

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

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## **BJA FY23 Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry**

**Assistance Listing Number #** 16.812

**Grants.gov Opportunity Number:** O-BJA-2023-171537

**Solicitation Release Date:** January 31, 2023 3:45 PM ET

**Step 1: Application Grants.gov Deadline:** March 28, 2023 8:59 PM ET

**Step 2: Application JustGrants Deadline:** April 04, 2023 8:59 PM ET

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### **Overview**

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to establish, expand, or improve treatment and recovery support services for people with substance use disorders during their incarceration and upon reentry into the community. This program furthers the DOJ's mission by seeking to reduce crime and recidivism, expand access to evidence-based treatment, and promote long-term recovery for people leaving incarceration.

This solicitation incorporates guidance provided in the OJP Grant Application Resource Guide which provides additional information for 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-2023-00026-PROD	1: Units of state, local, and tribal governments	4	\$1,125,000	10/1/23 12:00 AM	48
C-BJA-2023-00027-PROD	2: Nonprofit organizations	4	\$1,125,000	10/1/23 12:00 AM	48

### Eligible Applicants:

City or township governments, County governments, 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, Special district governments, State governments

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

### Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or

prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a 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](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

### **Pre-Application Information Session**

BJA will hold a solicitation webinar on February 16, 2023 at 4:00 PM ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this [link](#) and following the instructions. To use the time most efficiently, BJA encourages participants to review the solicitation and submit any questions they may have in advance and no later than February 10, 2023. Submit your questions to [Margaret.T.Chapman@usdoj.gov](mailto:Margaret.T.Chapman@usdoj.gov) with the subject as “Questions for Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry Webinar.”

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## Program Description

### Overview

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

With this program, BJA supports states, units of local government, tribal governments, and nonprofit organizations to establish, expand, or improve evidence-based, culturally relevant programs to address the substance use disorder (SUD) treatment and recovery support needs of people, including parents of minor children and pregnant/postpartum women, during incarceration and reentry in an effort to reduce recidivism, expand access to evidence-based treatment, promote long-term recovery, and, in the process, improve public safety and public health. Please note that community-based nonprofit organizations, including culturally specific organizations, are eligible and encouraged to apply under this program in partnership with correctional agencies. For additional information on requirements, see the “Objectives” section of this solicitation.

BJA also supports efforts to address the overdose crisis—in confinement and upon reentry—and increase the provision of evidence-based SUD treatment, including medication-assisted treatment (MAT), which is the use of medications in combination with counseling and behavioral therapies.

The Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry Program is part of the Second Chance Act suite of program in FY 2023. This year, a range of programs for states, local government units, tribal governments, and nonprofit organizations are being competed, including:

- Community Reentry
- Crisis Stabilization and Community Reentry
- Improving Adult Reentry, Education, and Employment Outcomes
- Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry
- Pay for Success
- Smart Supervision
- Swift, Certain, and Fair Supervision and HOPE Institute

Additionally, the Comprehensive Opioid, Stimulant, and Substance Abuse Site-Based Program, the Residential Substance Abuse Treatment Program for State Prisoners, and the Justice and Mental Health Collaboration Program are three other BJA programs that support the provision of behavioral health treatment and services to individuals during and after incarceration.

Not all entities are eligible for all programs. Applicants are encouraged to review each solicitation in its entirety to determine their eligibility, if it fits their proposal, and if taking advantage of another funding opportunity could further enhance a comprehensive approach to supporting individuals with substance use and other co-occurring disorders treatment and recovery support needs that have come in contact with the justice system. Additional details on the SCA suite and other BJA programs can be found on the DOJ Grants Program Plan.

### Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 2921-2927 (codified at 34 U.S.C. 10591-10596); Pub. L. No. 110-199, Sec. 201 (codified at 34 U.S.C. 60521); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536)

### **Specific Information**

A large proportion of almost two million people in the nation's prisons and jails have SUDs. A recent study by the Bureau of Justice Statistics estimates that nearly 60 percent of state prisoners and close to two-thirds of individuals who have been sentenced within jails met the criteria for drug dependence or abuse (see <https://bjs.ojp.gov/content/pub/pdf/dudaspij0709.pdf>). While reentering the community from incarceration is challenging for all individuals, it is especially challenging for individuals with SUDs, three-quarters of whom also have a mental health disorder (see <https://store.samhsa.gov/product/Screening-and-Assessment-of-Co-Occurring-Disorders-in-the-Justice-System/PEP19-SCREEN-CODJS>).

With this program, BJA seeks to enhance corrections systems and community-based service providers' ability to address the SUD and co-occurring treatment and recovery support needs of people, including parents of minor children and pregnant/postpartum women, during incarceration and reentry in an effort to reduce recidivism, expand access to evidence-based treatment, and promote long-term recovery. The program supports the implementation or expansion of SUD treatment services, including MAT, contingency management, and other evidence-based practices, to address the treatment and recovery needs of people who are incarcerated as well as continued treatment and access to recovery support services upon reentry. For examples of previously funded programs, go to [Funding Awards | Bureau of Justice Assistance](#). And for an example of a successful application, see the [Successful Application](#) page.

Initially declared a public health emergency in October 2017, the opioid crisis remains a significant public health emergency. This crisis continues to take a devastating toll on the lives of individuals, families, and communities across the nation. In recent years, the increase in synthetic opioids in the nation's drug supply has only served to exacerbate and expand the reach of this devastation, with more than 100,000 drug overdose deaths in 2021, an increase of almost 15 percent from the prior year. Centers for Disease Control and Prevention data also show that overdose deaths disproportionately impact Black and American Indian/Alaska Native people.

To combat the morbidity and mortality of overdose and the chronic disease of opioid use disorder (OUD), it is critical that individuals with OUD have access to evidence-based, FDA-approved treatments. The Biden-Harris Administration has made addressing the overdose epidemic a priority, including increasing access to evidence-based treatment—namely, medications for opioid use disorder (MOUD)—across all settings.

In April 2022, the Department of Justice's Civil Rights Division published [guidance](#) further clarifying protections under the Americans with Disabilities Act (ADA) for individuals with OUD, including potential violations of the ADA by facilities or programs that do not allow individuals to be able to continue taking doctor-prescribed MOUD. Recent agreements with [state and county correctional facilities](#) resolved [allegations](#) that the entities' refusal to permit the use of and provide MOUD violates the ADA. Similarly, a DOJ [findings report](#) regarding suicides and failure to provide MOUD in a county jail also helps to illustrate specific instances that were considered to violate the 8th and 14th amendment rights of institutionalized persons. Both the guidance and enforcement matters reflect the federal government's position that a correctional facility's refusal



to permit incarcerated individuals to continue or initiate treatment for opioid use disorders when clinically needed may violate the ADA, the U.S. Constitution, or both.

This information is intended to educate and inform you and your partners, in considering your application to this solicitation, about ways that this and other funding opportunities could help further enhance your capacity to identify, screen, and assess individuals that may have substance use disorder treatment and recovery support needs, as well as your work generally in support of the treatment and long-term recovery of individuals with substance use disorder.

In an effort to address the overdose crisis, BJA will prioritize applications that support the implementation or expansion of MAT. BJA will also prioritize proposals for programs that treat and support those who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

Successful applicants will be supported by training and technical assistance (TTA) providers with expertise in trauma-informed and culturally responsive approaches, as well as in evidence-based programming for populations with SUDs and co-occurring disorders in the criminal justice system. Grantees will also have access to resources and TTA opportunities available through the National Reentry Resource Center ([NRRC](#)). TTA providers will provide individualized coaching to grantees to support them in planning, implementing, evaluating, and sustaining their grant-funded programs.

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

### **Goals**

To establish or expand system approaches that improve outcomes for adults with SUDs who are reentering communities following a period of incarceration.

### **Objectives**

An applicant should address all the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables and Timeline web-based form.

The objectives of this program are to:

- Use validated screening tools to screen all individuals entering a corrections setting for substance use and assess those that screen positive for SUDs.
- Provide evidence-based SUD treatment services to individuals in prisons and jails.
- Provide prison-based family SUD treatment programs to incarcerated parents of minor children and pregnant/postpartum women.
- Provide recovery support services that start pre-release and continue through the reentry process.

### *Allowable Uses/Activities*

Applicants may request funds to establish, expand, or improve prison or jail-based SUD programs that:

- Use a validated screener to screen all individuals entering a corrections setting for SUDs, co-occurring mental health disorders, and at risk of substance withdrawal.
  - Implement medically managed withdrawal for those at risk of substance withdrawal consistent with guidance reflected in BJA and NIC's forthcoming [Guidelines for](#)

### Managing Substance Withdrawal in Jails.

- Use a validated tool to assess all those that screen positive for SUDs and any co-occurring mental health disorder.
- Incorporate the assessment results along with the criminogenic risk and needs assessment results in collaborative comprehensive case plans that place individuals on a path to treatment and recovery.
- Provide evidence-based SUD treatment and recovery programming pre-release.
  - Evidence-based SUD treatment and behavioral interventions can include, for example, MAT, motivational interviewing, contingency management, and cognitive behavioral therapy. This may be accomplished through a combination of place-based and telehealth services, and include the use of mobile narcotic treatment programs to support MAT.
  - Pre-release recovery programming can include Medicaid enrollment or re-enrollment, connecting and scheduling appointments to continue medication and SUD treatment, or finding placement in recovery or transitional housing.
- For prisons only, provide family-based SUD programming for parents of minor children and pregnant/postpartum women. A prison-based family treatment program is intended for incarcerated parents or pregnant/postpartum women in a correctional facility and provides a comprehensive response to their needs, including SUD treatment, child early intervention services, family counseling, legal services, medical care, mental health services, nursery and preschool, parenting skills training, pediatric care, physical therapy, prenatal care, sexual abuse therapy, relapse prevention, transportation, and vocational or GED training.
- Establish relevant and lawful information-sharing procedures to support continuity of care from incarceration to reentry into the community regarding treatment and recovery services.

Applicants may also use funds for community-based programs that:

- Continue the provision of case management and SUD treatment services post-release.
- Provide recovery support services post-release.
  - Recovery support services can include, for example, access to health and behavioral health care benefits, peer support services, medical services, counseling services, recovery or emergency housing, transportation services, employment services, and education services.

Applicants are encouraged to apply for funding to support developing, implementing, or expanding any of the above elements of their pre- or post-release SUD treatment and recovery programming. But to receive funding, they are **required** to demonstrate that their BJA-funded programs include systematic processes, using validated tools, to screen all individuals entering a correctional facility for SUDs, assess those that screen positive for SUDs, and then provide evidence-based pre- and post-release SUD treatment and cognitive behavioral interventions to address criminogenic risk factors. Note: Applicants are strongly encouraged to use screening and assessment instruments that have been validated on a diverse population and implement programming that is trauma-informed as well as culturally and gender responsive.

All applicants are **required** to formally partner with an evaluation partner to conduct a process and outcome evaluation of the proposed program. These researcher–practitioner partnerships can assist with program planning by reviewing program logic models, can inform program operations through formative evaluations, and can support replication and sustainability through

documentation of program implementation and outcomes. Note: No more than 25 percent of total grant funds may be used for research and evaluation.

Applicants seeking funding to develop, implement, or expand a prison-based family treatment program should note the following three statutorily mandated requirements:

- Programs shall integrate techniques to assess the strengths and needs of the incarcerated parents and their extended family to support a treatment plan for the incarcerated parent.
- Programs shall ensure that each participant has access to consistent and uninterrupted care if transferred to a different correctional facility within the state or to another relevant entity.
- Programs shall be located in an area separate from the general population of the prison.

The applicant, which can be either a state, local, or tribal government agency or a nonprofit organization working with a corrections agency, may seek funds to, for example:

- Hire personnel (e.g., case managers, reentry coordinators, or behavioral health providers).
- Pay for medication (e.g., psychiatric medication, FDA-approved medication to support MAT, naloxone) and other supplies to support SUD programming, harm reduction, or reentry.
- Pay for screening and assessment tools and implementation.
- Provide transitional or recovery housing.
- Contract with another organization to provide in-reach services, which might include case management, peer support, or evidence-based treatment like MAT or contingency management.
- Contract with an organization to provide continued treatment or recovery support services in the community, training to staff on gender and culturally responsive screening or assessment tools or curricula, or evaluation services.

All nonprofit organizations must include as an attachment a signed memorandum of agreement (MOA) or of understanding (MOU) that clearly demonstrates an established collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and (2) oversee community corrections (probation and/or parole) for the target population.

### **Deliverables**

- An action plan to be developed with input from BJA and the assigned TTA provider to be submitted within 6 months of receiving final budget approval.
- A final performance closeout report at the end of the project period that includes reporting on recidivism among participants (see Appendix B) of the BJA-funded SUD treatment program.
- A final evaluation report produced by the evaluation partner that includes findings from both a process and outcome evaluation prior to the close of the grant period.

Applicants must also agree to maintain a working relationship with the BJA-supported TTA providers. BJA's overall TTA will include individualized, efficient, and consistent delivery of

services in order to help grantees accomplish their goals by the end of the project period. BJA and the TTA partners will assess grantees' needs and develop training, targeted TA, and tools for the field. This will include ongoing coaching and dialogue as well as support for peer-to-peer dialogue and training, knowledge diffusion products, grantee learning communities, dissemination of best practices and lessons learned, and a listserv.

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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **Priority Areas**

The Department of Justice 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.

#### **1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government***

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized

communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project (s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. BJA will also give priority to programs that propose to implement or expand access to medication-assisted treatment.

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

## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00026-PROD	1: Units of state, local, and tribal governments	4	\$1,125,000	10/1/23 12:00 AM	48
C-BJA-2023-00027-PROD	2: Nonprofit organizations	4	\$1,125,000	10/1/23 12:00 AM	48

### Awards, Amounts and Durations

**Anticipated Number of Awards**

8

**Anticipated Maximum Dollar Amount of Awards**

\$1,125,000

**Period of Performance Start Date**

10/1/23

**Period of Performance Duration (Months)**

48

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

\$9,000,000

**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 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.

**Type of Award**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

**Financial Management and System 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**

All grantees will access up to \$100,000 each until their [action plan](#) is approved by BJA during the 6 months after the final budget is approved.

The budget must explicitly describe how the proposed budget items directly apply to the program's design and will assist the applicant in meeting the program's objectives.

Transportation services may be included in the budget. These services may be provided to individuals who are engaged with the courts and have community corrections appointments, treatment- and/or recovery support-related appointments and activities, and require other necessary services to support their treatment and recovery and who have no other means of obtaining transportation. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are nonredeemable, nontransferable, and that their use by participants is auditable. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that passes are only used for transportation related to the program's activities.

All applicants should budget for travel expenses (airfare, hotel, per diem, and group transportation) for a minimum of two staff to attend one face-to-face meeting during the award period each year. Each meeting should be budgeted for 3 days in Washington, D.C.

In addition, applicants should allocate no more than 25 percent of the total budget to support evaluation services. Applicants should also include an appropriate percent of the total grant award for performance measurement. (See "Plan for Collecting the Data.") There is no minimum or maximum requirement regarding what constitutes an appropriate percent; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities.

Applicants should submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meeting budgeted for each year. The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative 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](#) for 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](#) for 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.

For the 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.

**Notice regarding law enforcement agencies:** 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 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) 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/SafePolicingEQ> 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.

### **Application and Submission Information**

#### **Content of Application Submission**

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 Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Correctional Partner Memorandum of Agreement (for nonprofit applicants only)
- Mandatory Treatment Service Provider Certification (see Appendix A)
- Mandatory Chief Executive Assurance to Collect and Report on Recidivism Indicator Data (see Appendix B)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.



## **Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov**

The SF-424 must be submitted in Grants.gov. It 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 \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “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 their 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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

The abstract should provide an overall summary of the project and should include the following clearly labeled and delineated information:

- The legal name of the grant recipient and title of the program.
- Jurisdiction or geographic location, including tribal, in which services will be provided.
- The name of the jail or prison in which services will be provided and/or from which program participants will be reentering.
- The characteristics of the target population and the projected number of participants to be served through the program.
- The baseline recidivism rate for the target population and the method used to calculate the rate.
- Name of the validated substance use screening and assessment tool(s) used either by the program or by the partner correctional agency/ies.
- Description of both the pre- and post-release evidence-based SUD treatment and recovery support services to be provided.
- The name of the individual or organization that will provide evaluation services and the

scope of the proposed evaluation.

- If the applicant is nonprofit organization, confirmation that a signed MOA/MOU has been obtained from the correctional agency/ies.
- If applicable, describe how the new grant would align with and complement previous or current Second Chance Act or other BJA funding received by the recipient or its partner agencies to address the needs of individuals with SUDs who are reentering the community from incarceration (search for past BJA awards by grantee at: [Awards | Bureau of Justice Assistance](#)).

If the applicant is seeking priority consideration, they must provide the following information:

- If the priority consideration being sought is for MAT and/or 1(A), 1(B), or both.
- Page number(s) in the proposal narrative where they document the plan to respond to the priority consideration.
- If seeking priority consideration 1(B), note who is the proposed subawardee to receive the funding and the amount of funds proposed.

### **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 20 numbered 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 Proposal Narrative must include the following sections:

#### **a. Description of the Issue**

- Describe the current process, including timing, specific validated tools used, and staff responsible for screening and assessing individuals for SUDs.
- If data are available, discuss what percentage of people who are assessed are identified as needing SUD treatment and what proportion currently receive treatment.
- Describe the current availability of SUD treatment and recovery support services in the facility, who is prioritized for these services, and the correctional facility's current ability to meet the needs of the incarcerated population who have SUDs. Include a description of the facility's current ability to provide MAT to people assessed with alcohol or opioid use disorder, including the types of FDA-approved medications available and whether the program includes induction onto any of the available medications.
- For applicants seeking funding to support a prison-based family SUD program, describe the current ability to identify and engage parents with minor children and/or pregnant/postpartum women for targeted services.
- Describe the current practice for connecting people leaving incarceration who have been assessed and/or have received SUD treatment in the facility to treatment providers in the community.
- Describe the gap(s) in the jurisdiction's ability to identify and/or treat individuals with SUDs while incarcerated, and/or to continue treatment upon reentry into the community, and how the proposed project would address the identified gap(s).
- Explain the applicant's inability to fund the proposed project without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.

Note: The target population can include people with SUDs and co-occurring substance use and mental health disorders. If the proposed target population includes people with co-occurring disorders, incorporate this population into the problem statement (i.e., screening and assessment processes specific to mental health disorders, size of the population, existing treatment, and gaps the proposed program will address).

b. Project Design and Implementation

- Describe the strategy to address the “Description of the Issue” and provide details on the target population to receive services, including the number of people to receive services, which diagnoses will be addressed, and any demographic distinctions.
- Describe where and by whom treatment and recovery support services will be provided, including if services will be provided by facility or partner agency staff or by contracted service providers.
- Describe how potential participants will be identified and recruited and services matched to their identified needs.
- Describe the validated assessment tool or tools used by the correctional agency, the community corrections agency, and/or the applicant to determine severity of the SUD and risk level, and identify the criminogenic needs of the individuals referred to the program. Specify when assessment and reassessment will take place and by which agencies.
- Describe the process for developing comprehensive case plans based on assessment results and the agencies participating in the development of these plans.
- For applicants seeking funding to support a prison-based family SUD treatment program, discuss the physical plant and ability to separate those who will receive residential SUD treatment in a therapeutic community, as well as the engagement of the family in SUD programming with parents of minor children and pregnant/postpartum women.
- Describe how the proposed services are evidence-based for the proposed target population.
- Describe how Medicaid coverage options and services in your state will be used to support the delivery of proposed services.
- Describe how individualized case plans will transition with the individual upon release from incarceration into the community, including how that transition is made and how treatment and social service providers and corrections, operational, and security staff will share relevant information to ensure continuity of care without gaps.
- Identify the evaluation partner or describe the process for identifying the evaluation partner that will conduct both a process and outcome evaluation and whether random assignment or another type of comparison group will be used. Note that the evaluation requirement will not be fulfilled with activities limited to data collection and performance reporting, although these activities may be conducted or supported by the evaluation partner.
- Define the baseline recidivism rate for the target population and how it was calculated.

Note: If the target population includes people with substance use disorders and co-occurring substance use and mental health disorders, reflect both populations in the project design.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved,

marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

- Describe the organizational structure and capabilities and competencies of the applicant and key partners. Include a description of the management structure and staffing of the program, identifying the agency responsible for the program and the grant coordinator.
- Describe the competencies of the individuals who will provide substance use treatment and recovery support services, including their certifications and licensure (see Appendix A).
- Describe the qualifications of the evaluation partner and their prior experience with program evaluation, including prior work conducting scientifically rigorous evaluations of corrections programs. Describe the roles and responsibilities of the evaluation partner and how the applicant will address any legal or other barriers to providing access to relevant agency data and personnel to monitor and document the program's implementation and measure recidivism and other relevant outcomes.
- If the applicant is a nonprofit organization, discuss the history of collaboration with correctional agency partners. (Note the requirement to submit a signed MOA/MOU with the application.)

Note: The extent to which a nonprofit applicant is able to demonstrate a collaborative partnership with institutional and/or community corrections agencies, access to participants within facilities prior to release, and partnerships with institutional and/or community corrections agencies to share data for performance measurement purposes will be key factors in assessing the strength of the application.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40 percent of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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

- Describe the plan to collect and report on the required performance metrics and track recidivism for at least 12 months following the release of the participants from incarceration. Include the applicant's approach for capturing unique identifiers of all participants and include how, by whom, and the type of recidivism data that will be tracked and reported for program participants at the end of the project period (see Appendix B).
- Describe which outcomes will be tracked by the evaluation partner and how frequently, what data will be collected for either a control or comparison group, as well as how program implementation will be documented, monitored, and evaluated.
- Describe how the program will be sustained after federal funding ends. Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting

requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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

A list of performance measure questions for this program can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SCA-SubsUseDisorder-Measures.pdf>

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

### **Note on Project Evaluations**

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

### **Goal, Objective and Deliverables**

The applicant will submit the program's goals, objectives, deliverables, and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

**Goals.** The applicant should describe the program's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

**Deliverables.** Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a program.

### **Budget and Associated Documentation**

In addition to the unallowable costs identified in the [DOJ Grants Financial Guide](#), award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Food and beverages

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

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the [Complete the Application in JustGrants – Budget training](#).

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

### **Indirect Cost Rate Agreement (if applicable)**

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

### **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

### **Employee Compensation Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

### **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and upload 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 upload a description of the process used to determine executive

compensation as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

### **Correctional Partner Memorandum of Agreement**

All nonprofit applicants, including nonprofit organizations, must include as an attachment a signed memorandum of agreement or understanding (MOA or MOU) that clearly demonstrates an established collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and (2) oversee community corrections (probation and/or parole) for the target population. See “Objectives” section for more detail on what information should be included in the MOA/MOU.

The MOA/MOU must include the following information:

- The roles and responsibilities of staff from both agencies involved in the program.
- Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable and identify alternative strategies that will be implemented in lieu of in-person access.)
- Information on prerelease programming and interventions provided by the correctional agency to each participant.
- The data elements and performance measures that the partnering agencies will provide—or assist grantees in obtaining—for the purpose of measuring the impact of grant activities.

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

#### **Curriculum Vitae or Resumes**

Provide resumes of key personnel.

#### **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 upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Letters of Support**

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the

agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

### **Research and Evaluation Independence and Integrity Statement**

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

### **Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data**

See Appendix B.

### **Mandatory Certification of Treatment Programs**

This program provides for treatment and reentry services for people with SUDs returning to the community from incarceration. The Second Chance Reauthorization Act requires applicants to **certify** that any treatment program proposed in their applications: (1) is clinically appropriate for proposed recipients; (2) shall appropriately coordinate and consult with the single state authority for substance abuse; (3) will be comprehensive; and (4) is approved by the state (via licensure or other means) and is licensed, if necessary, to provide medical and other health services. (See Appendix A: Mandatory Certification Requirement Form for more information.)

### **Disclosure and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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



## **Applicant Disclosure and Justification - DOJ High Risk Grantees**

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; 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**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline.

**Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 March 28, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by April 04, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

#### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,

- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant who does not provide documentation of a technical issue or who does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### Merit Review Criteria

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

1. 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 (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15%) - 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, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains 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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization 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 entity.

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

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 more information.

### 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), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

### Other Information

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

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

#### **Provide Feedback to OJP**

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

### Performance Measures

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

A list of performance measure questions for this program can be found <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SCA-SubsUseDisorder-Measures.pdf>.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will **provide further guidance on the post-award submission process, if selected for award.**

### Application Checklist

#### **BJA FY 2023 Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry**

This application checklist has been created as an aid in developing an application. For more information, reference the OJP Application Submission Steps in the OJP Grant Application.

Resource Guide and the DOJ Application Submission Checklist.

### **Pre-Application**

#### ***Before Registering in Grants.gov:***

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

#### ***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)

#### ***Find the Funding Opportunity***

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Opportunity 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/financialguidedojs/iii-postaward-requirements#6g3y8> (see OJP Grant Application Resource Guide)

#### ***Review the 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 the Scope Requirement***

- The federal amount requested is within the allowable limit(s) of \$1,125,000

#### ***Review Eligibility Requirement:***

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

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#### **Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

## **Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

Budget and Associated Documentation

- **Budget Web-Based form\***
- 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](#))
- Proof of 501(c)(3) Status (Nonprofit Organization Only)
- Correctional Partner Memorandum of Agreement/Understanding (nonprofit applicants only)\*

- Résumés of key personnel
- Letters of support
- Chief Executive Assurance to Collect and Report on Recidivism Indicator Data (all applicants)\*
- Certification of Treatment Service Provider (all applicants)\*

#### 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](#))

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

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Appendix A: Mandatory Treatment Service Provider Certification**

As the authorized representative of [*insert name of applicant organization*], I assure the Bureau of Justice Assistance (BJA) the following:

**Mandatory Certification Requirement: Service Provider Licensing/Accreditation/ Certification Documentation:** All collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.



As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included with the application materials:

- Letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in the application that has agreed to participate in the project.
- Documentation that all service provider organizations collaborating on the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents definitively establish that the organization has provided relevant services for the last 2 years.
- Documentation that all collaborating service provider organizations are in compliance with all local (city, county), state, and tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state, tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist.

**Note:** Official documentation is a copy of each service provider organization's license, accreditation, and certification. Documentation of accreditation will not be accepted in lieu of an organization's license.

A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation, and certification, or that no licensing, accreditation, certification requirements exist, does not constitute adequate documentation.

Signature of Authorized Representative

Date

#### **Appendix B: Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data**

I hereby assure that, if awarded grant funds under the Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry Program, my organization will collect unique identifiers and recidivism indicator performance data for each program participant and will aggregate all such data and submit them via Just Grants as required upon grant closeout. I understand that the inability or refusal to submit such data after an award is made may impact my organization's ability to receive future Bureau of Justice Assistance competitive grant funding.

Signature

Title

Date

#### **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in

preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.