

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



Solicitation Title: BJA FY 2024 Enhancing Correctional Practices to Protect Vulnerable People: Technical Assistance and Microgrant Program

Assistance Listing Number: 16.735

Grants.gov Opportunity Number: O-BJA-2024-172047

Solicitation Release Date: March 19, 2024

Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on June 13, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on June 20, 2024

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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 will award one cooperative agreement to fund an organization to administer a competitive microgrant program and provide training and technical assistance (TTA) to agencies working to protect vulnerable people in prisons, jails, and other confinement settings, and to reduce reliance on restrictive or punitive approaches. Vulnerable people include, but are not limited to, those with one or more physical disability, severe/persistent mental illness, or who are LGBTQ+, youthful inmates in adult facilities, blind, deaf, or non-English speaking.

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

Eligibility

- Public- and state-controlled institutions of higher education
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses

BJA is accepting applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant under this solicitation. Other partners 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 April 18, 2024, at 1 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](#) and following the instructions. The session will be recorded and available on the BJA [Funding Webinars page](#).

Application Submission Information

Registration

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

The SAM.gov registration is required for a person applying on behalf of a small business (company). The business should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

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 solicitation [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 the solicitation [Submission Dates and Time section](#) for application deadlines.

Program Description

Program Description Overview

With this solicitation, BJA will award one cooperative agreement to fund an organization to administer a competitive microgrant program and provide training and technical assistance (TTA) to agencies working to protect vulnerable people in prisons, jails, and other confinement settings, and to reduce reliance on restrictive or punitive approaches. Vulnerable people include, but are not limited to, those with one or more physical disability, severe/persistent mental illness, or who are LGBTQ+, youthful inmates in adult facilities, blind, deaf, or non-English speaking.

Statutory Authority

Pub. L. No. 108-79 (codified at 34 U.S.C. 30301 - 30309); additional authority may be provided by a full-year appropriations act for FY 2024. As of the writing of this solicitation, the Department of Justice is operating under a short-term "Continuing Resolution;" no full-year appropriation for the Department has been enacted for FY 2024.

Specific Information

The contemporary corrections research and literature reveal that people who are incarcerated experience sexual and other types of victimization at high rates. [See Caravaca-Sánchez, F., *et al* (2023). The Prevalence of Prison-based Physical and Sexual Victimization in Males and Females: A Systematic Review and Meta-Analysis. *Trauma, Violence, & Abuse*, 24(5), 3476-3492.] Research also reveals that certain populations are particularly vulnerable to being victimized in confinement settings. For example, transgender and gender diverse people are at high risk for experiencing verbal, physical, and sexual assault at the hands of other incarcerated people and/or jail and prison staff.

Understanding and responding to the vulnerability of people who are incarcerated is essential to promoting the safe management of correctional facilities and the creation of rehabilitative environments that are conducive to successful reentry back to the community. Unfortunately, specific strategies intended to ensure the safety of vulnerable populations are often also overly restrictive or punitive for the individuals they are intended to protect. [See Simes, Jessica T., *et al*. Mental health disparities in solitary confinement. *Criminology* Volume 60, Issue 3, (August 2022).] Under this new program, microgrants for state, local, and tribal agencies and TTA will support the implementation of policies and practices that increase the safety of vulnerable people who are confined without relying on restrictive or punitive approaches. Applicants must possess direct experience working to reduce the victimization of vulnerable people in confinement settings in ways that are not overly restrictive or punitive. The following are examples of the kinds of activities and innovations in agencies/confinement facilities to be supported under this program.

- Promoting positive changes in the cultures of confinement facilities/agencies to reflect zero tolerance for abuse of any kind.
- Enhancing screening and assessment at intake and thereafter, using validated tools, with a focus on identifying those who are at higher risk of being victimized, as well as those who are more likely to victimize others.
- Increasing the use of screening and assessment information, at intake and thereafter, to guide decisions regarding housing assignments and placement in programming, and to

ensure that decisions regarding housing and programming are not overly restrictive or punitive.

- Reducing the use of restrictive housing to protect vulnerable people and/or to prevent individuals from victimizing others and investing resources in viable alternatives to this type of housing that promote the safety of vulnerable people.
- Improving policies and practices related to how vulnerable people, and those who are more likely to victimize others, are managed and supervised on an ongoing basis inside of confinement facilities.
- Dedicating additional supervision/management and programming resources inside of facilities to ensure the safety of individuals assessed/identified to be at higher risk of being victimized.
- Implementing continuous quality improvement plans that measure outcomes and promote accountability related to protecting vulnerable people who are confined.
- Using external victim advocates and victim service providers to support victims/survivors of victimization behind the walls.
- Creating additional ways for people who are victimized to confidentially or anonymously report incidents inside confinement facilities, and educating people who are incarcerated about using these reporting mechanisms and their implications.
- Ensuring staff members possess the skills, training, and support they need to play more impactful roles in preventing and reporting the victimization of people who are confined.
- Promoting and increasing collaboration and communication among staff members inside facilities who are responsible for protecting vulnerable people who are confined.

The applicant must demonstrate the ability and capacity to administer a microgrant program. If necessary, BJA encourages partnerships with other organizations that may provide complementary services to the lead applicant. The applicant should be aware that the administration of microgrants carries the responsibility of assuring that recipients are in compliance with all relevant grant conditions. In general, oversight of recipients should ensure that (a) the funding is used for authorized purposes and is implemented in compliance with applicable federal law (statutes and regulations), and (b) the terms and conditions of the funding are detailed in the recipient agreement and achieve the outlined performance goals. Further details can be found in the DOJ Grants Financial Guide in the Subrecipient Monitoring discussion.

The work funded under this solicitation complements BJA's other corrections-focused work, including its ongoing [PREA implementation efforts](#) that focus on improving the sexual safety of persons who are confined, and corrections initiatives that are designed to [reduce the use of restrictive housing](#) and to make [correctional facilities more safe and humane](#) for both staff members and people who are confined in them.

Solicitation Goals and Objectives

Goals

The goal of this program is to deliver TTA and competitive microgrants to state, local, and tribal agencies working to protect vulnerable people in their confinement facilities, and to reduce the use of overly punitive or restrictive measures to keep them safe.

Objectives

1. Develop and administer microgrants and provide TTA to recipient confinement facilities/agencies to protect vulnerable people who are confined.
2. Provide TTA in response to requests from other confinement facilities/agencies related to protecting vulnerable people who are confined.
3. Develop and deliver targeted, cost-effective, high-quality training and resources to stakeholders who play roles in keeping vulnerable people who are confined safe.

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).

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: 1

Anticipated Maximum Dollar Amount per Award: \$2,500,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 48

Anticipated Total Amount to Be Awarded Under This Solicitation: \$2,500,000

Additional Information: At least fifty percent of the total award (i.e., \$1,250,000) must be awarded as microgrants. Applicants may, but are not required to, propose that more than fifty percent of the available funding be awarded as microgrants. A key goal of this program is to fund and support the work of as many agencies as possible. Therefore, it is anticipated that each microgrant will not exceed \$50,000.

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 an award under this funding opportunity as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

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

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.

A small business, in addition to obtaining the SAM.gov registration, should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The person applying for an award will submit the EIN value as the Tax Identification Number (TIN). The applicant should not submit their social security numbers. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

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://www.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 June 13, 2024 8:59 PM ET.

The **full application** must be submitted in JustGrants by June 20, 2024 8:59 PM ET.

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)
- Disclosure of Proposed Subrecipients and Contracts (in JustGrants)
- Specific examples of the applicant’s relevant work products targeted to corrections agencies (in JustGrants).
- List of proposed subcontracts and subrecipients in the application’s Appendix A. Note: This does not include subrecipients to be selected through the competitive microgrant process required under this solicitation.

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. 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.

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 the 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 30 numbered pages. 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**
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 with respect to protecting vulnerable people who are confined, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. This section should be specifically related to this solicitation's program description.
- b. **Project Design and Implementation**
Describe the strategy to address the problem(s) or needs related to protecting vulnerable people who are confined that are identified in the Description of the Issue. List the activities and describe how they relate to 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 the required activities, including the administration of microgrants (subrecipient/subawards) and TTA.

The applicant should be aware that the administration of microgrants carries the responsibility of assuring that micro-grantees are in compliance with all relevant grant conditions. In general, oversight of micro-grantees should ensure that (a) the microgrant

is used for authorized purposes and is implemented in compliance with applicable federal law (statutes and regulations) and (b) the terms and conditions of the microgrant are detailed in the micro-grantee agreement and achieve the microgrant's performance goal. Further details can be found in the [DOJ Grants Financial Guide in the Subrecipient Monitoring discussion](#).

In addition, and as emphasized in the "Application Goals, Objectives, Deliverables, and Timeline Web-Based Form" section below, applicants must describe in detail how they will leverage this opportunity to identify and assist agencies across the country in their efforts to protect vulnerable populations in confinement settings. For the microgrants to be funded, applicants must include a data-driven, objective process to select agencies; a tracking system to monitor and report on micro-grantees' progress; coaches who will assist each agency in evaluating their needs, and developing and implementing a plan to address these; and a strategy to measure the positive impacts that result from the funding and TTA provided. Applicants must also explain how they will address the needs of agencies that are not selected to receive microgrants.

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.

c. **Capabilities and Competencies**

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.

Fully describe the applicant's capabilities to administer a microgrant program, including but not limited to pre-award activities such as solicitation development and posting, stakeholder outreach, receipt and processing of applications, programmatic and financial reviews of the applications, developing scoring criteria and application evaluation measures, and award notification. Further, the applicant must demonstrate its ability to administer microgrants/subawards, including providing ongoing TTA to micro-grantees, reviewing financial and performance reports, collecting and reporting on micro-grantee performance, and maintaining adequate records management. The requirements for subrecipient/micro-grantee monitoring are described in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200, including but not limited to the sections on "Subrecipient Monitoring and Management" contained in Subpart D, audit requirements applicable to subrecipients contained in Subpart F, and the [OJP Financial Guide](#).

Provide a detailed description of the capacity of the organization and the key personnel to deliver the required services and perform the key tasks outlined in the timeline.

Clearly articulate the organization's history of implementing TTA on a national scale. Illustrate the ability to effectively manage complex TTA and projects.

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the outlined trainings or projects. Describe how the management structure and staffing will facilitate the delivery of the required services. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the Goals, Objectives, Deliverables, and Timeline web-based form.

Describe the qualifications/capabilities of any proposed subrecipient(s) that will serve as partners in administering the microgrant or providing TTA to micro-grantees. These should be clearly linked to any relevant memorandum of understanding or letters of support from partners.

Explain in detail the applicant's and any proposed subrecipient(s)' experience, knowledge, and expertise specifically related to protecting vulnerable populations in confinement settings. These should include explanations of direct experiences working in and overseeing facilities, and focus on relevant efforts to change policies and practices that keep people who are incarcerated safe from abuse and harassment by staff members and other confined people. In addition to describing all relevant experience, knowledge, and expertise, the applicant must highlight the positive outcomes related to increases in the safety of people who are confined that resulted from the efforts of the proposed staff members and subrecipient(s).

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 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.

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](http://www.ojp.gov/performance) at www.ojp.gov/performance for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data in the TTA reporting portal and separately submit semi-annual performance reports in JustGrants. BJA will provide further guidance on the post-award submission process if the applicant is selected for award. A list of performance measure questions for this program can be found [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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. The goal of this program is to deliver TTA and competitive microgrants to state, local, and tribal agencies working to protect vulnerable people in their confinement facilities, and to reduce the use of overly restrictive or punitive measures to keep them safe.
- **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 goal. With oversight and direction from BJA, the selected cooperative agreement recipient will achieve the following objectives:
 1. Compete, select, and administer a microgrant program (subrecipient/subgrant awards) and provide TTA to recipient agencies to protect vulnerable people who are confined in their facilities. To achieve this objective, the selected applicant will market the availability of microgrants in collaboration with BJA, use an online/virtual application process for agencies interested in pursuing microgrants, and create an objective method to review submitted applications. Microgrants will be awarded to state, local, and tribal agencies. As a result, a requirement for each application is to reflect the explicit support of the relevant agency leader(s) for microgrant that is proposed.
 2. Provide TTA in response to requests from other confinement facilities/agencies (not in receipt microgrants) related to protecting vulnerable people who are confined. To achieve this objective, the selected applicant will market and deliver—in response to requests for assistance from the field at large—limited, off-site TTA to agencies and confinement facilities.
 3. Develop and deliver targeted, cost-effective, high-quality training and resources to stakeholders who play roles in keeping vulnerable people who are confined safe. To

achieve this objective, the selected applicant will conduct several online/virtual webinars—as well in-person trainings/workshops at national professional conferences—that focus on promising and effective approaches/strategies to promote and enhance the safety of vulnerable people behind the walls.

- **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. Deliverables include timelines.

Deliverables Expected by Successful Applicants

With oversight and direction from BJA, the selected cooperative agreement recipient will deliver the following:

- A comprehensive, competitive process to make microgrants and TTA available to state, local, and tribal agencies. This includes:
 - An online microgrant application form, available to agencies/applicants as a data-entry form and/or fillable PDF, hosted on the selected cooperative agreement recipient's website. This opportunity to apply for microgrants and TTA under this program must be marketed to state, local, and tribal agencies in close coordination with BJA, and it must be highlighted via relevant BJA-funded initiatives and websites, and other appropriate mechanisms (e.g., websites and newsletters of relevant national associations, etc.).
 - A pre-application solicitation webinar for agencies interested in applying for a microgrant under this program. This webinar will fully explain the purpose of the microgrant program, define allowable and unallowable costs, and describe the financial and programmatic reporting.
 - An objective scoring instrument and weighted process to select agencies/applicants to receive microgrants. Consistent with BJA's commitment to selecting state, local, and tribal agencies where meaningful, sustained changes related to increasing the safety of vulnerable people are possible, applicants must propose how applications will be evaluated. In addition, applicants must explain how smaller, local, underserved agencies will be prioritized to receive TTA and microgrants. BJA is particularly interested in providing strategic support, assistance, and funding to agencies that are not currently in receipt of BJA-funded TTA or site-specific grant awards that focus on corrections issues, including agencies in tribal jurisdictions. BJA will approve the final list of selected agencies to be served under this program.
 - Applicants must propose, based on the anticipated needs of the selected agencies, a range for the amounts of the microgrants to be awarded, and they must explain how they will maximize the impact of the \$1,250,000 that must be made available for the microgrants. As stated above, the total amount of the microgrants to be made must not be less than \$1,250,000. Applicants may, but are not required to, propose to use more than \$1,250,000 on microgrants. Given the need to fund and support the work of as many agencies as possible under this program as possible, it is anticipated that each microgrant will not exceed \$50,000.

- In addition, applicants are required to articulate how they will, in coordination with BJA, monitor each microgrant to ensure that each subrecipient/subgrant award uses the funding in ways that are consistent with the [DOJ Grants Financial Guide](#) and that uphold the match requirement included in the PREA statute, because this program is being funded using the annual PREA appropriation. See 34 U.S.C. 30305(c)(3). BJA anticipates that waivers to the match requirement in the PREA statute will be available in instances where subrecipients/subgrants can demonstrate financial hardship.
- Provide TTA to the selected agencies in receipt of microgrants. The TTA to be delivered to the selected agencies includes substantive guidance and expertise provided by subject matter expert coaches, as well as administrative support related to the successful management of the microgrants.
 - Design and maintain an interactive tracking system to monitor and report on the micro-grantees' progress in achieving key project milestones.
 - Assign an expert coach to each selected micro-grantee to assess and identify their TTA needs and support their work funded via their microgrant.
 - Finalize an implementation plan, in close collaboration with each micro-grantee, that focuses on how their needs will be addressed via TTA and that defines how their microgrants will be expended to increase the safety of vulnerable people in confinement. Coaches will support the creation of these plans, and BJA will review and approve them.
 - Deliver limited, onsite, face-to-face assistance to selected micro-grantees that will benefit from such assistance. Applicants must describe how micro-grantees will be selected to receive this assistance and include the approximate number of site visits to the micro-grantees that will be conducted by their assigned coaches and/or other subject matter experts.
 - Deliver virtual (e.g., via phone, email, teleconference, etc.) assistance to selected micro-grantees, consistent with their identified needs and the resources available under this program.
 - Use existing, relevant BJA planning and implementation resources for correctional agencies, such as the [PREA Project Planning Guide](#), to guide the TTA provided to the micro-grantees.
 - Create and implement a data-driven process to measure the positive changes and impacts that result from the delivery of TTA and the use of microgrants (subrecipient/subawards). Applicants must explain how they will measure the changes and impacts that result from their work with the selected confinement facilities/agencies.
 - Share with the field at large the innovative and promising work accomplished by recipients of TTA and microgrants. Applicants are encouraged to propose innovative strategies/mechanisms to share the efforts, impacts, and outcomes of their work with the selected sites.
 - Submit to BJA quarterly reports/summaries that summarize the progress and achievements resulting from TTA and microgrants and highlight upcoming TTA engagements and other activities with the micro-grantees.

- Develop a comprehensive process to market the availability of TTA to confinement facilities/agencies that are **not** in receipt of microgrants, including to receive, review, and triage requests for this assistance from the field at large on an ongoing basis.
- Deliver TTA to non-micro-grantees that addresses the needs of each requesting confinement facility/agency. Unlike the more intensive TTA to be provided to the selected micro-grantees, and given the limited resources available under this program, this TTA will be short-term and limited in nature. In all cases, the TTA for non-micro-grantees will be provided remotely by subject matter experts. Examples include responding to specific questions via phone and/or email, reviewing and providing feedback on policies and operations related to protecting vulnerable people, and referring requestors to other confinement facilities/agencies for remove/virtual peer-to-peer consultations and mentoring. Based on their experience and knowledge of the needs of the field at large related to protecting vulnerable people behind the walls, applicants must include the approximate number of TTA engagements for non-micro-grantees to be carried out during the project period.
- Develop and conduct several online/virtual webinars that focus on approaches/strategies to promote and enhance the safety of vulnerable people behind the walls. Recognizing the limited resources available under this program, applicants must propose a specific number of online/virtual webinars, identify the target audience(s) for each, define the specific topics to be covered, outline the learning objectives, describe how they will be evaluated, and explain how they will be marketed to the field at large.
- Develop and conduct several in-person trainings/workshops at national professional conferences that focus on protecting vulnerable people who are confined. Applicants must propose the specific conferences where the trainings/workshops will be conducted, define the specific topics to be covered, outline the learning objectives, describe how they will be evaluated, and explain how they will be marketed to the field at large.
- A practical, user-friendly written document/brief that will be distributed widely to the field. This resource must highlight the policy and practices changes made by the micro-grantees that enhance the safety of vulnerable populations in confinement settings and provide guidance to other agencies across the nation that are interested in using the lessons learned under this program to successfully address the challenges they face regarding protecting people who are incarcerated from abuse and harassment.

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

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.

[Memoranda of Understanding \(MOUs\) and Other Supportive Documents \(if applicable\)](#)

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

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

[Work Product Examples](#)

Attach two or three examples of relevant products the organization has produced that demonstrate understanding of this program's deliverables, exemplify high-quality product, and show the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TTA final report with recommendations, infographics, etc.). Applicants will submit the examples by uploading the document as an attachment in JustGrants.

[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 (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): 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 (5%): 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's 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, 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

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

BJA will require the award recipient to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award. A list of performance measure questions for this program can be found at:

<https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers>.

Application Checklist

BJA FY24 Enhancing Correctional Practices to Protect Vulnerable People

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)
- 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/financialguidedo/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 \$2,500,000.

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 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*
- List of proposed subcontracts and subrecipients in Appendix A.* Note: This does **not** include subrecipients to be selected through the competitive microgrant process required under this solicitation.
- 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

- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- Work product examples

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. For this solicitation, the basic minimum requirements include a list of proposed subcontracts and subrecipients in the application’s Appendix A. This does not include subrecipients to be selected through the competitive microgrant process defined in this solicitation.***

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.