U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

BJA STOP School Violence Specialized Training and Technical Assistance Program FY 2022 Competitive Solicitation

Assistance Listing Number #	16.839
Grants.gov Opportunity Number:	O-BJA-2022-171296
Solicitation Release Date:	April 26, 2022 8:00 AM
Grants.gov Deadline:	June 03, 2022 8:59 PM
Application JustGrants Deadline:	June 10, 2022 8:59 PM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to prevent violence in a K-12 school setting under the BJA STOP School Violence Specialized Training and Technical Assistance Program. This program furthers the Department's mission by supporting and assisting county, local, state, and tribal jurisdictions in improving efforts to reduce violent crime in and around schools.

This solicitation incorporates the OJP Grant Application Resource Guide by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00128-PROD	1	1	$2,000,000.00	10/1/22 12:00 AM	24
C-BJA-2022-00129-PROD	2	1	$2,000,000.00	10/1/22 12:00 AM	24
C-BJA-2022-00133-PROD	3	1	$1,000,000.00	10/1/22 12:00 AM	24

Eligible Applicants:

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

Other

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

Applicants must have extensive experience in providing national training and technical assistance (TTA) as well as extensive experience and knowledge of the school safety field.

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

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

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

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

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

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at grants@ncjrs.gov. The OJP Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time Monday–Friday, and 10:00 a.m. to 8:00 p.m. on the solicitation closing date.

Submission Information

Applications will be submitted to DOJ in two steps:

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

Step 2: The applicant must then submit the **full application,** including attachments, in JustGrants at JustGrants.usdoj.gov. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the OJP Grant Application Resource Guide and the JustGrants website for more information, resources, and training.

Contents

Program Description

Overview

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

BJA's Students Teachers and Officers Preventing (STOP) School Violence Grant Program is designed to improve K-12 school security by providing students and teachers with the tools they need to recognize, respond quickly to, and help prevent acts of violence and ensure a positive school climate. This specialized training and technical assistance (TTA) program will enhance the capacity of educational and other professionals who work with school-age populations to recognize a combination of factors that may lead to school violence and address the service needs of students.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the , Department of Justice Appropriations Act, 2022, State and Local Law Enforcement Assistance, subparagraph 17, Pub. L. No. 117-103.

Specific Information

Among its provisions, the STOP School Violence Act of 2018 authorized BJA to manage a grant program that would support efforts by states, local units of government, territories, and federally recognized Indian tribes to reduce and prevent school violence.

This solicitation specifically seeks applicants to serve as training and technical assistance (TTA) providers, on BJA's behalf, to provide TTA and other support to law enforcement who work in schools and/or with school-age populations, including those who work with students. Additionally, the solicitation seeks TTA providers to develop resources for schools that provide a basic understanding of behavioral health disorders and signs of disability, and how to respond to crises and reports involving people with disabilities, and develop school-based community violence intervention (CVI) resources, conflict resolution resources, building healthy relationships resources, and dating violence resources.

It is important that applicants leverage and build upon existing school safety TTA services readily available through BJA such as the National Center for School Safety, the Office of Community Oriented Policing Services (COPS Office) and other DOJ agencies, as well as the Department of Education (ED), the Department of Health and Human Services (HHS), and the Department of Homeland Security (DHS). Applicants should clearly articulate how they will establish and expand TTA efforts based on the requirements set forth in this solicitation.

Applicants may only apply for one category and should address all aspects of the category to which they are applying.

This FY 2022 STOP School Violence Specialized Training and Technical Assistance Program intends to award one national program provider under each of the following three categories:

Category 1 - Training and Technical Assistance for Law Enforcement Who Work in Schools and/or with School-age Populations: BJA seeks a TTA provider to develop and implement specialized training for law enforcement who work in schools and/or with school-based populations such as school resource and probation officers who work with juveniles. This category's purpose is to provide training and resources to support these law enforcement officers to prevent school violence without unnecessarily increasing the number of students involved in the justice system and ensure constitutionally sound, evidence-based policing practices are used. BJA will also expect the award recipient to provide specialized training to community supervision or probation officers who work with students.

Category 2 - Training and Technical Assistance to Improve Responses to Students in Crisis: BJA seeks a provider to develop and implement specialized TTA to assist schools and develop resources in (1) delivering and implementing school-based crisis intervention team training and (2) innovative, specialized responses to students in crisis.

Category 3 – School-based Community Violence Intervention Training and Technical Assistance: BJA seeks a provider to develop specialized evidence-based training and resources for schools to support students in community violence intervention through understanding healthy relationships, teen dating violence, sexual assault prevention, bullying behavior, and conflict resolution in a school setting.

Goals, Objectives, Deliverables, and Timeline

Goals

The overall goals for each program (Category), as described below, are meant to provide a general overview and guidance for what BJA is seeking under this solicitation.

- Increase the knowledge and skills of state, local, and tribal law enforcement agencies in school safety through cutting-edge, innovative resources, training, and technical assistance (both remote and onsite).

- Increase the guidance and resources available to schools, school safety practitioners, and the criminal justice community.
- Identify and address current and emerging school safety threats and concerns to education professionals, students, and law enforcement.
- Serve as a resource for information and research about national and statewide school safety initiatives, and collect and disseminate information on school safety initiatives and school safety data.
- Raise awareness of BJA's school safety programs, trainings, and resources.

The goals, objectives, and deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section.

Objectives

Category 1 - **Training and Technical Assistance for** L**aw Enforcement Who Work in Schools and/or with School-age Populations**: This category's objective is to enhance the capacity of law enforcement (typically school resource officers [SROs]) and probation officers working with school populations to recognize and address behavior that may lead to school violence in a way that does not increase the likelihood that these students enter the criminal justice system. This effort will provide specialized training on topics essential to the performance of the SRO function.

Category 2 - **Training and Technical Assistance to Improve Responses to Students in Crisis**: This category's objective is to enhance the capacity of SROs and education professionals to effectively identify and respond to students with behavioral health conditions or developmental disabilities with best practice model response efforts and services that meet these students' individual needs, and to effectively manage the student population during a crisis. This response includes identifying and deescalating bystander reactions in a developmentally and culturally appropriate manner, which includes juvenile justice and behavioral health professionals.

Category 3 – **School-based Community Violence Intervention Training (CVI) and Technical Assistance:** School-based violence is incident based and often involves personal conflict between two individuals. This category's objective is to enhance the capacity of schools to implement CVI programs through the development of tools, resources, and program models. These tools should help law enforcement officers and education professionals to recognize and address the combination of individual, relationship, community, and societal factors that contribute to the risk of youth violence. Additionally, since efforts to make school buildings and classrooms physically more secure can create vulnerabilities and increase victimization by sexual assault, this effort will focus on developing resources for schools to assess, evaluate, and address those potential risks.

Deliverables

For all categories:

- All training provided with BJA funding must provide a mechanism for pre- and post-testing of the knowledge gained and other impact assessments.
- All TTA providers must coordinate with the National Center for School Safety and BJA's National Training and Technical Assistance Center (NTTAC).
- All providers must develop an online project management tool that helps govern the management of the project and to which BJA has access.
- All providers must include the use of students' perspectives, and parents' perspectives, in the development of new resources and activities.

Category 1 - **Training and Technical Assistance for** L**aw Enforcement Who Work in Schools and/or with School-age Populations.**

One: The selected provider will provide technical assistance to STOP site-based grantees who are using funds to implement specialized training for law enforcement (SROs) to ensure the training is evidence based and in keeping with the principles of 21st century policing.

Two: The selected provider will develop and deliver training to law enforcement (SROs) or probation officers who work with school-based populations and who are nongrantees of the STOP Program. This training will be delivered by request nationwide. The TTA provider should make available and deliver training on topics such as:

- Incident reporting and data collection
- Procedural justice
- Multitiered system of support such as Positive Behavioral Interventions and Supports (PBIS) or other
- Community policing and the SARA (Scanning, Analysis, Response, and Assessment) problem-solving model
- De-escalation and conflict resolution techniques
- Child development, including adolescent brain development
- Teen dating violence and sexual assault
- Family and Educational Rights and Privacy Act (FERPA)
- Individualized Education Programs (IEPs), including training on Title II of the Americans with Disabilities Act and the requirement that SROs must make reasonable modifications when necessary to interact with young people with disabilities
- Working with specific student groups, including youth with disabilities, English as a second language learners, and youth who identify as lesbian, gay, bisexual, transgender, queer, questioning, and/or intersex
- Bias-free policing, including implicit bias and cultural competence
- Alternatives to arrest, including diversion programs
- Trauma-informed care
- Civil rights and protected classes, as well as constitutional rights
- Bullying prevention
- Drug and alcohol education
- Social media use
- Emergency management
- Crime Prevention Through Environmental Design (CPTED)
- Behavioral threat assessment in school settings
- Active shooter training
- Restorative justice/practices and conflict resolution

Three: The selected TTA provider will provide, on request, assistance to schools and law enforcement in developing and implementing:

- Policy development specific to law enforcement, including appropriate use of force and response protocols, as well as parameters and limitations of the law enforcement role in educational settings.
- Policy development and training to identify school disciplinary issues (which should be handled by teachers or school administrators) and situations where law enforcement may be necessary to protect physical safety
- Policy development regarding the limited circumstances in which arrest is necessary, to include support for diversion.
- Policy development regarding the appropriate use of student information, including privacy protections.
- Policy development regarding conflict resolution.
- Development of performance metrics to measure policy implementation, e.g., use of conflict resolution, adherence to privacy measures, etc.
- Enhancing data collection to support transparency and tracking measures.

Four: TTA provider staff are expected to have sufficient subject expertise in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively complete the tasks under the award. There are also occasions when an external expert will be required. To this end, the TTA provider must utilize a range of vetted local and national subject experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the project. This includes ensuring that the provider considers and has a plan to ensure that it has a set of diverse staff, trainers, and/or subject matter experts that reflect a mix of experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.

Five: With BJA's approval, the TTA provider will assign these experts and report on and monitor the TTA services provided. The roles of the subject experts will vary across engagements, so the TTA provider must develop protocols to define the scope of the role of the subject experts, when needed (e.g., trainer, development of a product, participating in webinars). The TTA provider must provide written reports to BJA on the TTA provided and the status of ongoing activities.

Six: The TTA provider must participate in ongoing collaboration and coordination. It should emphasize and actively engage in cross-organizational coordination, including:

- Coordination in local jurisdictions. The TTA provider must be both aware of and in touch with other key, overlapping initiatives and TTA providers in the jurisdictions in which it is providing assistance.
- Coordination with federal partners, including the COPS Office, to ensure there is no duplication of efforts. The TTA provider must serve as a coordinator with its federal partners and support strategies related to law enforcement in a school setting.
- Coordination across interest groups. The TTA provider must develop regular meetings (e.g., quarterly stakeholder meetings, an annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners and BJA's STOP TTA providers.

Seven: The TTA provider should prioritize responses to requests from practitioners and the field, in consultation with BJA. Not all ad hoc requests require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number may require more thorough exploration and response. In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

Eight: The TTA provider must serve as a thought leader and information clearinghouse for relevant research and best practices. All products produced (online resources, online training, websites, etc.) must be accessible for everyone (508 compliant). It must:

- Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks.
- Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
- Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

Nine: The TTA provider must proactively build field knowledge and capacity in the area of law enforcement responses in a school setting. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. It must also review trends from requests and TTA needs assessments, and then propose to and work with BJA on tailoring the TTA strategy to meet these emerging needs and trends.

Category 2 - **Training and Technical Assistance to Improve Responses to Students in Crisis**: The selected provider will engage the field and build capacity to understand and address school safety as it relates to students with behavioral health conditions as well as students with developmental disabilities who are in crisis.

One: The TTA provider will develop resources for schools that currently have SRO programs and are interested in implementing an SRO–mental health clinician co-response model. Resources include the development of a program model and a toolkit for implementation. The TTA provider will identify and develop the training such a model would require and implement the training in at least five sites.

Two: The TTA provider will adapt BJA's National Crisis Response and Intervention Training Curriculum, which includes response to people with disabilities, and customize it for a school-based setting. It will include developmentally appropriate content for officers to enhance their response and mitigate future escalation through assessment and connections to services.

Three: The TTA provider will deliver the adapted National Crisis Response and Intervention Training Curriculum tailored to the school environment for law enforcement and school officials.

Four: The TTA provider will prepare plans to follow up after an incident and conduct student outreach to meet the service needs of students.

As part of this work, the provider will develop resources for use by school staff who work with students in crisis who may be in need of mental health or disability services in schools such as social workers, nurses, guidance counselors, law enforcement, school psychologists, etc. BJA's overall training and knowledge transfer expectations include, but need not be limited to:

One: Needs driven, evidence-based, efficient, and consistent delivery of services to expand knowledge and capacity of the criminal justice field to partner and implement strategies and programs and leverage and access resources. To accomplish this, the provider will be required to:

- Assess the needs of the site-based grantees and develop strategies to expand awareness and build skills and knowledge. Create work plans based on the goals outlined in their funded applications. The work plans should be presented to BJA staff and include tools such as spreadsheets or dashboards to track the execution of key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed plans, protocols, or strategies in advance of implementation.
- Support the field, where relevant, by creating online tools such as toolkits and implementation guides to clarify governance, support the creation of program designs, and explain performance measures collection to track success and support sustainability.
- The selected provider must undertake efforts to anticipate, quickly identify, and address challenges that arise during delivery. When challenges arise, the provider should engage in strategies like case conferencing to harness the collective knowledge of its staff and partners.
- All training provided with BJA funding must provide a mechanism for pre- and post-testing of knowledge gained and other impact assessments.

Two: TTA provider staff are expected to have sufficient subject expertise in both best practice mental and behavioral health response models in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively complete the tasks under the award. There are also occasions when an external expert will be required. To this end, the TTA provider must utilize a range of vetted local and national subject experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the project. This includes ensuring that the provider considers and has a plan to ensure that it has a set of diverse staff, trainers, and/or subject matter experts that reflect a mix of experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.

Three: With BJA's approval, the TTA provider will assign these experts and report on and monitor the TTA services provided. The subject experts' roles will vary across engagements, so the TTA provider must develop protocols to define the scope of the role of the subject experts, when needed (e.g., trainer, development of a product, participating in webinars). The TTA provider must provide written reports to BJA on the TTA provided and the status of ongoing activities.

Four: The TTA provider must participate in ongoing collaboration and coordination. It should emphasize and actively engage in cross-organizational coordination, including:

- Coordination in local jurisdictions with both mental and behavioral health service providers. The TTA provider must be both aware of and communicate with other key, overlapping initiatives and TTA providers in the jurisdictions in which it is providing assistance.
- Coordination with federal partners, including ED, HHS, and the Office on Violence Against Women, to ensure there is no duplication of efforts. The TTA provider must serve as a coordinator with its federal partners and support strategies related to mental and behavioral health in a school setting.
- Coordination across interest groups. The TTA provider must develop regular meetings (e.g., quarterly stakeholder meetings, annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, and special interest groups (e.g., peer support community), and the other STOP TTA providers.

Five: The TTA provider should prioritize responses to requests from practitioners and the field, in consultation with BJA. Not all ad hoc requests require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number may require more thorough exploration and response. In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

Six: The TTA provider must serve as a thought leader and information clearinghouse for relevant research and best practices. All products developed must be 508 compliant. It must:

- Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks.
- Convene practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
- Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

Seven: The TTA provider must proactively build field knowledge and capacity in the area of responding to mental health or developmental disabilities crises in a school setting. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. It must also review trends from requests and TTA needs assessments, and then propose to and work with BJA on tailoring the TTA strategy to meet these emerging needs and trends.

Category 3 – **School-based Community Violence Intervention Training and Technical Assistance:** The selected provider will engage the field and build capacity to understand and address school safety as it relates to implementing CVI initiatives in a school setting. As part of this work, it will:

One: Develop a pilot program that includes resources for the field on translating CVI practices to schools and assisting them in developing and implementing a CVI program, including violence interrupter program concepts.

Two: Create tools and provide direct assistance to schools to assess, evaluate, and address potential risks of sexual violence committed in schools. This should include crime prevention through environmental design principles.

Three: Create needs-driven, evidence-based, efficient, and consistent delivery of services to expand knowledge and capacity to leverage and access resources to implement school safety through CVI initiatives. To accomplish this, the provider will be required to:

- Understand that there are few evidence-based programs related to CVI in schools; therefore, the provider should assess the needs of the site-based grantees and develop strategies to expand their awareness and build skills and knowledge in CVI. The TTA provider will then create work plans based on the goals outlined in the funded applications. The work plans should be presented to BJA staff and include tools such as spreadsheets or dashboards to track the execution of key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed plans, protocols, or strategies in advance of implementation.

- Support the field, where relevant, by creating online tools such as toolkits and implementation guides to clarify governance, support the creation of program designs, and explain performance measures collection to track success and support sustainability.
- Inventory CVI initiatives that are already investing in schools and coordinate with those initiatives to find commonality with the community targeted for implementation.

Four: TTA provider staff are expected to have sufficient subject expertise in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively complete the tasks under the award. There are also occasions when an external expert will be required. To this end, the TTA provider must utilize a range of vetted local and national subject experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the project. This includes ensuring that the provider considers and has a plan to ensure that it has a set of diverse staff, trainers, and/or subject matter experts that reflect a mix of experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.

Five: With BJA's approval, the TTA provider will assign these experts and report on and monitor the TTA services provided. The roles of the subject experts will vary across engagements, so the TTA provider must develop protocols to define the scope of the role of the subject experts, when needed (e.g., trainer, development of a product, participating in webinars). The TTA provider must provide written reports to BJA on the TTA provided and the status of ongoing activities.

Six: The TTA provider must participate in ongoing collaboration and coordination. It should emphasize and actively engage in cross-organizational coordination, including:

- Coordination in local jurisdictions. The TTA provider must be both aware of and in touch with other key, overlapping initiatives and TTA providers in the jurisdictions in which it is providing assistance.
- Coordination with federal partners and familiarization with CVI initiatives already underway at BJA's NTTAC. The TTA provider must serve as a coordinator with its federal partners and support strategies related to CVI in a school setting.
- Coordination across interest groups. The TTA provider must develop regular meetings (e.g., quarterly stakeholder meetings, an annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, and special interest groups (e.g., peer support community).

Seven: The TTA provider should prioritize responses to requests from practitioners and the field, in consultation with BJA. Not all ad hoc requests require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number may require more thorough exploration and response. In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

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- Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

Nine: The TTA provider must proactively build field knowledge and capacity in CVI in a school setting. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. It must also review trends from requests and TTA needs assessments, and then propose to and work with BJA on tailoring the TTA strategy to meet these emerging needs and trends.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00128-PROD	1	1	$2,000,000.00	10/1/22 12:00 AM	24
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Awards, Amounts and Durations

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

Period of Performance Duration (Months)
24

Anticipated Total Amount to be Awarded Under Solicitation
$5,000,000.00

Continuation Funding Intent

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

Availability of Funds

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

Types of Awards

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for additional information.

Financial Management and System of Internal Controls

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

Budget Information

Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project

activities).

Budget narratives should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. They should explain how costs are intended to meet the objectives of the program and show all calculations. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

See the OJP Grant Application Resource Guide for information on Costs Associated with Language Assistance.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Eligibility Information

For eligibility information, see the solicitation cover page.

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

Application and Submission Information

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

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

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

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

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

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

Intergovernmental Review: This solicitation ("funding opportunity") **is not** subject to Executive Order 12372. (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

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

a. Description of the Issue

Clearly specify the category for which the application is submitted. Describe and demonstrate knowledge and understanding of the nature of and need for the program under that category.

b. Project Design and Implementation

Describe how the program will address the category-specific description discussed in the Program Description-Specific Information section. Clearly provide a design that will result in the deliverables. The applicant must tie program activities/deliverables to the program design's objectives. In addition, a required program timeline (as a separate attachment) should clearly identify each program activity (all deliverables must be addressed), expected completion date, and responsible person or organization. Applicants should include other items or deliverables being proposed in addition to the ones listed in this solicitation and should provide detailed information on them.

Provide a clear and concise statement that provides a thorough understanding of why the development, enhancement, and implementation of the program category are important and describe the anticipated impact on the community.

Describe successful methods of TTA delivery and the importance of expert strategies to engage the field more broadly.

Discuss the impact of best practice approaches in planning and implementation on the program's outcomes and the role of TTA in striving to improve fieldwide outcomes.

Describe the plans to achieve overall success in states, tribes, and local justice systems and in behavioral health and

developmental disability services delivery in an education environment.

Discuss the effectiveness of expert TTA and best practice strategies on sustainable programming.

Provide a list of any subcontractors who will provide TTA.

Additionally, applicants must include a completed training delivery data chart (as a separate attachment) that contains data points for the training delivery. For additional information on the chart, see What an Application Should Include.

c. Capabilities and Competencies

Fully describe the applicant's experience and capabilities to implement the program being proposed and the competencies of the staff assigned to the program. Résumés for key personnel (to include subject matter experts) must be included in the application package. (See What an Application Should Include). TTA provider staff are expected to have sufficient subject matter expertise in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively complete the tasks under the award. There are also occasions when an external expert will be required. To this end, the TTA provider must utilize a range of vetted local and national subject matter experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject matter experts whose expertise and experience best fit the needs of the program. It is key that the provider considers and has a plan to ensure that it has a set of diverse staff, trainers, and/or subject matter experts who reflect a mix of experiences and perspectives to effectively reach the communities and practitioners that they will serve.

Applicants must also provide evidence of extensive experience in successfully providing complex, national-level training and technical assistance related to school safety and the focus area of the category to which they are applying. The applicant must demonstrate experience in, and sufficient resources to provide for, the successful delivery of TTA throughout the country and online to a variety of law enforcement and education professionals.

In addition, the applicant must demonstrate knowledge and experience in curriculum development, research and analysis, publications and multimedia material development, collaborative partnerships development as well as online and virtual events, and experience in recruitment and maintenance of subject matter experts/instructors.

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

Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.

Identify what data will be collected, who will be responsible for collecting and reporting the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information will be protected, and how the information will be used to guide the program.

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

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

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit

a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award. A list of performance measure questions for this program can be found at Training and Technical Assistance (TTA) Reporting Portal TTA and Deliverable Performance Metrics Extract from Data Dictionary (ojp.gov)

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

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the BJA STOP School Violence Specialized Training and Technical Assistance Program goals, objectives, and deliverables in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

Indirect Cost Rate Agreement (if applicable)

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

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

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

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the OJP Grant Application Resource Guide for information.

Additional Application Components

The following must be uploaded as separate attachments in Just Grants.

Curriculum Vitae or Resumes

Résumés for identified key personnel and subject matter experts must be loaded as a separate document into JustGrants.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the OJP Grant Application Resource Guide for information on tribal authorizing resolutions.

Timeline Form

Each applicant must provide a timeline for major milestones and deliverables.

Research and Evaluation Independence and Integrity Statement

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

Training Delivery Chart

Each applicant must provide the below completed chart with the listed data points as a separate document in JustGrants.

Proposed Training Course Title	In-Person or Online/Virtual	Total Number of Proposed Deliveries	Number of Proposed Instructors per Delivery	Number of Proposed Training Attendees	Estimated Total Cost per Training Delivery

Applicant Disclosure of Proposed Subrecipients

Attach a list of proposed subrecipients of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

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

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

How to Apply

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

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

For additional information, see the "How to Apply" section in the OJP Grant Application Resource Guide and the DOJ Application Submission Checklist.

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by June 3, 2022 8:59 PM.

The **full application** must be submitted in JustGrants by June 10, 2022 8:59 PM.

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

Experiencing Unforeseen Technical Issues

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

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

- Grants.gov - contact the Grants.gov Customer Support Hotline

- SAM.gov - contact the SAM Help Desk (Federal Service Desk)

- JustGrants - contact the JustGrants Support Desk at JustGrants.Support@usdoj.gov or 833–872–5175

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

- Describe the technical difficulties experienced;

- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)

- Include an attachment(s) of the complete grant application and all required documentation and material; and

- Include the applicant's Unique Entity Identifier (UEI), and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

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

Application Review Information

Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (30%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

    Capabilities and Competencies (40%) - evaluate the administrative and technical capacity of the applicant to

successfully accomplish the goals and objectives.

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

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

Other Review Criteria/Factors

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

Review Process

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

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

- The application must be submitted by an eligible type of applicant.

- The application must request funding within programmatic funding constraints (if applicable).

- The application must be responsive to the scope of the solicitation.

- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

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

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

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

Federal Award Administration Information

Federal Award Notices

See the OJP Grant Application Resource Guide for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the OJP Grant Application Resource Guide for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

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

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

Federal Awarding Agency Contact(s)

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

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

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

Other Information

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

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

Provide Feedback to OJP

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

Application Checklist

BJA STOP School Violence Specialized Training and Technical Assistance Program

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

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's System Award Management (SAM) Registration Information (see OJP Grant Application Resource Guide)

To register in Grants.gov:

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

To find the funding opportunity:

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

Overview of Post-Award Legal Requirements:

- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards" in the OJP Funding Resource Center.

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of:

Category 1: $2,000,000

Category 2: $2,000,000

Category 3: $1,000,000

Review Eligibility Requirement:

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

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

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

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

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

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

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

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

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

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

Budget and Associated Documentation:

- Indirect Cost Rate Agreement (if applicable) (see OJP Grant Application Resource Guide)

- Financial Management and System of Internal Controls Questionnaire (see OJP Grant Application Resource Guide)

- Disclosure of Process related to Executive Compensation (see OJP Grant Application Resource Guide)

Additional Application Components:

- Tribal Authorizing Resolution (if applicable)(see OJP Grant Application Resource Guide)

- Research and Evaluation Independence and Integrity (see OJP Grant Application Resource Guide)

- Request and Justification for Employee Compensation; Waiver (if applicable) (see OJP Grant Application Resource Guide)
- Applicant Disclosure of Proposed Subrecipients
- Timeline
- Training Delivery Chart
- Résumés/Curriculum Vitae of Key Personnel and Subject Matter Experts

Disclosures and Assurances:

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

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

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

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.