	x	50% Federal Share	=	$375,000
Step 2	$750,000	x	$375,000	=	$1,125,000

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



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the System for Award Management (SAM.gov). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline.** Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See Basic Information: Key Dates and Times for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required Application for Federal Assistance SF-424 by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see JusticeGrants.usdoj.gov).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov Quick Start Guide for Applicants to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the Application Resource Guide for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: Please include the name and contact information of the individual **who will complete the application in JustGrants.** JustGrants will use this information (*i.e.,* email address) to assign the application to this user in JustGrants.

Section 19 – Intergovernmental Review: This funding opportunity is not subject to Executive Order (E.O.) 12372 (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the DOJ Application Submission Checklist for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application

Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the DOJ Grant Application Submission Checklist.

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the "Submit" button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the "How To Apply" section in the Application Resource Guide.

Standard Applicant Information

The Standard Applicant Information section of the JustGrants application is prepopulated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (*e.g.,* the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (*e.g.,* they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant's proposed project.
- The purpose of the proposed project (*i.e.,* what the project will do and why it is necessary).
- Where the project will take place (*i.e.,* the service area, if applicable).
- Who will be served by the project (*i.e.,* who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (*i.e.,* what the project will achieve).

See the Application Resource Guide for an example of a proposal abstract.

Data Requested With Application

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

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

Agency Funding Priorities Inventory

Applicants seeking priority consideration under the Agency Funding Priorities section should answer the inventory questions in their entirety in the web-based form in JustGrants.

Proposal Narrative

Format of the Proposal Narrative: The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 20 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Tables, charts, and graphs may be included in the program narrative and count toward the identified page limit.

Sections of the Proposal Narrative: The Proposal Narrative must include the four sections listed below. If the applicant seeks priority consideration, the Proposal Narrative must state which priority goal(s) the applicant's project will advance and describe how (see section under Program Description).

1. Description of the Need: What critical issue or problem is the applicant proposing to address with this project? Please include:

- A brief explanation of the need, gap, or issue to be addressed by the proposed project.
- Supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community.
- How the need relates to the purpose of the NOFO.

2. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish).
- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities).
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO.

3. Project Design and Implementation: How will the applicant implement project activities that meet the goals and objectives? Please include:

- What activities the applicant will conduct to achieve the proposed goals and objectives.
- How the applicant will deliver or complete those activities.
- When the activities will take place.

- Who in the applicant's organization will staff the activities, including key staff.
- Who will participate in and benefit from the activity.
- What deliverables, reports, and other items will be produced as part of the project.
- If the applicant plans to use subrecipients to help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities.

4. Capabilities and Competencies: What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to Program Description: Performance Measures for additional details on performance measures for this funding opportunity.
- A description of projects or activities the applicant organization has conducted, or is currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities.
- A summary of relevant experience of team members with key responsibilities for implementing the project.

Project Evaluations: An applicant that proposes to use award funds to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the Application Resource Guide.

Budget and Associated Documentation: Budget Detail Form

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (*e.g.,* cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives (including, if applicable, describing connections to OJP priority goals).

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in 2 C.F.R. Part 200, Subpart E and the DOJ Grants Financial Guide.

All Categories: Applicants in each category should budget for two grantee meetings over the 3-year period. Grantees must plan to send a minimum of three people to the meeting, including the project director. For budgetary purposes, assume that the meetings will be in the Washington, DC, area. Each meeting will be for a minimum of 2 days. Attendance is mandatory. If meetings are held virtually due to any imposed travel restrictions, grantees will have the opportunity to reallocate budgeted funds with the assistance of OJJDP.

Costs Associated With a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should

review the Application Resource Guide for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the Application Resource Guide for information on costs associated with language assistance.

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

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A nonfederal applicant should follow the guidelines applicable to its type of organization. See the DOJ Grants Financial Guide and the OJP Grant Application Resource Guide for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the "Listing of Costs Requiring Prior Approval" section of the DOJ Grants Financial Guide for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

Limitation on Use of Award Funds for Employee Compensation for Awards Over $250,000; Waiver (if applicable): If an applicant proposes to hire employees with federal award funds, for any award of more than $250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the Application Resource Guide for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over $250,000; Waiver."

Disclosure of Process Related to Executive Compensation (if applicable): An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the Application Resource Guide for information.

Memorandum of Understanding (MOU)

Category 2 applicants must include, as an attachment, a draft or fully executed MOA,MOU, or letter of support that clearly demonstrates an established, collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population, and (2) oversee community corrections (probation and/or parole) for the target population.

For each named partner involved in the project (whether as a subrecipient that will receive federal funds to carry out part of the federal award, or otherwise), applicants should include a signed MOU or a letter of intent that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. MOUs or letters of intent demonstrate the commitment of partner organizations to participate in the project. An MOU is a formalized commitment of staff and/or resources that is signed by authorized representatives of both partner organizations. A letter of intent indicates the organizations' intention to partner, but the details of the commitment have not been fully worked out and officially agreed to.

Each MOU should include the following:

- Names of the organizations involved in the agreement.
- What service(s) and other work will be performed under the agreement by what organization.
- Duration of the agreement.
- The roles and responsibilities for staff from both agencies involved in the program.
- Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable.)
- Information on prerelease programming and interventions provided by the correctional agency to each participant.
- The timeline of the stated partnership and programming responsibilities.

MOUs should be submitted as one separate attachment to the application.

Unsigned draft MOUs may be submitted with the application, but the applicant should describe in a cover page to the attachment why it is unsigned. A fully executed MOU shall be submitted to access funds in excess of $50,000.

Additional Application Components

The applicant should attach the additional requested documentation listed below in JustGrants.

- **Curriculum Vitae or Resumes:** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.
- **Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the Application Resource Guide for information on Tribal authorizing resolutions.
- **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 upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the Application Resource Guide.
- **Timeline:** Provide a timeline listing key activities and milestones, and the months during which they will take place.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of $100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure should enter "No." By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the Application Resource Guide for additional information.

DOJ Certified Standard Assurances: Review and accept the DOJ Certified Standard Assurances in JustGrants. See the Application Resource Guide for additional information.

DOJ Certifications: Review the DOJ document Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies. An applicant must review and sign the certification document in JustGrants. See the Application Resource Guide for more 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 recipient is an award recipient that has received a DOJ high-risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible. See the Application Resource Guide for additional information.

Submission Dates and Times

Refer to Basic Information: Key Dates and Times for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at OJP.ResponseCenter@usdoj.gov. Applicants should follow these steps if they experience a technical issue:

1. **Contact the relevant help desk to report the issue and receive a tracking number.**

   See Basic Information: Contact Information for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

   If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk; for this reason, long wait times for phone support do not relieve the applicant of the responsibility for getting a tracking number.

2. **If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:**
    - A description of the technical difficulties experienced (provide screenshots if applicable).
    - A timeline of the applicant's submission efforts (*e.g.,* date and time the error occurred, date and time of actions taken to resolve the issue and resubmit, and date and time support representatives responded).
    - An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
    - The applicant's unique entity identifier (UEI).
    - Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.
3. **If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at OJP.ResponseCenter@usdoj.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.**

As a reminder: The waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Technical Issues" section in the Application Resource Guide.



APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The requested award amount does not exceed the award ceiling.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
  - SF-424 (Grants.gov)
  - Proposal Narrative (JustGrants)
  - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
  - Category 2 applicants must include a draft or fully executed correctional partner MOA, MOU, or letter of support

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

Merit Review Criteria

Peer Review Criteria

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

- **Statement of the Problem/Description of the Issue (10%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (10%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (45%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align with the stated goals and objectives.
- **Capabilities and Competencies (25%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (10%):** Completeness and cost effectiveness.

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic coverage, strategic priorities (including, but not limited to, the priority areas already

mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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

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

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the "Application Review" section to make final award decisions. For additional information on the application review process, see the Application Resource Guide.



AWARD NOTICES

Federal Award Notices

For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the Application Resource Guide for information on award notifications and instructions.

Applicants not selected for an award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

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

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Semi-annual performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the Application Resource Guide for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

Performance Measure Reporting

Award recipients are required to submit performance measure data and performance reports in JustGrants on a semi-annual basis. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (*e.g.*, programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's Legal Overview—FY 2025 Awards webpage under the

"Civil Rights Requirements" section. Additional resources are available from the OJP Office for Civil Rights.

Compliance with Federal civil rights and nondiscrimination laws is material to the government's decision to make any award and payment under this program, including for purposes of the False Claims Act, and each recipient will be required to certify (in its acceptance of the conditions of the award) that it does not operate any programs (including any such programs having components relating to diversity, equity, and inclusion) that violate any applicable Federal civil rights or nondiscrimination laws.

See OJP's Partnerships with Faith-Based and Other Neighborhood Organizations webpage for specific information for faith-based organizations applying under this NOFO.

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 set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the Application Resource Guide for additional information.

Information Technology Security Clauses

An application in response to this NOFO may require inclusion of information related to information technology security. See the Application Resource Guide for more information.

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization's principals for the award transaction are presently excluded or disqualified (*i.e.,* debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than $500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See the Reporting Requirements page for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the Application Resource Guide section "Information Regarding Potential Evaluation of Programs and Activities."

Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

See the Application Resource Guide for information on how to provide feedback to OJP.

APPLICATION CHECKLIST

OJJDP FY25 Second Chance Act Youth Reentry Program

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

SAM.gov Registration/Renewal

- Confirm that your entity's registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov if needed (see Application Resource Guide).

Grants.gov Registration

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

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 under "OJP Application Submission Steps" in the Application Resource Guide).
- Sign up for Grants.gov email notifications (optional) (see Application Resource Guide).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see Eligibility: Eligible Applicants).
- Confirm your proposed budget is within the allowable limits (see Basic Information: Funding Details), includes only allowable costs (see Application Contents, Submission Requirements, and Deadlines: Budget Detail Form), and includes cost sharing if applicable (see Eligibility: Cost Sharing/Match Requirement).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on these data (see Program Description: Performance Measures).
- Review the "Legal Overview—FY 2025 Awards" in the OJP Funding Resource Center and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under "Listing of Costs Requiring Prior Approval" in the DOJ Grants Financial Guide or see the Application Resource Guide.

Submission Step 1: Grants.gov

After registering with SAM.gov, submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.
- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Confirm that, within 48 hours of your submission in Grants.gov, you receive four Grants.gov email notifications:
    - A submission receipt
    - A validation receipt
    - A grantor agency retrieval receipt
    - An agency tracking number assignment

If no Grants.gov receipt and validation email are received, or if error notifications are received, contact OJP Response Center at 800–851–3420, 202–353–5556 (TTY for hearing-impaired callers only) or OJP.ResponseCenter@usdoj.gov or the Grants.gov Customer Support Hotline at 800–518–4726, 606–545–5035, or support@grants.gov regarding technical difficulties (see the Application Resource Guide section on "Experiencing Unforeseen Technical Issues").

- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
    - Entity and User Verification (first-time applicants)
    - Standard Applicant Information
    - Proposal Abstract
    - Financial Management and System of Internal Controls Questionnaire (see Application Resource Guide)
    - Agency Funding Priorities Inventory
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
- Memorandum of Understanding/Memorandum of Agreement/Letter of Support (Category 2)
- Complete the required disclosures and assurances:
    - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
    - Disclosure of Duplication in Cost Items
    - DOJ Certified Standard Assurances
    - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review nor receive further consideration.

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the "Certify and Submit" screen to submit the application.
- Note the confirmation message at the top of the page. Users will also receive a notification in the "bell" alerts confirming submission.
- If you do not receive an application submission confirmation email or validation from JustGrants, or if you receive an error notification, please contact the JustGrants Service Desk at 833–872–5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the Application Resource Guide for additional information.