

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



BJA FY 23 Reimagining Justice: Testing a New Model of Community Safety

Assistance Listing Number # 16.738

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Step 1: Application Grants.gov Deadline: June 20, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: June 27, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications to fund the development and testing of new or innovative approaches to improving community safety and trust that are alternatives to traditional enforcement mechanisms for neighborhoods experiencing high rates of less serious and low level criminal offenses. This model will involve coordination with law enforcement entities to improve public safety and community residents' perceptions of law enforcement and procedural fairness and legitimacy. This program furthers the DOJ's mission by advancing the Department's priorities on community trust, safety, and equity.

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

This solicitation does not include Solicitation Categories.

Eligible Applicants:

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, Other

Other

Local non-law enforcement government agencies

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 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. 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.

Pre-application Information Session

BJA will hold a solicitation webinar on May 18, 2023 at 3pm 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 May 15, 2023. Submit your questions to the [National Criminal Justice Reference Service Response Center](#) with the subject as “Questions for BJA FY 2023 Reimagining Justice: Testing a New Model of Community Safety Program Webinar.”

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. 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. 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.

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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 solicitation, BJA seeks to fill a gap within OJP's current funding plan by seeding the development, implementation, and testing of new or innovative approaches to achieving community safety that are alternatives to a traditional enforcement model for communities experiencing a precipitous increase in less serious and lower-level crimes. This solicitation will fund applications proposing an innovative strategy or model to improve community safety, build trust, limit unnecessary involvement in the criminal justice system, and improve residents' perceptions of law enforcement and procedural fairness and legitimacy.

BJA's Reimagining Justice: Testing a New Model of Community Safety Program will invest in a collaborative network of community-based organizations and institutions as well as local non-law enforcement government agencies. This collaboration will address these increases in less serious/lower-level crimes through the delivery of coordinated programs and services in order to avoid any unnecessary criminal justice system involvement. This new community safety model will support the development of community-led responses to the needs and objectives of community leaders, residents, and other stakeholders through a community engagement process. This approach can include coordination with law enforcement entities, where appropriate, in order to focus on a locality or one or more neighborhoods experiencing a precipitous increase in less serious crime.

Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 506(b) (codified at 34 U.S.C. 10157(b)) The Edward Byrne Memorial Justice Assistance Grant (JAG) Program authorization provides that up to 5% of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 may be granted, among other reasons, for one or more of the purposes specified in 34 U.S.C. § 10152 upon a determination that it is necessary "to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime"(34 U.S.C. § 10157(b)(1)).

Specific Information

Background

Public safety and order structures have long relied almost exclusively on traditional law enforcement and court mechanisms such as arrest, prosecution, sentencing, incarceration, and supervision. While these enforcement functions play a necessary and critical role in responding to violence and threats of violence, the criminal justice system is often tasked with addressing broader community safety and health challenges. This can include the impact of overdose and substance use disorders, mental health needs, misbehavior by children, and a range of public nuisance and minor offenses that can divert critical resources away from addressing serious

and violent crime. These challenges are intensified in historically marginalized communities with limited resources.

The criminal justice system alone cannot create safe, healthy, and thriving communities, and law enforcement and courts may not have the tools to appropriately and effectively resolve all of the underlying issues or meet individuals' needs. Unnecessary justice system involvement and mistrust between law enforcement and the communities they serve can lead to negative outcomes for individuals, communities, and law enforcement alike.

Recently, new models and strategies centered around community leadership and participation have emerged as a possible alternative and/or complementary approach to traditional justice system approaches for reducing crime and improving safety. For example, new strategies have adopted power-shifting models that increase resources to networks of community-based organizations and local non-law enforcement government agencies, rather than relying solely on law enforcement. These networks collaborate with community leaders and residents to address lower-level crimes by providing treatment, programs, and services, as well as promoting accountability through restorative practices and other approaches. Through coordination with police, these strategies allow law enforcement to focus on and strengthen their responses to more serious and violent crimes. Increasing resources in areas with high crime rates and building capacity among community entities may be better suited than the criminal justice system to address the needs of youth and people with behavioral health issues. These approaches can improve law enforcement's legitimacy and its perception by the community in ways that increase cooperation and lead to sustainable and lasting community safety.

Proposals

Applicants are expected to design a plan that includes the following components:

Propose a locality, or one or more economically disadvantaged neighborhoods within a locality, experiencing a precipitous increase in crime, or type(s) of crime, in which to develop and test the model.

Propose and implement a process for identifying and recruiting partner organizations and entities within the locality or neighborhood(s) to implement the plan, offering technical assistance and overseeing any subawards.

Lead a strategy to engage residents and leaders in the target area in the development and implementation of a community-based safety model that will build capacity in community-based organizations, institutions, and service providers to address the precipitous increase in less serious and lower-level crimes.

Detail how the applicant will engage community residents, leadership, local government agencies such as social service and community development agencies, local institutions such as schools and faith-based institutions, and those most impacted by community safety strategies, including those with lived experience within the criminal justice system and crime victims, in planning and implementing the strategy.

Describe the collaborative process where partners, including subawardees, will execute their community engagement strategy and develop the community safety model within the first year of the award.

The resulting community safety model should include, but is not limited to, the development of a close and active collaboration that implements new programs, expands existing programs, builds partner organization capacity, and/or expands the role of local government agencies to address less serious and lower-level criminal offenses. The model will be expected to serve as

an alternative, but complementary, model to traditional enforcement processes and functions such as arrest, prosecution, sentencing, and court supervision. Collaborating entities are expected to coordinate with law enforcement, who would continue to handle more serious or violent offenses.

Role and Responsibilities of the Intermediary Organization

Applicants must identify a lead applicant (fiscal agent) and clearly describe a management plan for coordinating across the collaborating entities and administering the subawards. The collaborating entities may collectively possess the range of skills and expertise necessary to lead the project. For example, an intermediary organization may include partnerships with other entities delivering training and technical assistance (TTA) on organizational capacity building that is culturally competent or supporting the development and implementation of community safety strategies, in addition to other areas of expertise relevant to the goal of this program. BJA plans to make between one to three awards depending on the scope proposed, demonstrated capacity and reach, and resources.

The applicant will be expected to determine its project partners in the application or once awarded. Project partners will receive TTA from the fiscal agent throughout the length of the project and in partnership with community-based organizations, local non-law enforcement government agencies, or other community entities located in the selected site(s) that will receive subawards. The group will collaborate to execute the community engagement strategy, develop the community safety model, and implement it, including delivery of any services or provision of resources set forth in the model.

The applicant serving as the fiscal agent may be a national, regional, or more localized organization that has expertise in community safety strategies and an established capacity to work with site-based community organizations, entities, and non-law enforcement government agencies, particularly those focused on underserved communities. The subawardees may use the funding to increase their capacity for community safety efforts in the chosen site(s) and they should be able to sustain them once federal funding ends.

Applicants will identify a researcher in the application who will collaborate with the site-based partners and the intermediary organization to collect data on the nature and extent of crimes in the site(s) and their residents' perceptions of law enforcement and safety, procedural fairness, and legitimacy to inform the development of the safety model at regular intervals throughout its implementation. The researcher will also conduct regular assessments of these data during the model's implementation and report findings to the intermediary organization and site partners to learn whether any adjustments are needed during the implementation process.

Goals, Objectives, and Deliverables

Goals

To improve community safety by identifying, implementing, and testing promising new or innovative community safety strategies that will reduce and prevent crime and improve community residents' perceptions of procedural fairness.

Objectives

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

Create or identify and test an effective community-based safety model to serve as an alternative

to traditional enforcement processes for addressing lower-level types of crime that will improve community safety and result in increased trust and legitimacy between law enforcement and residents by implementing projects that will:

Identify and select organizations, local government agencies, and other entities within the site(s) that will serve as partners and subawardees to enhance this strategy's capacity and sustainability.

Propose a community engagement strategy for a locality, or one or more economically disadvantaged neighborhoods within a locality, where crimes are persistent and concentrated.

Implement the community engagement strategy to empower residents to design and refine a community-based safety model and ensure meaningful engagement of communities as coproducers of safety.

Enhance potential for success through the provision of technical assistance and funding via subawards to project partners to support the implementation of the community safety model.

Work with a research partner to assess needs, document implementation, and develop tools to support further implementation in the field, build knowledge, and enhance approaches.

Increase investment in and build the capacity of local and community resources and institutions in the project site(s) that have the ability to reduce and prevent crime and enhance community engagement in these partnerships.

Deliverables

The awardee will undertake the following:

Develop, in collaboration with BJA, a solicitation or request for proposals with agreed-upon selection criteria and in accordance with the solicitation's requirements. The solicitation or request for proposals must assess and make selections based on data or information that documents the applicants are experiencing a precipitous increase in crime, or type(s) of crime, with a focus on lower-level offenses (minor offense or misdemeanor).

Develop and execute, in collaboration with BJA, a pre-application outreach strategy to build awareness of the funding opportunity among potential applicants.

Conduct a partnership selection process, in collaboration with and with approval from BJA, to identify and award collaborating organizations and entities located within the site(s) as part of a subaward process. BJA will approve the application process, selection criteria, and selection of subawardees recommended by the applicant.

Develop a detailed action plan for implementing the community engagement strategy; develop the community safety approach with the partner organizations, agencies, and entities within the first year of the award. The action plan must include a description of the community safety challenge(s) to be addressed and the data that led to its

identification, an explanation of how it expects to develop the strategy and the project's expected result(s), and the plan for the research partner's regular assessment of the project's implementation.

Fund and administer subawards. The fiscal agent is expected to competitively select and administer subawards, lead the community engagement and planning process in the first year of the award, provide TTA support to subawardees and coordinate the implementation of safety strategies in the site(s), and work with the research partner to document each phase of the project. The process and design should recognize and serve the capacity limitations of smaller entities to apply for and administer grant funding and suggest methods to build capacity while also ensuring accountability to reach the desired project outcomes.

Deliver intensive, site-specific technical assistance to subawardees to support their implementation of the proposed community engagement strategy and development of the community safety model and its implementation. This should include the development of guidance materials and resources to support the subawardees in implementing the proposed approach that could be translated to other localities.

Develop and disseminate knowledge diffusion products (e.g., fact sheets, webinars, etc.) to build awareness of the implementation of both the community engagement strategy and the community safety model and document lessons learned from their implementation.

Design and conduct the assessment by the research partner in collaboration with the site-based partners.

Complete a final report that includes: (a) a summary report on the community engagement strategy and the community safety model piloted by subrecipients, (b) an assessment of programmatic community safety outcomes, including identification of community-driven metrics on public safety and/or community satisfaction with public safety, (c) an identification of promising or effective practices, (d) a discussion of themes, lessons learned, and challenges encountered, and (e) implications and/or recommendations for future community safety initiatives.

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.

Note: No more than 20% of the total budget may be used to support research or evaluation services.

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.

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

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

3

Anticipated Maximum Dollar Amount of Awards

\$2,000,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$5,000,000

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 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

No more than 20% of the total budget may be used to support research or evaluation services.

The budget must explicitly describe how the proposed budget items directly apply to the program design and how they will assist the applicant in meeting the program objectives. In addition to allowable 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

Vehicle purchases

Food and beverages

Applicants should budget for travel for up to three members of the team to attend an in-person grantee meeting or other training opportunity during the planning phase of the project. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem. For federal per diem rates, see: <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

This program includes a subaward component, whereby the direct recipient is required to comply with all federal subaward requirements as described in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200 (including, but not limited to, the sections on "Subrecipient Monitoring and Management" contained in Subpart D and audit requirements applicable to subrecipients contained in Subpart F) and the OJP Financial Guide.

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.

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.)
- Time Task Plan

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 subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State’s process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting “Program is subject to E.O. 12372 but has not been selected by the State for review.”

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 **must** include:

Applicant’s name and the project’s title.

City and state where the project will take place. For tribes, provide the boundaries or relevant counties and state.

Identification of the target locality/neighborhood/project boundaries, population of the target area, and ZIP code(s).

Dollar amount of federal grant funds requested.

Summary of the plan to use and analyze data to assess and address crime in the targeted locality.

Summary of the project's goals and activities.

Identification of specific crime issues to be addressed by the project.

Identification of other resources that will support the project.

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 numbered pages. 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 target locality and/or neighborhoods to be targeted with this model.

Describe the recent history of the target locality and/or neighborhood(s) and how persistent and increasing types of crime have significantly impacted it. Detail the neighborhood's assets, challenges, and any experiences that have restricted or limited opportunities for community and economic development. Describe any issues of mutual trust or mistrust between residents and law enforcement and their impact on efforts to effect neighborhood improvement.

Identify the geographic boundaries of the proposed target locality and/or neighborhood (s), the ZIP code(s), as well as the population size and demographic makeup of the population of both the overall locality and the target neighborhood(s) where the strategy is proposed.

Describe the nature and scope of crime in the targeted community, including where crime, or type(s) of crime, is concentrated, and compare its rate with the crime rate for the overall jurisdiction. Provide any local/state data and trend analysis for the target area (including National Incident-Based Reporting System/Uniform Crime Reporting data, FBI violent crime rates, calls for service, and survey results from target area residents) to support the application. Crime data must be provided for at least 3 years or longer to demonstrate persistent serious and violent crime issues. Note that applicants should provide data that are verifiable and part of an official records system, along with additional information about what is causing the crime in the hotspots. BJA and peer reviewers will use this information to understand the crime trends and confirm that the target area experienced persistent and increasing types of crime that had a significant impact on the community over a minimum of 3 years.

Provide information that describes the gaps in existing alternatives and/or complements to traditional law enforcement and justice system approaches to addressing crime and their root causes and risk factors, particularly for less serious offenses. The applicant must provide verified sources for the data that support the description of the issue.

Identify and describe the specific challenges motivating the applicant's interest in

applying for this grant and that address the relevant area of focus to which the application responds. Describe how the project addresses: (a) a systemic or chronic crime problem that can be addressed through alternative approaches and (b) current levels of community satisfaction and trust in law enforcement in areas experiencing high crime rates. Include any relevant data, background, and other information to show the significance and importance of the issue, making sure they are pertinent to understanding the identified problem. Describe the need for testing of the proposed strategy in the field and gaps in capacity to address the issue.

b. Project Design and Implementation

Describe the overall project design to be implemented including planning and start-up, engagement, strategy development, implementation and assessment in the intended partner site or sites that will be the focus for this project, and how the strategy will address the precipitous increase in crime or type(s) of crime that will be addressed by the proposed approach.

Clearly describe the strategy for engaging residents of the proposed communities in the development of a community-based safety strategy and model.

Describe how the applicant will work with its key partners and community residents and entities to achieve the project's success and sustainability. Provide proof of partner site (s) commitment to participating in this project by one or more representatives of the site (s), at least one of whom must be a non-law enforcement local government agency, via either a memorandum of understanding (MOU) or a letter of support/interest (LOS), which should also be attached to the application. In addition, the narrative description of this collaboration should be clearly tied to the description in the attached MOU or LOS.

Describe how the applicant has or will identify and select subawardee community-based organizations, non-law enforcement local government agencies, and other entities within the partner site(s); provide TTA to subawardees to utilize a community engagement strategy for the development of the site's community safety model; and support the implementation of the model.

Identify a research partner who will collaborate with the applicant and subawardees to collect all relevant data, assess the nature and extent of crime rates in the site(s), and regularly assess the progress of the implementation, as well as any recommended changes or adjustments throughout implementation. No more than 20% of funds can support this work.

Detail in an attachment (the time task plan) the proposed timeline for selecting subawardees, implementing the community engagement strategy, developing the community safety approach, and implementing the model

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

Fully describe the applicant's capabilities to implement the project, including its partners' capabilities. Describe the competencies of the staff assigned to the project and the organization overall. Describe the management structure and its roles and responsibilities, including decision making, as well as the roles of any co-applicants or partners, if applicable. Demonstrate, including giving specific examples, the organization's expertise and experience in planning, developing, implementing, and managing community engagement strategies, community safety planning, providing TTA, and managing subawards to small, locally based organizations and entities.

Attach résumés/curricula vitae and/or job descriptions for any proposed staff or key partners who will be funded under the project.

Applicants should submit proposals that describe projects detailing their experience specific to community safety and crime prevention strategies and their experience managing subawards. Applicants are expected to have direct experience in developing relationships with underserved and marginalized communities, including specific experience working with racial and ethnic minority communities and economically disadvantaged areas experiencing high rates of crime. These organizations must demonstrate deep knowledge and experience in community safety strategies.

Fully describe the applicant's capabilities to serve as the fiscal agent for a set of subawards, including, but not limited to, stakeholder outreach, programmatic and financial review of application for subawards, and application evaluation. Further, the applicant must demonstrate its ability to administer subawards, including providing ongoing TTA to subrecipients, reviewing financial and performance reports, collecting and reporting performance reports, and maintaining adequate records management. The requirements for subrecipient monitoring are described in 31 U.S.C. § 7502 and Title 2 C.F.R. § 200 (including, but not limited to, the sections on "Subrecipient Monitoring and Management" contained in Subpart D and audit requirements applicable to subrecipients contained in Subpart F) and the DOJ Grants Financial Guide at https://ojp.gov/financialguide/doj/pdfs/DOJ_FinancialGuide.

Describe how the applicant will monitor subawardees that, at a minimum, must include a plan for (a) reviewing financial and performance reports submitted by the subrecipients; (b) following up and ensuring the subrecipients act to address deficiencies found through audits, onsite reviews, and other means; and (c) issuing a management decision based on the audit findings pertaining to the subaward.

Identify the research partner and describe their experience completing the following activities:

Developing a "theory of change."

Collecting and analyzing criminal justice and public safety data and using data to identify criminal justice and public safety-related problems.

Ability to work through barriers to research-driven problem solving.

Identifying and proposing proven strategies/interventions to address problems.

Documenting program operations and processes.

Measuring program outcomes.

Using data to determine program effectiveness.

Assessing implementation fidelity.

Regularly presenting findings and conclusions, both orally and in written form to an implementation team, as well as making recommendations for program improvement.

Developing “real-time” products and resources for strategic decision making.

Working with the team to develop a sustainability plan.

Communicating with a wide variety of public sector, private, and community members; for example, organizations may be called on to present their evaluation findings, conclusions, and recommendations to individuals such as prosecutors, law enforcement leadership and line officers, clergy representatives, funding agency representatives, legislators, city council members, and persons in the criminal justice system.

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% 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 methodology that will be used to collect and report outcome data, including the criteria to be used, and how the information will be analyzed to assess project effectiveness, as well as communicated to inform BJA of the project’s effectiveness. Demonstrate how the data will be used to enhance the project’s implementation and how it could guide replication. Discuss the role of the site partners in supporting this process. Discuss how the project will be sustained after the 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 for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found [here](#).

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 project'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 project’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 project.

Budget and Associated Documentation

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.

Limitation on 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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this solicitation are not required to provide this disclosure.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent 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. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Attach résumés/CVs and/or job descriptions for any proposed staff or key partners who will be funded under the project; describe their relationship to the project.

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.

Timeline Form

Attach a time task plan (with an estimated start date of October 1, 2023) with each project objective, activity, expected completion date, and responsible person or organization. The applicant will submit the time task plan by uploading the document as an attachment in JustGrants.

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](#).

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. 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 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 June 20, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by June 27, 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.

- JustGrants - contact the JustGrants Service Desk at 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 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 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 that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing 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 (20%) - 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 (5%) - 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 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

A list of the performance measures questions for this program can be found [here](#).

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" section. Applicants can also visit OJP's performance measurement page at <https://www.ojp.gov/performance>.

BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

Application Checklist

BJA FY 2023 Reimagining Justice: Testing a New Model of Community Safety

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)
- 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/financialguidedojoiii-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 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested may range from \$1,000,000 to \$2,000,000 based on the scale of the proposed project.

Review Eligibility Requirement:

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

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**
- Submit Intergovernmental Review (if applicable)

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](#), or 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](#))

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](#))
- **Time Task Plan***
- Subaward Policies and Procedures
- Memorandum of understanding (if applicable)
- Résumés and Position Description of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Letters of Support or Interest

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 designated items, 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 regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

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.