



Promising Youth Opportunities JJDP Title II Grant Guidelines

**Program Guidelines and Application Procedures
January 1, 2022 – June 30, 2023**

***Application Due Date
October 19, 2021, 5:00 p.m.***

Virginia Department of Criminal Justice Services
1100 Bank Street, Richmond, VA 23219
www.dcjs.virginia.gov

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I. Introduction

The Virginia Department of Criminal Justice Services ([DCJS](#)) is making federal funds available for planning and implementation of programs which are evidence-based (research and data-driven) and able to be sustained following completion of the grant funding and system change initiatives that support the uplifting of youth development. These federal funds are available for projects under the Juvenile Justice and Delinquency Prevention (JJDP) Act Title II Formula Grants Program from the U.S. Office of Juvenile Justice and Delinquency Prevention ([OJJDP](#)).

The COVID-19 pandemic has left a lasting impact on communities across the Commonwealth causing a major disruption in our normal day-to-day routine. The disproportionate effect of the pandemic on young people has exacerbated inequalities and risks reducing the productive potential of normal adolescent development. Furthermore, youth serving agencies now must recognize that many youth will come into services with multiple service needs to include trauma, homelessness, loss of education, income, and exposure to family and community violence. Through this solicitation, DCJS is affording the opportunity for the creation of a system response to help assist with the safe transitioning of our youth from isolation to socialization.

This announcement provides guidance to aid applicants in determining eligibility, developing a program narrative, developing the itemized budget and budget narrative, and completing other related forms. Using the guidance presented in this document, applicants should be able to efficiently and effectively prepare complete applications in the On-line Grant Management System (OGMS).

This funding announcement is posted in [OGMS](#) and on the [DCJS](#) webpage.

A. Grant Period

The grant period for awards to support promising youth opportunities, planning efforts, new prevention and intervention programs, or to enhance existing programs made under these guidelines is for the 18-month period of January 1, 2022, through June 30, 2023. Future funding for continuation of these projects is not guaranteed but may be considered, contingent upon the availability of adequate funding, program performance, and compliance with grant requirements.

B. Purpose

Programs must be evidence-based (research and data-driven) and able to be sustained following completion of the grant funding. The applicant must present a clear plan for sustainability. Applicants seeking to expand or replicate an existing project must be able to demonstrate progress and success in what has been done through the life of the project. Applicants seeking funds to continue an existing JJDP Act Title II project must justify why additional funds are needed, and

how the additional funding period will enable the project to continue beyond grant funding. Projects should demonstrate that all services provided and interventions offered are trauma-informed. All programs and systems change offerings must speak to how they will be offered fairly and will not have a negative disproportionate impact on juveniles based on race, ethnicity, gender, and disability.

The following are examples of areas for exploring promising youth opportunities.

Promoting Community Resilience

System improvement projects should focus on programs and activities that address youth and community engagement. These programs build protective factors, natural supports, and adolescent growth. Programs should address community violence and youth exposure to violence. This can be accomplished in numerous ways, including:

- Providing a forum in which localities can review their current response to youth violence.
- Modifying specific agency practices and policies to support equity for youth of all backgrounds.
- Implementing a data-driven analysis of local data trends, factors, and barriers that contribute to youth violence.

Healthy Youth and Family/Community Engagement

Proposed projects should focus on programs designed to include parents, family members and natural supports to strengthen youth development with a focus on prevention services. These services may include:

- Behavioral health supports for youth and families
- Restorative justice training/programing
- Training and employing community violence interrupters
- Engaging communities to support families (*Use of protective factors as a framework for community partnership*)
- Educational Supports (*Truancy prevention programs that reduce or eliminate the risk of court involvement*).
- Public relations/media strategies (promote prevention services to include: media campaigns directed at a specific target audience (e.g., anti-violence messages, public service announcement); specialized product development by youth.

C. Eligibility

Eligible applicants under this solicitation are Virginia local units of government. This solicitation is not open to state agencies. Non-profit, faith-based, and community organizations are not eligible applicants, but may implement programs on behalf of the applicant locality at the discretion of the applicant locality. Please contact DCJS with questions about eligibility of specific potential applicants.

By applying for these grant funds, the applicant asserts that they have read, understand, and will comply with the following federal requirements and policies:

- Civil Rights: <https://ojp.gov/about/ocr/statutes.htm>
- Nondiscrimination: <http://ojp.gov/about/ocr/assistance.htm>
- Limited English Proficiency Individuals:
https://www.lep.gov/guidance/guidance_DOJ_Guidance.html
- Equal Opportunity Plans: <https://ojp.gov/about/ocr/eeop.htm>
- Department of Justice Financial Guide:
<https://www.justice.gov/ovw/file/1030311/download>

D. Priority Areas

Projects eligible for funding must fall within the priorities established by the Virginia Advisory Committee on Juvenile Justice and Prevention (ACJJP):

- Reducing disproportionality in the juvenile justice system
- Compliance monitoring
- Addressing behavioral health needs of youth and those involved in the juvenile justice system
- Serving youth and system-involved youth in their home communities
- Increasing family engagement and community involvement for youth

II. Program Information

A. Available Funding

DCJS anticipates awarding up to \$1.5 million through this competitive solicitation. Funding may be used to support planning efforts, system change initiatives, new prevention and intervention programs, or enhancement of existing programs.

B. Restrictions on Funding and Allowable Expenses

Examples of allowable expenditures include:

- personnel required for the project;
- software to enhance a direct service program;
- computers or equipment (if properly justified);
- assessment or evaluation services; consultant fees;
- training in evidence based strategies or programs; or
- certification for staff as it relates to service delivery of evidence-based programs.

Applicants seeking to support an existing project must be able to demonstrate what has been accomplished through the life of the project by providing outcome data or an evaluation of progress and success. Funds awarded for limited-focus, time-limited projects may be used for consultants, travel, subsistence, equipment, and/or supplies and other expenses but would not likely support personnel.

Funds may not be used to supplant existing funds available for project purposes. The *2017 DOJ Grants Financial Guide* describes supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.”

Grant funds may not be used for:

- firearms, ammunition and related equipment;
- clothing/uniforms;
- construction or renovation;
- land acquisition;
- lobbying and political contributions;
- honoraria;
- bonuses;
- personal entertainment such as tickets to sporting events (unless related to the delivery of a particular evidence-based program);
- personal calls;
- alcohol;
- luxury vehicles; or
- food and beverages, unless related to the delivery of a particular evidence-based program for youth; for more information on the prohibition of using funds for food and beverages, please refer to Food and Beverages Policy for Grants and Cooperative Agreements from the Office of Justice Programs:

<https://ojp.gov/financialguide/DOJ/pdfs/foodandbeverage.pdf>.

C. Financial and Progress Reporting

Grant recipients must submit quarterly reports through the DCJS Online Grants Management System (OGMS). Failure to comply in a timely manner may result in DCJS withholding disbursement of grant funds and/or termination of the grant. DCJS will provide grant reporting requirements at the time of grant award. Registration for OGMS and information can be found at: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>.

D. Disbursement of Funds

Disbursement of funds will only occur on a cost reimbursement basis for actual funds expended. Actual expenditures should be reported quarterly and invoiced pursuant to approved line item budget categories in the grant award package. Grantees will only be reimbursed for costs that have been incurred within the grant period. Grant funds may only be expended and/or obligated during the grant period. All obligations must be fulfilled no later than 45 days after the end of the grant period. Requests for reimbursement shall be submitted through OGMS.

E. Match Requirement

There is no match requirement.

F. Application Deadline

Applications must be submitted through OMGS **no later than 5:00 p.m. on Tuesday, October 19, 2021**. Registration in OGMS is required. Registration for and information about OGMS and information can be found at: <https://www.dcjs.virginia.gov/grants/ogms-training-resources>. DCJS must accept and acknowledge registration before the application may be accessed, so please register early in order to allow proper time.

G. Grant Application Training and Technical Assistance

All applicants should participate in self-guided training of the recorded webinars for application submission in OGMS.

To access the On-line Grant Management System (OGMS) click [here](#)

If applicants have questions about OGMS after watching the training webinar *OGMS Submitting Applications*, please email questions to ogmssupport@dcjs.virginia.gov. Please include the grant program area and, for continuation applications, your current grant number, in the email subject line.

In addition to the self-guided training on OGMS, DCJS staff will also host two webinars on the specifics of this Promising Youth Opportunities JJDP Title II Grant opportunity.

The webinars will be held on:

	Date & Time	Webinar Topic	To Register
#1	Thursday, September 9 th 1:00pm – 2:30pm	Overview of the grant application guidelines and process	Click here for registration
#2	Thursday, September 16 th 1:00pm – 2:30pm	Overview of the grant application guidelines and process	Click here for registration

DCJS staff is available to provide technical assistance and information regarding the funding announcement and the application procedures. For guidance on preparing and submitting a grant application, please contact:

Ed Holmes
 Juvenile Justice Program Analyst
 804-768-4576
ed.holmes@dcjs.virginia.gov

Greg Hopkins
 Juvenile Justice Specialist
 804-692-0977
gregory.hopkins@dcjs.virginia.gov

H. Grant Application Review Process

This is a competitive grant application process. At least two DCJS staff and an outside reviewer will evaluate and score each grant application based on information provided, adherence to these Grant Guidelines, and the clarity, substance, and strength of the request made for funding. Reviewers may consider past performance, demonstrated need, geographic location, budget justification, program design and services provided, sustainability, cost effectiveness of proposed projects, and the availability of funds.

Each application can earn a weighted total maximum score of 50 points. The primary grant program elements are evaluated based on ratings of Excellent, Acceptable, Marginal, or Unacceptable. The weighted rating points that can be awarded for each primary grant program element are:

- Itemized Budget (10%) 0–5 points
- Budget Narrative (20%) 0–10 points
- Needs Justification (30%) 0–15 points
- Project Description (30%) 0–15 points
- Goals and Objectives (10%) 0–5 points

Program Guidelines and Application Procedures

DCJS reserves the right to amend program budgets based on a review of unallowable and/or unreasonable costs, justification of costs, and the availability of funds. DCJS has the discretion to make awards for greater or lesser amounts than requested and to negotiate the scope of work and budget with applicants prior to making an award.

After DCJS staff have reviewed each application, the Advisory Committee on Juvenile Justice and Prevention (ACJJP) will review and make recommendations for funding to the Criminal Justice Services Board (CJSB). It is expected that the CJSB will make final grant award decisions at its meeting **on December 9, 2021**. Funding decisions made by the CJSB are final and may not be appealed.

DCJS Office of Grants Management in the Division of Finance and Administration will issue grant award packages based on the final approval of the CJSB. Fiscal and programmatic revisions may be required as a condition of funding.

III. Application Forms and Instructions

A. Submission Instructions

Application submissions are required through OGMS. All applicants must select Start New Application in OGMS by selecting OJJDP Title II Youth Opportunities Grant Program FY22–23 in the Funding Opportunities tab. The following components are required to be completed (if applicable) in OGMS by selecting Funding Opportunities and the Application tab:

- ❖ General Information
- ❖ Face Sheet
- ❖ Budget
- ❖ Project Narrative
- ❖ Goals and Objectives
- ❖ Personnel and Employee Fringe Benefits
- ❖ Consultants
- ❖ Travel
- ❖ Subsistence/Other Travel Costs
- ❖ Equipment
- ❖ Supplies and Other Expenses
- ❖ Indirect Costs
- ❖ Attachments
- ❖ Non-Supplantation
- ❖ Civil Rights Certification of Compliance
- ❖ Authority Certification

See OGMS and the below guidelines for instructions on completing the components applicable to your project.

B. Funding Opportunities Component

1. Face Sheet

Complete the **Face Sheet Component** by entering the following **information in OGMS**:

- **Congressional Districts:** Choose all that apply. Hold the “Ctrl” key to enter multiple districts.
- **Best Practice:** Insert the evidence-based program or practice
- **Jurisdiction(s) Served:** Select all jurisdiction(s) to be served; or select “STATEWIDE” if applicable.
- **Program Title:** List the name of your program.
- **Certified Crime Prevention Community (CCPC):** Select **Yes** only if your locality is a CCPC.
- **Type of Application:** Select New or Continuation of Grant.
- **Grant Number:** Enter your SFY 2021 grant number (e.g., 21-A1234VW19).
- **Community Setting:** Check the box(es) that best describes the applicant service area.
- **Brief Project Overview:** Provide a short description of the project. The description must include an overview of the project and the intent, the population served and the need that will be address. This description will be provided to the advisory committees considering your application.

OGMS provides fields to enter the email addresses, phone numbers, and mailing addresses (including plus-four zip code) for the following:

- **Project Director:** The person who will have day-to-day responsibility for managing the project.
- **Project Administrator:** The person who has authority to formally commit the organization, locality, or state agency to complying with all the terms of the grant application. This must be the city, county, or town manager; the chief elected officer of the locality, such as the Mayor or Chairman of the Board of Supervisors; or, in the case of a state agency, the agency head. If someone other than one of these officials has been delegated the authority to sign, and signs the grant application, provide a copy of the letter, memorandum or other document by which the signing authority was delegated as an attachment.
- **Finance Officer:** List the person who will be responsible for fiscal management of the funds.

2. Budget

Although the complete project is through June 30, 2023, two budgets should be submitted, broken down between January 1 – September 30, 2022, and October 1 – June 30, 2023. This will enable DCJS to fully expend the grant funds awarded to Virginia.

An itemized budget and budget narrative must be completed using templates provided in OGMS. Applicants must explain the reasons for each requested budget item and how requested amounts

were determined. Itemize all budget amounts and place them in the appropriate category for each line item. The cells will automatically round amounts to the nearest dollar.

See the Budget Narrative section for detailed descriptions of each budget category.

3. Budget Narrative (located in the Budget tab)

Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding. The budget narrative should detail anticipated expenses. Applicants must explain the reasons for each requested budget item.

Complete the Budget Narrative Tab(s) in OGMS for each specific category applicable to your request for funding. In accordance with federal guidance, only those costs directly related and essential to providing direct services to crime victims can be supported with grant funds.

Budget Categories (Complete the tabs applicable to your program needs) Fill the auto-generated fields required in OGMS for the following budget categories. List the requested amount in the **federal fund category only**.

a) Personnel Budget Category

List each position by title. Show the annual salary rate for the employee and the hours of time to be devoted to the project by the employee. Typically, full-time employees work 2,080 hours annually.

Justify the position requested for funding with the grant. Describe the duties, responsibilities, and qualifications of each grant funded position.

The position description should describe the grant-related duties that will be performed. Indicate in the position description whether this position is a current and filled position, a current yet unfilled position, or a new, proposed position. Indicate each type of benefit included and the total cost to employees assigned to the project.

Applicants must justify all requested salaries. Justification may include documentation demonstrating that requested salaries are consistent with salaries paid to other positions with similar responsibilities within the program or at other organizations in the service area. All requested amounts must be reasonable given the complexity of work and consistent with the applicant's staff compensation plan.

Fringe Benefits Budget Category

Under ***Requested Total***, enter the total request of fringe benefits for each employee listed. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero.

Under ***Description of Fringe Benefits/Basis of Computation***, provide the basis of computation and the total amount of each fringe benefit in each respective space. If the applicant is not seeking fringe benefits for one of the listed positions, enter zero.

b) Consultant Budget Category

For individuals to be reimbursed for personal services on a fee basis: List each type of consultant or service (with numbers in each category and names of major consultants when available), the proposed daily fee rate, and the amount of time to be devoted to such services. The rate of compensation for individual consultants must be reasonable and consistent with that paid for similar services in the marketplace. The rate may not exceed \$650.00 per day, or \$81.25 per hour, and may not exceed the consultant's usual and customary fee.

For organizations, including professional associations and educational institutions, performing professional services: Indicate type of services being performed and estimated contract price.

Consultant travel and subsistence: Estimate actual cost. The cost must be reasonable and adhere to the applicant's travel policy. If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification.

c) Travel & Subsistence for Project Personnel Budget Category

Itemize total travel expenses of project personnel by local mileage, non-local travel, and subsistence (lodging and meals).

Itemize total travel expenses of project personnel by local mileage, non-local mileage, and subsistence (food and lodging). If the applicant does not have an established local travel policy, then the applicant must adhere to federal/state travel policy. If local travel policy differs from the federal/state travel policy, please provide or describe the policy in the justification. Refer to the following U.S. General Services Administration (GSA) and Virginia Department of Accounts (DOA) websites for the most current travel rates and policies.

www.gsa.gov/travel/plan-book/per-diem-rates

https://www.doa.virginia.gov/reference/CAPP/CAPP_Topics_Cardinal/20335-2019July.pdf.

Local mileage is considered travel within the immediate service area (satellite offices, court, meetings, etc.). **Non-local mileage** is outside of the immediate service area (trainings, conferences, meetings, etc.).

DCJS will strongly scrutinize requests to support attendance, subsistence, or travel for out-of-state trainings or conferences. Training/conference registration fees should be detailed in the “Supplies and Other Expenses” category only.

d) Equipment (items \$5,000 per unit and greater)

Equipment is defined in the federal *2017 DOJ Grants Financial Guide* as “tangible personal property (including information technology systems) having 1) a useful life of more than one year and 2) a per-unit acquisition cost of \$5,000 or greater (or the organization’s capitalization policy, if it is less than \$5,000). If the organization does not have a capitalization policy in place, the Federal amount of \$5,000 must be followed.”

Each major item to be purchased must be listed separately with unit cost. List each item to be leased or rented with the cost associated with the lease or rental agreement. Provide the basis of computation for the requested amount. Include a written estimate of cost and local contract guidelines, if applicable. Justify equipment expenses by documenting that items will enhance direct services. Document the necessity and cost effectiveness of requested expenditures.

If equipment is requested to replace outdated or “old” equipment, briefly describe why replacement is necessary and when the “old” equipment was acquired.

Grant funds cannot support the entire cost of an item that is not used exclusively for the project related activities; however, grant funds can support a prorated share of such an item. Prorating calculations must be documented.

e) Supplies and Other Expenses (items under \$5,000 per unit)

Supplies are defined in the *2017 DOJ Grants Financial Guide* as “all other items of tangible personal property that are not equipment. This includes computing devices that cost less than \$5,000 per unit (or the organization’s capitalization threshold, if that is less than \$5,000).”

All costs must be itemized within this category by major types (i.e., office supplies, equipment use fees when supported by usage logs, printing, photocopying, postage, brochures, telephone). If the item includes more than one component, identify subcomponents. For example, “Office Supplies: copy paper, pens, and folders.” Additionally, show the basis for computation (i.e., “x” dollars per month per three staff people for office supplies).

Explain how the item is essential to the goals of the project. Explain the rationale used to determine the basis for each computation (i.e., “the photocopying cost estimate is based on the cost spent in 2020 for similar services”). Applicants should document actual expenses for each line item requested when possible (i.e., “Last year we spent \$400 on postage. For FY 2022–2023, we anticipate spending \$950, due to stamp rate increase.”). If a supply is requested to

replace an outdated or “old” item, describe why replacement is necessary and when the “old” item was acquired.

f) Indirect Costs

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Indirect costs are those that benefit more than one activity and are common or joint purpose costs. For example, costs of an office manager/receptionist position that answers general phone calls, greets clients, etc. are considered indirect costs. Most costs can and should be assigned to a project, thereby reducing indirect costs.

Applicants requesting Indirect Costs must indicate the expense in OGMS and include the necessary Indirect Cost Rate attachments. If this section is not completed, or if the necessary attachments are not included with the application, Indirect Costs may not be awarded. The salaries of administrative and clerical staff should generally be treated as indirect costs.

Salaries of administrative/clerical staff may be appropriate to include as direct costs ONLY if ALL of the following conditions are met:

- Administrative or clerical services are integral to a project or activity;
- Individuals involved can be specifically identified with the project or activity;
- Such costs are explicitly included in the budget or have the prior written approval of the awarding agency; AND
- The costs are not also recovered as indirect costs.

Requesting Indirect Costs: Requesting indirect costs is optional. Applicants do not have to request indirect costs, but it is allowable. To calculate indirect costs, applicants must first determine the Modified Total Direct Costs (MTDC) amount of the project budget. Indirect costs that can be requested are not based on the entire project budget, but on the MTDC amount. Applicants are not required to describe or itemize what is included in the indirect costs.

Applicants have two options when requesting Indirect Costs: using a formal **Indirect Cost Rate Agreement (ICRA)** or using a **de Minimis rate**. These two options are outlined below.

1. Indirect Cost Rate Agreement (ICRA)

- This is a formal rate agreement that an organization has applied for and received from the federal cognizant agency (DCJS does not approve ICRA's).
- Organizations will have a letter or other documentation that lists the federally negotiated rate.
- The rate in the ICRA must be accepted, unless otherwise specified by federal awarding agency.

- Applicants can request the percentage (as outlined in the ICRA) of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

2. De Minimis Rate

- This can be used by organizations that have never had a federally-approved Indirect Cost Rate Agreement.
- Can use a rate of up to 10 percent of the Modified Total Direct Costs (MTDC) of their budget for indirect costs.

Use the [MTDC Worksheet](#) to calculate the MTDC amount.

The Worksheet will also calculate the amount of indirect costs that can be requested. If Indirect Costs are requested, applicants must submit two additional documents with the grant application:

- a. [MTDC Excel Worksheet](#) **AND**
- b. [Certification of De Minimis Indirect Cost Rate](#) form **OR** a copy of the applicant's Indirect Cost Rate Agreement letter/documentation

Additional Indirect Costs Reporting Requirements: For organizations that request and receive Indirect Costs, the MTDC Worksheet must be completed each quarter, based on actual expenses. The MTDC Worksheet must be emailed to grantsmgmt@dcjs.virginia.gov each quarter.

The actual MTDC amount will determine the amount of Indirect Costs to be reimbursed for that quarter. In other words, the amount of Indirect Costs reimbursed will likely vary from quarter to quarter. The amount of Indirect Costs requested for reimbursement each quarter cannot simply be the total for the year divided by four; the amount must be based on actual MTDC amounts.

It is anticipated that grant awards will not exceed the projected maximum awards listed in this funding announcement. Applicants are discouraged from requesting indirect costs. Applicants should carefully evaluate the impact of budgeting indirect costs and should use grant funds to support direct service delivery to the maximum extent possible.

g) Cash Funds from Sources Other Than Grant Program Supporting This Project

Applicants must use this budget category to provide a description of the sources and amounts of cash from other sources that support this project.

h) Requirement Demonstrating Non-supplanting

The *2017 DOJ Grants Financial Guide* describes supplantation as follows: “Federal funds must be used to supplement existing state and local funds for program activities and must not supplant (replace) those funds that have been appropriated for the same purpose.” Requests for staff positions must be justified, must not supplant other funds, and must result in significant additional service delivery.

Applicants under this grant program must describe non-grant funds supporting their projects and must identify records that document the level of non-JJDP support and satisfy the non-supplantation requirement. Be sure to describe whether the expenses requested in this grant application complement, and do not duplicate, other existing and anticipated funding sources/amounts.

3. Project Narrative

<p>Demonstration of Need</p>	<p>For this application component, provide a specific description of the need that this program will address, including the number and types of clients eligible for the proposed services and the percentage of those eligible who will be served, if applicable. Provide a clear, concise justification for the requested funding level. Demonstrate that the requested funding level is appropriate and that the program operates cost effectively. As necessary, describe plans to improve and expand existing services to match the grant purpose.</p>
<p>Project Description</p>	<p>The project description section is where the proposed project is explained in detail. It should be clear to the reader what will occur and it should clearly tie to the problem described in the needs section. In this section, applicants should:</p> <ul style="list-style-type: none"> • Clearly describe what the project will do. • Identify the target population and how it will benefit from the project. • Identify how participants will be selected and engaged. • Identify how the project engages families, parents, guardians, etc. if applicable. • If the applicant is proposing to implement, expand, or replicate a program, state the evidence-based strategy or program that is being used, provide the source, and explain how the grant funding will augment other funding or sustain the project. • If the project is for supplies or equipment, explain the existing program and how the purchase will support it.

	(Maximum of 5,000 characters.)
Service Area Demographic/Target Population	Provide a brief description of the target population served by your agency. (Maximum of 5,000 characters.)
Sustainment Plan	Provide a brief description of how your agency has adapted operations and practices due to COVID-19. Include any long-term adjustments your agency plans to continue throughout and beyond the grant period. (Maximum of 5,000 characters.)

4. Program Service Objectives (Targets) Component(s)

Goals and Objectives: Goals and objectives should be clear, concise, measurable, and attainable. A goal is defined as the ultimate intended outcome, and should state what the program or project is intended to achieve over the life of the grant. An objective is an outcome derived from the goal and states what will be accomplished within a certain time period. It is measurable. Each goal should have correlating objectives. A projected deadline should be stated for achieving each objective. Performance measures established by the U.S. Office of Juvenile Justice and Delinquency Prevention (OJJDP) may be helpful in establishing measurable objectives. Performance measures for each purpose area, as well as core measures applicable to all purpose areas, can be found at: <https://ojjdpmt.ojp.gov/>.

Please note that Performance Measures are being updated by OJJDP; until the changes are made, the current Title II Performance Measures are required.

The principles include the following:

- Be Specific:
- Make them Measurable (i.e., quantifiable)
- Be Action-oriented:
- Be Realistic:
- Articulate a Time in which the change will occur

C. Additional Components

Additional documentation required in this funding opportunity must be uploaded using the Attachments tab in OGMS. Upload only the documentation required. The description of the attachment should explain the information provided in the uploaded file.

Program Guidelines and Application Procedures

The following must be uploaded as attachments in OGMS, if applicable:

- [DCJS MTDC Worksheet](#). This attachment is only required for applicants requesting indirect costs. Directions for completing this document are on the worksheet.
- [Certification of De Minimis Indirect Cost Rate Form](#). This attachment is only required for applicants requesting indirect costs who are not submitting an Indirect Cost Rate Agreement letter/documentation. Directions for completing this document are on the form.
- Applicant's Indirect Cost Rate Agreement letter/documentation. This attachment is only required for applicants requesting indirect costs who are not submitting a Certification of De Minimis Indirect Cost Rate Form.
- Proof of SAM Registration. This attachment is only required of applicants who currently have a System for Award Management (SAM) (<https://sam.gov/SAM/>) registration. If the applicant does not currently have a SAM registration, it will be required before a grant can be awarded. All continuation grantees should be registered and have provided proof of registration with SAM, formerly the Central Contractor Registration (CCR).
- Job descriptions of grant funded staff and volunteers.

IV. Application Checklist

All applicants must submit their application using the OGMS Funding Opportunities tab. OGMS has an internal checklist to ensure completion of each application component before final submission. Reference Section III (A) of these guidelines for the checklist of required application components to complete and/or upload in OGMS.

Applications must be submitted in OGMS by 5:00 p.m. on Tuesday, October 19, 2021.