

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



Solicitation Title: BJA FY24 Improving Adult and Youth Crisis Stabilization and Community Reentry Program

Assistance Listing Number: 16.812

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Solicitation Release Date: February 26, 2024

Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on April 25, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on April 30, 2024

Contents

Synopsis.....	4
Program Description Overview.....	4
Funding Category	4
Eligibility	4
Agency Contact Information	5
Pre-Application Information Session	5
Application Submission Information	5
Registration	5
Submission.....	5
Program Description.....	7
Program Description Overview.....	7
Statutory Authority	7
Specific Information	7
Solicitation Goals and Objectives.....	10
Goals.....	10
Objectives	10
Priority Areas	11
Federal Award Information.....	12
Awards, Amounts, and Durations	12
Continuation Funding Intent.....	12
Availability of Funds.....	12
Type of Award	13

Cost Sharing or Matching Requirement	13
Eligibility Information	13
How To Apply	14
Application Resources	14
How To Apply	14
Registration	14
Submission.....	14
Submission Dates and Time	15
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers).....	15
Application and Submission Information	16
Content of Application Submission and Available Surveys	16
Content of the SF-424 in Grants.gov	16
Content of the JustGrants Application Submission	17
Application Review Information	28
Review Criteria	28
Review Process.....	29
Federal Award Administration Information.....	29
Federal Award Notices	29
Evidence-Based Programs or Practices	29
Information Regarding Potential Evaluation of Programs and Activities	30
Administrative, National Policy, and Other Legal Requirements	30
Civil Rights Compliance	30
Financial Management and System of Internal Controls.....	31
Information Technology Security Clauses.....	31
General Information About Post-Federal Award Reporting Requirements	31
Federal Awarding Agency Contact(s).....	31
Other Information	31
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	31
Provide Feedback to OJP.....	31
Performance Measures	31
Application Checklist	32
Pre-Application	32
Application Step 1	32
Application Step 2	33

Review, Certify, and Submit Application in JustGrants34
Standard Solicitation Resources35

Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

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

With this solicitation, BJA seeks to support state, local, and tribal governments, as well as community-based nonprofit organizations, to support cross-system collaboration between criminal and juvenile justice agencies, mental health and substance use agencies, and community-based organizations that provide reentry services, and community-based behavioral health providers to improve clinical stabilization pretrial, during confinement, and support continuity of care and recovery during the transition to the community through clinical and other evidence-based activities or services for individuals with serious mental illness, substance use disorders, and co-occurring disorders. The goal of these efforts is to minimize potential for experiencing crisis and improve recovery outcomes for people with serious mental illness, substance use disorders, and co-occurring disorders who are currently involved with the criminal or juvenile justice systems or reentering the community from these systems.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Funding Category

Competition ID	Competition Title (Category Name)	Expected Minimum Number of Awards	Maximum Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00014-PROD	State and local governments	5	\$825,000	10/1/24	36
C-BJA-2024-00015-PROD	Nonprofit organizations and Tribal governments	5	\$825,000	10/1/24	36

Eligibility

- State governments
- City or township governments
- County governments
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

BJA may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

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 from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar on this solicitation on March 14, 2024, at 2:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link https://csg-org.zoom.us/webinar/register/WN_sYofAWFGRdGbOWUju2d-Yg and following the instructions. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance and no later than March 11, 2024. Submit questions to grants@ncjrs.gov with the subject “Questions for BJA FY24 Improving Adult and Youth Crisis Stabilization and Community Reentry Program Webinar.” The session will be recorded and available on <https://bja.ojp.gov/events/funding-webinars>.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the solicitation [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See solicitation [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

With this solicitation, BJA seeks to support state, local, and tribal governments, as well as community-based nonprofit organizations, to support cross-system collaboration between criminal and juvenile justice agencies, mental health and substance use agencies, and community-based organizations that provide reentry services, and community-based behavioral health providers to improve clinical stabilization pretrial, during confinement, and support continuity of care and recovery during the transition to the community through clinical and other evidence-based activities or services for individuals with serious mental illness, substance use disorders, and co-occurring disorders. The goal of these efforts is to minimize potential for experiencing crisis and improve recovery outcomes for people with serious mental illness, substance use disorders, and co-occurring disorders who are currently involved with the criminal or juvenile justice systems or reentering the community from these systems.

Statutory Authority

Pub. L. No. 90-351, Title I, Part OO (codified at 34 U.S.C. 10751-10755)

Specific Information

People reentering the community from correctional or residential facilities (e.g., jails, prisons, juvenile detention) face higher rates of death, overdose, suicidality, mental health and substance use disorders, physical health conditions, and homelessness than the general public. Providing screening and supportive services as early as possible pre-release, during, and after reentry can help to address those at greater risk for a crisis during these times of transition.

Programs funded under this solicitation must make sure that individuals are screened, assessed, and identified for program participation and clinical services during pretrial detention or as early as possible upon incarceration and prior to release. Following release from incarceration or pretrial detention, participants should receive discharge planning and wraparound services based on the results of their screening and assessment that support continuity of care and long-term recovery in the community. These services may include benefit coordination, case management, evidence-based programming, peer support, enrollment in healthcare coverage, relapse prevention, suicide prevention, homelessness prevention, and clinically indicated medications. Services must focus on care coordination and collaboration.

This program supports state, local, and Tribal governments, as well as community-based nonprofit organizations and eligible behavioral health providers, to support cross-system (i.e., crisis and reentry systems) coordination to provide comprehensive treatment, recovery, and other supportive reentry services to adults, youth, and young adults with mental health and/or substance use disorders who are currently involved in the criminal or juvenile justice systems or are transitioning from a prison, jail, or juvenile detention facility and are at greater risk of crisis when they reenter the community.

This program includes two categories for funding:

1. Improving Adult and Youth Crisis Stabilization and Community Reentry Programs—State and Local Governments
2. Improving Adult and Youth Crisis Stabilization and Community Reentry Programs—Nonprofit Organizations and Tribal Governments

Community-based nonprofit organizations, including culturally specific organizations—those recognized by their communities as being familiar with their culture, language, and background—are eligible and encouraged to apply under Category 2 of this program in partnership with criminal or juvenile justice agencies.

All community-based nonprofit applicants must submit memorandums of understanding/agreement (MOUs/MOAs) that clearly describe a collaborative relationship between the applicant and the criminal or juvenile justice agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and/or (2) oversee community corrections (probation and/or parole) for the target population.

For additional information on requirements, see the Application and Submission Information section of this solicitation.

The collaboratively designed series of treatment, recovery, and transitional services must make sure that individuals are set up for success before their transition, so that the transition from a prison, jail, or juvenile detention facility to the community is safe and successful. BJA encourages applicants to request funding to support a coordinated and comprehensive approach to reduce risk of crisis and improve reentry and recovery outcomes, which should include:

- Screening, assessment, and identification for program participation and clinical services (e.g., education, medication, therapy, behavioral counseling) during pretrial detention or as early as possible upon incarceration and prior to release.
- [Collaborative case planning](#) that supports delivery of age-appropriate, trauma-informed, and evidence-based treatment, recovery, and transitional programming during incarceration.
- Continued case management that supports wraparound services (e.g., housing, transportation, developing a support network) based on the screening and assessment results and that supports continuity of care (i.e., continued access to treatment and clinically indicated medications), crisis stabilization (e.g., intensive counseling, relapse prevention), peer support services, and long-term recovery in the community.
- [Crisis response services](#) in the community to support crisis stabilization during reentry, which may be delivered by the 988 Suicide and Crisis Lifeline, mobile crisis teams, crisis stabilization and triage centers, peer support specialists, public safety officers, community-based behavioral health providers, or other stakeholders.
- Benefit enrollment (e.g., Medicaid, CHIP, SNAP) and care coordination among government stakeholders, community-based organizations, behavioral health providers such as community mental health centers and certified community behavioral health clinics, hospitals, crisis center, and juvenile assessment centers.

The applicant, which can be either a state, local, or tribal government agency or a community-based nonprofit organization and the partner criminal or juvenile justice agency, may seek funds to, for example:

- Hire personnel (e.g., case managers, behavioral health providers, peer support specialists).

- Pay for medication (e.g., psychiatric medication, FDA-approved medication to support medication-assisted treatment, naloxone) and other supplies.
- Pay for screening and assessment tools and associated training to support identification for program participation and clinical services during pretrial detention or as early as possible upon incarceration and prior to release.
- Pay for discharge planning services based on the results of screening and assessment that support continuity of care and long-term recovery in the community.
- Pay for benefit coordination; case management; evidence-based programming; peer support; enrollment in health care coverage; relapse, suicide, and homelessness prevention; and clinically indicated medications.

Increased and continued access to evidence-based treatment (e.g., medication-assisted treatment (MAT)), cognitive behavioral therapy, and acceptance and commitment therapy is critical to stabilization and reducing the risk of crises. MAT, which includes medications for opioid use disorder (MOUD) combined with counseling and behavioral therapies across all settings, is essential to addressing the opioid overdose epidemic and is a DOJ priority. Incarceration offers an opportunity to screen and continue or initiate treatment for individuals with opioid use disorder (OUD) while they are incarcerated and to support continuity of care after they are released into the community.

Increasing access to MAT is also an opportunity to be responsive to guidance published by DOJ's Civil Rights Division in April 2022 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 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 Constitution, or both.

This program is part of the [Second Chance Act \(SCA\)](#) suite of programs, which are all designed to support aspects of reentry. Reentry is not a specific program but rather an ongoing process that starts from the moment a person is incarcerated and continues throughout the person's transition from incarceration into the community. This year, BJA and the Office of Juvenile Justice Delinquency Prevention are offering a range of other SCA programs for states, local government units, tribal governments, and nonprofit organizations, including:

- Community-based Reentry
- Community-based Reentry Incubator
- Community Supervision Strategies
- Improving Substance Use Disorder and Treatment and Recovery Outcomes for Adults in Reentry
- Pay for Success
- Smart Reentry: Housing Demonstration
- Smart Supervision

- Youth Reentry
- Children of Incarcerated Parents

Additionally, the [Comprehensive Opioid, Stimulant, and Substance Use 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 agencies or organizations are eligible for all programs. Applicants are encouraged to review each solicitation in its entirety to determine their eligibility. If not eligible, but of interest, agencies or organizations should then consider another funding opportunity or partnering with an eligible organization.

Additional details on the SCA suite and other BJA programs can be found on the [DOJ Grants Program Plan](#).

For examples of previously funded programs, go to [Funding Awards | Bureau of Justice Assistance \(ojp.gov\)](#).

Successful applicants will have access to a BJA-sponsored training and technical assistance (TTA) provider to support efforts, which might include modifications to administrative and clinical processes to include best practices and evidence-based interventions such as appropriate treatment and recovery supports, building coordinated partnerships among jurisdictional stakeholders, and training on program implementation, crisis response, treatment adherence, and continuity of recovery in the community.

Successful applicants 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.

Solicitation Goals and Objectives

Goals

The FY 2024 Improving Adult and Youth Crisis Stabilization and Community Reentry Program seeks to establish or expand cross-system approaches to reduce the risk of crisis and improve reentry and recovery outcomes for people reentering the community from correctional facilities (e.g., jails, prisons, juvenile detention) with serious mental illness, substance use disorders, and co-occurring disorders.

Objectives

The objective of this program is to support cross-system collaboration between criminal and juvenile justice agencies, mental health and substance use agencies, community-based organizations that provide reentry services, and community-based behavioral health providers to improve clinical stabilization pre-trial, during confinement, and support continuity of care and recovery support during the transition to the community for individuals with serious mental illness, substance use disorders, and co-occurring disorders through a combination of: (1) training and education; (2) modifications to administrative or clinical processes; (3) partnerships among system stakeholders; (4) increased access to evidence-based crisis stabilization, treatment, and recovery support services; and (5) strengthened crisis response services in the community.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. 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 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

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

2. Applicants that make sure program participants receive care continuously and without breaks in service through a Community Care Provider Program and that adopt policies that focus on programming, strategies, and educational components for reducing recidivism and probation violations will also receive priority consideration.

For the purposes of this priority, "continuous care" shall involve the coordination of the correctional facility treatment program with qualified community behavioral health providers and other recovery supports, pretrial release programs, parole supervision programs, transitional

housing programs, and participation in peer recovery group programs, which may help in ongoing recovery after the individual is released from the correctional facility.

For the purposes of this priority, “Community Care Provider Program” means a community mental health center or certified community behavioral health clinic that directly provides to an individual, or assists in connecting an individual to the provision of, appropriate community-based treatment, medication management, and other recovery support services when the individual leaves a correctional facility at the end of a sentence or on parole.

To receive priority consideration, applicants must note the request in the abstract and describe in the proposal narrative their Community Care Provider Program, the agencies involved, and how participants will receive continuous care through this program.

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

Awards, Amounts, and Durations

Anticipated Number of Awards:

Category 1: 5

Category 2: 5

Anticipated Maximum Dollar Amount per Award:

Category 1 anticipated maximum amount: \$825,000

Category 2 anticipated maximum amount: \$825,000,

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount To Be Awarded Under This Solicitation: \$8,250,000

Additional Information: While the maximum allowable funding amount is \$825,000, OJP encourages applicants, including those that are new or that have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

Continuation Funding Intent

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

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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

OJP expects to make awards under this funding opportunity as grants. See the “[Administrative, National Policy, and Other Legal Requirements](#)” section of the [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.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, “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.

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 8:59 p.m. ET, April 25, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. ET, April 30, 2024.

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 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 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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 (provide screenshots if applicable);
- 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 (including all information listed above), 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 [Application Resource Guide](#).

Application and Submission Information

Content of Application Submission and Available Surveys

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Financial Management and System of Internal Controls Questionnaire, including applicant disclosure of high-risk status (in JustGrants)
- Correctional Partner Memorandum of Agreement (**for nonprofit applicants only**)
- Disclosure of Proposed Subrecipients and Contracts

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the 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 [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 funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

Standard Applicant 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). It should also indicate if the applicant is requesting priority consideration, and if so, what type. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [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 goal of the program, as it relates to supporting collaboration between reentry and crisis system stakeholders to support people with serious mental illness, substance use disorders, and co-occurring disorders reentering the community from a jail, prison, or juvenile detention facility.

- The name of the criminal or juvenile justice agency/agencies involved in the program.
- The characteristics of the target population (specifying adult and/or youth) and the projected number of participants to be served through the program.
- Description of evidence-based treatment and recovery support services to be provided to support clinical stabilization and continuity of care.
- If the applicant is community-based nonprofit organization, confirmation that a signed MOA/MOU has been obtained from the criminal or juvenile justice agency/agencies.
- If applicable, describe how the new grant would align with and complement previous or current Second Chance Act or other relevant BJA or Office of Juvenile Justice Delinquency and Prevention funding received by the recipient or its partner agencies.

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

- If the priority consideration being sought is for 1(A), 1(B), or both AND/OR 2.
- 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.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

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 size font; have no less than 1-inch margins; and should not exceed 20 numbered pages. Tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point and will could toward the page limit. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Use the bulleted list below to describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information, such as data to provide evidence that the need exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community.

- Indicate the jurisdiction or tribal community to be served.
- Indicate the target population to be served, including the criminal and juvenile justice agency/agencies in which they are currently or formerly involved.
- Describe the pre- and post-release mental health and substance use disorder treatment services currently available to the target population.
- Describe the current process to connect the target population to treatment and recovery support providers in the community upon reentry.
- Describe the existing crisis response services in the community, whether these services are available to the target population, and any existing efforts to support those transitioning from jail, prison, or juvenile facilities.
- Describe the gaps in the current process to identify and/or address the target population's increased crises and how the proposed project would address the identified gaps.
- 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.

b. Project Design and Implementation

Use the bulleted items below to describe the strategy to address the problem or needs identified in the Description of the Issue. List the activities and describe how they relate to the Goals, Objectives, Deliverables, and Timeline outlined in the web-based form (completed separately from the Narrative attachment). Activities are the specific actions that will be completed to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity (e.g., training, community events, direct services to target population).

- 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. Include a justification that the number to be served is manageable.
- Describe eligibility criteria and how potential participants will be identified, referred, and recruited, and how services will be 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 the risk level and identify the criminogenic and mental health and substance use disorder needs of the target population. Specify when assessment and reassessment will take place and by which agencies.

- Describe pre- and post-release services that will be available to address the treatment and reentry needs of people with serious mental illness, substance use disorders, and co-occurring disorders transitioning into the community, including where and by whom, and how case management and other evidence-based services will be integrated with clinical care and recovery services and supports.
- Describe how the proposed services are evidence based or reflect best practices for the proposed target population, including (if applicable) how they are developmentally appropriate for youth.
- Describe how the proposed project activities will expand and/or increase access to existing crisis services for the target population. This may include a plan for strengthening or developing crisis stabilization services in correctional settings and/or crisis response services delivered by 988 Suicide and Crisis Lifeline, mobile crisis teams, crisis stabilization and triage centers, peer support specialists, public safety officers, community-based behavioral health providers, and other stakeholders, including by providing technical support for interventions that promote long-term recovery.
- Identify how crisis systems stakeholders will participate in reentry planning.
- Provide a description of and letters of support from partnering entities (e.g., criminal and juvenile justice agencies, mental health agencies community-based behavioral health providers, peer support networks, family members, and community residents and other stakeholders).
- Identify all trainings that will be supported through the program and the target audience for each training topic.
- For nonprofit applicants, provide confirmation of memorandums of understanding/agreements (MOUs/MOAs) and a description of partnerships with one or more correctional agencies to support program implementation.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

If the applicant is seeking consideration under Priority 2, describe the agencies involved in the Community Care Program and how the program will support the provision of continuous care for program participants.

c. Capabilities and Competencies

Use the bulleted list below to describe the capabilities (what the applicant brings to the project such as resources, experience, expertise) and competencies (the unique skills and abilities of the applicant) required to accomplish the goals and objectives of the project.

- Describe the organizational structure, capabilities, and competencies of the applicant and other key partners, including how the organization is positioned to provide

- transitional and clinical services throughout the entire reentry process from pre-release (if applicable) to post-release community support.
- Describe the management structure and staffing of the project, identifying the agency responsible for the program and the grant coordinator. BJA strongly encourages applicants to hire a full-time coordinator with a documented history of working with formerly incarcerated individuals. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the program implementation plan.
 - For nonprofit applicants, discuss the history of collaboration with correctional agency partners. The applicant should demonstrate its ability to develop and maintain a collaborative partnership with institutional and/or community corrections agencies, experience working with the target population (e.g., youth, adult), access to participants within facilities prior to release, and partnership 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.
 - For correctional agency applicants, explain the history of partnering with community-based organizations to connect individuals with services before and after release.
 - Describe increased collaboration between community- and faith-based organizations and corrections, community supervision, law enforcement, organizations delivering crisis services, and other local reentry stakeholders and impacted communities, including individuals with direct involvement in the justice system and crisis services, and their families.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

- d. Plan for Collecting the Data Required for This Solicitation's Performance Measures
- Use the bulleted list below to describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.
- Describe the plan to track program outcomes for at least 12 months following the release of program participants from incarceration. The plan should include goals for program development, implementation, and outcomes.
 - Describe how performance will be documented, monitored, and evaluated—describing the impact of each strategy once implemented, as well as the data and

information that will be collected and by whom. If applicable, describe the role of a local evaluator to support these activities.

- Describe the process for assessing the program's effectiveness through the collection, reporting of the required performance measures, and final report.
- Discuss 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 to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at <https://bja.ojp.gov/funding/performance-measures/cscr-measures.pdf>. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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 [Application Resource Guide](#).

[Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the project's goal and reflect program objectives.

Applicants are invited to propose grant projects that improve coordination between reentry and crisis systems and access to behavioral health treatment, continuity of care, recovery programming, and transition planning for a specific subgroup ("target population") of youth, young adults, or adults in reentry. Applicants may propose one or more of the following:

- Implement policies and procedures to support universal screening for substance use at intake using validated screeners.
 - For example, training on screening tool; developing intake procedures to ensure screening occurs; ensuring people who screen positive are assessed.
- Implement policies and procedures to support substance withdrawal management.
 - For example, training staff on signs and symptoms of withdrawal; developing procedures for monitoring individuals for symptoms of withdrawal, implementing or expanding access to medications for OUD.
- Implement collaborative case planning that incorporates results of assessments for substance use and mental health disorders and criminogenic risks and needs.
 - For example, expand stakeholder representation in the case planning process; provide training on evidence-based treatment, access to medications, using results of risk needs assessments to inform case planning, best practices related to crisis stabilization; developing processes to share data across stakeholder groups; developing processes to update plans and document progress.
- Implement or expand access to evidence-based behavioral health treatment services during incarceration and continue access to treatment services upon reentry.
 - For example, partnering with community-based behavioral health providers to provide in-reach services that may be continued upon reentry; provide training on age-appropriate trauma informed and culturally responding curricula; hiring clinical personnel; implementing or expanding MAT program to include all three FDA-approved medications; purchasing medications, which might include long-acting injectable medications, MOUDs, psychotropic drugs.
- Implement or expand pre- and post-release recovery planning services that incorporates stakeholders from crisis systems.
 - For example, hiring reentry coordinators; incorporating relapse prevention into reentry planning; partnering with community-based reentry providers; establishing or partnering with a peer specialist program; establishing processes to enroll or reconnect individuals to public benefits; providing training and education to reentering individuals on available crisis services and how to access them; purchasing transportation vouchers; partnering with transitional or recovery housing programs.
- Improve coordination between crisis and reentry systems stakeholders.
 - For example, training by crisis system stakeholders on crisis response services available in the community, who provides them, how they are accessed to reentry system stakeholders and vice versa; education on best practices related to diversion; conducting gap analysis to identify gaps in the availability of crisis response services for people transitioning from jail, prison, or juvenile detention facilities who have substance use and/or mental health disorders; creating a formal partnership across system stakeholders to address identified gaps in services.
- Provide training on crisis stabilization to reentry system stakeholders.
 - For example, providing suicide prevention training; mental health first aid training or crisis intervention training; training on overdose, relapse, and/or homelessness prevention.

- Implement or expand crisis response systems and/or how they are accessed by the community.

For example, expanding crisis services offered through community mental health centers, certified community behavioral health clinics, stabilization centers or others; expanding access to existing crisis services to the target population; educating the target population on mechanisms for accessing existing services.

Projects may naturally address more than one of the objectives above and do not have to mirror the provided examples.

- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Timelines should include deliverables.

Deliverables Expected by Successful Applicants

Grantees will deliver:

- An action plan consisting of a program description, program services, and activities. The assigned TTA provider will supply the action plan and assist grantees to complete it.
- Regular reporting of performance measures as outlined on page 22 to satisfy the requirement to submit to the Attorney General an evaluation not later than 1 year after receipt of the grant.
- A final report that documents the intervention, outcomes, and lessons learned.

Program objectives and deliverables, including action plan, final performance measures, and final report, should be included in one timeline.

Budget and Associated Documentation

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, have 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 and 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 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.

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

Funding Restrictions

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

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, 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 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an

application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [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.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally-approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable)

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

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

Tribal Authorizing Resolution (if applicable)

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 [Application Resource Guide](#) for information on tribal authorizing resolutions.

Memorandums of Understanding (MOUs) (community-based nonprofit applicants only)

Community-based nonprofit applicants should include for each criminal or juvenile justice agency partner a Memorandum of Understanding (MOU) 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 that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU should clearly demonstrate an established collaborative relationship between the applicant and the criminal or juvenile justice agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and/or (2) oversee community corrections (probation and/or parole) for the target population.

MOUs should be submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement (If applicable)

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 [Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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:

- Description of the Issue (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.
- 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 OJP 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

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. 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 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2024 Awards](#)” under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

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 [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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 must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, subaward reporting per the Federal Funding Accountability and Transparency Act (FFATA) and 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 [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 Synopsis.

Other Information

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

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

Provide Feedback to OJP

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

Performance Measures

A list of performance measure questions for this program can be found here: [cscr-measures.pdf](#).

Application Checklist

BJA FY24 Improving Adult and Youth Crisis Stabilization and Community Reentry Program

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

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#))

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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 Competition ID
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$825,000.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

After registering with SAM.gov, 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 BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [“Application Resource Guide” section on Experiencing Unforeseen Technical Issues](#)).

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

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form*

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))*
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- List of Proposed Subrecipients and Contracts*
- Memorandum of Understanding (**community-based non-profits only**)*
- Resumes of key personnel (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [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 [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.