

TITLE II JJDPA GRANT ADMINISTRATION TIMELINE & TASK CHECKLIST



DEVELOPED BY THE COALITION FOR JUVENILE JUSTICE

This document provides a chronological, task-based timeline and checklist for grant administrators, coordinators, and compliance staff managing Title II JJDPA reporting and submission requirements to OJJDP. It organizes tasks by frequency and includes key deadlines.

ANNUAL CYCLE (OCTOBER – SEPTEMBER)

Annual Title II Application: States deemed eligible are required to submit a series of forms, attestations, state plan or state plan update information (narratives), and required financial details to receive formula funding to OJJDP.

Performance Measures Reporting (PMT): Collect and report progress against current 3-year plan and subgrant program data throughout the fiscal year.

- Deadline: Submit PMT data by December 30 in JustGrants.
- Tip: JustGrants, Grants.gov, and CMT are separate federal login systems; as a best practice, ensure your state's contact information is up to date by submitting a GAM so the appropriate DSA staff member receives OJJDP notifications regarding the release of the Title II solicitation.

Compliance Monitoring and R/ED Data: Collect and verify facility type and Core Requirements compliance data at fiscal year-end.

- Deadline: Submit compliance monitoring data by Feb 28 (extension to Mar 31 for good cause)
- Tip: Data Verification is the process of reviewing submitted data for accuracy, identifying potential exceptions, and investigating potential violations. This process should be conducted on annual basis, ideally from October – February in preparation for compliance submission.

QUARTERLY

Federal Financial Reports (FFR): Submit FFRs 30 days after each quarter ends. Final FFR on an award is due 120 days after grant end date.

SUBAWARD REPORTING (FFATA) AS NEEDED BY MONTH

Report subawards of \$30,000+ and executive compensation information about subawards to SAM.gov/USAspending.gov.

- Deadline: End of the month following the month of subaward issuance.

THREE-YEAR PLAN CYCLES AND ANNUAL REVIEWS

State Planning: Develop and update 3-year plan with check-ins and reports done annually as part of the annual OJJDP Solicitation (ideal solicitation releases each Spring in March/April and is due each Summer in June/July). If there are no changes to a current plan, submit a narrative statement that the plan has no changes.

Racial & Ethnic Disparities (R/ED) Plan: Develop and monitor 3-year R/ED plan and submit data and plan updates with Compliance Submission each February.

BIANNUAL REPORTS TO STATE EXECUTIVES/LEGISLATORS

State Advisory Group (SAG) Reporting: Submit reports at least every two years to governors/legislators with information on the status of your state/territory compliance with the core requirements, information about state plan goals and subgrants made, and progress towards goals or outcomes achieved.

ONGOING TASKS AND BEST PRACTICES

- Facilitate meetings of the SAG and subcommittees
- Ensure federal parent award conditions and requirements are met and adhered to
- Manage subawards and monitor grantees
- Review data and report on compliance and three-year plan progress and outcomes
- Stay informed on juvenile justice issues in your jurisdiction
- Educate stakeholders on the JJDP and current three-year plan efforts
- Maintain updated resources on state agency/SAG websites: current 3-year plan, subgrant opportunities, compliance monitoring manual, R/ED plan, SAG membership list, SAG bylaws, SAG meeting dates, and SAG application link.

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FREQUENCY	TASK	DEADLINE OR IDEAL SUBMISSION DATE
Annually	PMT Reporting	December 30
Annually	Compliance Monitoring Data and R/RED Data	February 28 (March 31 extension)
Annually	Title II Solicitation ¹	June/July
Quarterly	FFR Submission	20 days after quarter end
Monthly (if applicable)	FFATA Subaward Reporting	End of following month
Biannually	SAG Reporting	Every other year
3 Years	State Plan & R/ED Plan	Every 3 years

¹ All federal funding documents are now labeled as Notice of Funding Opportunities (NOFO)

ACRONYMS & DEFINITIONS

CMT = Compliance Monitoring Tool; Used for entering compliance-related data that supports the Title II application and ongoing eligibility determinations.

FFATA = Federal Funding Accountability and Transparency Act; U.S. law requiring detailed disclosure of federal spending to increase government accountability, making information on grants, contracts, and loans publicly searchable, including reporting on subawards for funds over \$30,000

FFR = Federal Financial Report; Used to submit financial information about individual awards. Recipients of federal funds are required to report the status of funds for awards or assistance agreements to the sponsor of the award using the Federal Financial Report (SF-425).

GAM = Grants Award Modifications; A request to update award details, modifying key facts or details about the award.

Grants.gov = Used for initial application submission and required federal forms, as applicable.

JustGrants = Used for post-award application components, budget details, certifications, and award management.

PMT = Performance Measures Tool; Used to report grantees' performance measure data for Title II and discretionary grants.

USEFUL RESOURCES

- [Compliance with the Core Requirements of the Juvenile Justice and Delinquency Prevention Act](#)
- [OJJDP FY 2024 Mapping the State Plan Requirements for Your Title II Formula Grant Application](#)
- [OJJDP FY 2024 Title II Program and Budget Areas](#)
- [FY 24 Title II Formula Grant Key Elements for Three Year Plan – Analysis of Juvenile Delinquency Problems](#)
- [FY 2024 Title II Core Requirements and Compliance Monitoring Submission Information](#)
- [Performance Measures Reporting Requirements and Dates](#)
- [Policies and Procedures Manual for Monitoring Compliance With Core Requirements of the Formula Grants Program Authorized Under Title II, Part B, of the Juvenile Justice and Delinquency Prevention Act](#)