

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



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## FY 2022 BJA Matthew Shepard and James Byrd Jr. Hate Crimes Program

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding to conduct outreach and offer training on identifying hate crimes, as well as investigate and prosecute hate crimes. This program furthers the DOJ's mission by supporting state, local, and tribal efforts to ensure public safety by increasing the reporting, investigation, and prosecution of hate crimes and ensuring fair and impartial administration of justice for all Americans.

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

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

#### Other

- State, local, and tribal law enforcement and prosecution agencies. Tribal law enforcement and prosecution agencies must be from federally recognized American Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior).
- Applicants can partner with other agencies and nonprofit organizations with expertise to support outreach, education, investigation, and prosecution of hate crimes.

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands. To ensure a comprehensive approach, applicants must outline their plan to collaborate with key partners. It can include existing strategies or partnerships with other agencies and nonprofit organizations with expertise to implement a comprehensive program including outreach, education, investigation, and prosecution of hate crimes.

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

requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

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

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

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

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

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

## Submission Information

Applications will be submitted to DOJ in two steps:

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

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

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The Matthew Shepard and James Byrd, Jr. Hate Crimes Program supports efforts by state, local, and tribal law enforcement and prosecution agencies and their partners in conducting outreach, educating practitioners and the public, enhancing victim reporting tools, and investigating and prosecuting hate crimes committed on the basis of a victim's perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

### Statutory Authority

Any awards under this solicitation would be made under the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103).

### Specific Information

The Matthew Shepard and James Byrd, Jr. Hate Crimes Program (Shepard/Byrd Hate Crimes Program) supports state, local, and tribal law enforcement and prosecution agencies in their outreach to and education of the public, victims, and their staff and partners on hate crimes. This program also supports the investigation and prosecution of hate crimes. Hate crimes (sometimes called bias-motivated crimes) are criminal offenses motivated by some form of bias toward a victim on the basis of their perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

In response to the increase in hate crimes, particularly involving Asian Americans, BJA is seeking applications that employ a comprehensive approach to prevent and address hate crimes, including outreach to and education of the public and victims, education of law enforcement and prosecution staff and partners, response to hate incidents and crimes, and the investigation and prosecution of these hate crimes. Funding can also be used to address serial violent hate crime perpetrators (having or suspected of having committed more than one violent hate crime).

According to the U.S. Bureau of Justice Statistics' (BJS) [National Crime Victimization Survey \(NCVS\)](#):

- In 2019, there was 1 violent hate crime victimization per 1,000 persons age 12 or older.
- During the 5-year aggregate period of 2015–2019, nearly 90 percent of all hate crimes captured by NCVS were violent crimes, while 10 percent were property crimes.
- A bias against the victim's race, ethnicity, or national origin was the most common motivation for nonfatal violent hate crimes during 2015–2019.

The [Federal Bureau of Investigation](#) reported the following hate crimes in calendar year 2020:

There were 8,052 single-bias incidents involving 11,126 victims. A percent distribution of victims by bias type shows that 61.8 percent of victims were targeted because of a bias based on race/ethnicity/ancestry; 20.0 percent were victimized because of a bias based on sexual orientation; 13.3 percent were targeted because of a bias based on religion; 2.7 percent were targeted because of a bias based on gender identity; 1.4 percent were victimized because of a bias based on disability; and 0.7 percent were victimized because of a bias based on gender.

Of the 11,129 hate crime offenses reported, 69.6 percent were crimes against persons; 28.2 percent were crimes against property; and 2.2 percent were crimes against society.

Moreover, there has been a precipitous increase in hate crimes against Asian Americans. [Recent research](#) found that anti-Asian hate crimes reported to police in 16 of America's largest cities and counties rose 164 percent in the first quarter of 2021 in comparison to the first quarter of 2020. The 2021 data accounted for over 20 percent of all FBI-reported hate crimes in 2019, covering about 9 percent of the nation's population. In North America, larger cities with a higher percentage of Asian residents that also have hate crime units, victim outreach, and a lengthy history of data collection were those most likely to show higher numerical and percentage increases. Also, 2021's first-quarter increase follows a historic surge in anti-Asian hate crime that started in 2020, with anti-Asian hate crime in 16 of America's largest cities increasing 149 percent in 2020. The first spike occurred in March and April of 2020 concurrently with a rise in COVID cases and negative stereotyping of Asians related to the pandemic. In addition, in 2021 and 2022, there have been a number of attacks on houses of worship and threats against historically Black colleges and universities.

This funding is designed to assist jurisdictions in addressing hate crimes and to assist victims and communities that are facing an increase in hate crimes. The Shepard/Byrd Hate Crimes Program explores opportunities to support and encourage the establishment of partnerships between law enforcement and prosecution agencies and community-based organizations to prevent discrimination, bullying, harassment, and hate crimes, as well as expand the confidence of victims to report hate incidents and crimes.

Hate crimes can be more violent and involve greater victim injury as compared to other victimizations, yet they are substantially underreported. Victim reluctance to contact law enforcement may arise from perceptions of police bias, distrust of law enforcement or the criminal justice system, or barriers such as language or concerns about their immigration status. As law enforcement agencies use data to inform their strategies and allocation of resources, this can pose a unique challenge in addressing hate crimes. This underreporting and identification of hate crimes can also grow out of a lack of training and understanding on the part of law enforcement and prosecutors resulting in their inability to identify, report, or charge these crimes and effectively investigate or prosecute these cases.

Hate crimes have a devastating effect beyond the harm inflicted on any one victim. They reverberate through families, communities, and the entire nation as others fear that they too may be threatened, attacked, or forced from their homes because of what they look like, who they are, where they worship, who they love, or whether they have a disability. Like other crimes, the vast majority of hate crimes in the United States are investigated under state law and prosecuted by local, state, and tribal authorities.

The federal government also has an important role to play in addressing hate crimes through collaboration with state, local, and tribal partners. Eliminating hate crimes and bias-motivated violence from communities and the country is one of the Department's highest priorities. The Department's Hate Crimes Enforcement and Prevention Initiative is charged with coordinating DOJ's efforts to eradicate hate crimes, in part by facilitating training, outreach, and education to law enforcement agencies and the public at the federal, state, local, and tribal levels. This work is collaborative and includes DOJ's Civil Rights Division, the Community Relations Service, U.S. Attorneys' Offices (USAOs), the Federal Bureau of Investigation (FBI), the Office of Community Oriented Policing Services, and other agencies in the Office of Justice Programs such as the Office for Victims of Crime and the Bureau of Justice Statistics. For more information on the work of these agencies and opportunities to build on this work, see: [www.justice.gov/hatecrimes](http://www.justice.gov/hatecrimes).

Identifying, investigating, and reporting hate crimes when they occur help ensure that data is complete and accurate and allow appropriate resources to be directed toward solving and preventing hate crimes. Law enforcement and prosecutors' offices are a key part of this strategy, and through the Shepard/Byrd Hate Crimes Program can lead collaborative approaches that prevent and respond to these crimes. A comprehensive report was issued in 2020 entitled *Improving the Identification, Investigation, and Reporting of Hate Crimes: A Summary Report of the Law Enforcement Roundtable* (August 2020). The "Roundtable Report" sets forth key recommendations and action steps to combat hate crimes and can be found at: <https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-W0895>.

Applicants are encouraged to work with their federal partners to coordinate the review of case files and evidence related to potential cases and pursue these cases consistent with the Shepard/Byrd Hate Crimes Act. This should include [the relevant field office](#) of the FBI and the civil rights coordinator in their USAO [districts](#). To effectively approach this work, applicants should also develop strategies in coordination with community-based partners and state, local, and tribal agencies to form collaborative approaches or task forces that can help to address the concerns and needs of all affected parties. This includes strategies to increase trust and reporting of incidents to law enforcement, and expand outreach to and education of the public and those persons and groups disproportionately impacted by these crimes. BJA also encourages partnerships with schools, colleges, and universities in an applicant's jurisdiction as part of these strategies. OJP has several other programs that can support jurisdictions seeking to address hate crimes, including funding to prevent and address school-based violence, training on restorative justice approaches, and funding to support victims of hate crimes.

To assist law enforcement and prosecutors in pursuing these cases, BJA recently selected a team of training and technical assistance (TTA) providers to assist grantees and the field at large. BJA's overall TTA will include individualized, efficient, and consistent delivery in order to help grantees accomplish their goals by the end of the project period. BJA and the TTA partners will assess their needs and develop training, targeted technical assistance, and tools for the field. This will include ongoing coaching and dialogue, as well as support for peer-to-peer dialogue and training, knowledge diffusion products, grantee learning communities, dissemination of best practices and lessons learned, and a listserv.

As part of this application, applicants must document their plans to ensure they have a set of diverse staff, partners, and/or subject matter experts who reflect a mix of experiences and perspectives to effectively reach the communities and practitioners that they will serve.

For more information, see [Matthew Shepard and James Byrd, Jr. Hate Crimes Program, Overview, Bureau of Justice Assistance \(ojp.gov\)](#).

## Goals, Objectives, Deliverables, and Timeline

### Goals

- To comprehensively address and prevent hate crimes through increased public awareness and reporting of hate crimes and enhance law enforcement and prosecution strategies to prevent and respond to hate crimes, thereby bringing justice for hate crime victims and other stakeholders.

### Objectives

- Build strong collaboration between law enforcement and prosecution and community-based organizations — including schools, colleges, and universities — to conduct outreach to and education of persons and groups at risk for hate crimes.
- Build comprehensive approaches that expand and enhance strategies — including tools, policies, and procedures — to increase the reporting, identification, and charging of hate crimes, including victim reporting.
- Enhance the capacity of law enforcement and prosecutors to prevent and address hate crimes through education, training, and tools for the field to investigate and prosecute hate crime cases.
- Enhance collaboration between federal, state, local, and tribal law enforcement and prosecution agencies in their investigation and prosecution of hate crimes. Prepare the partners to be able to fully understand and address hate crimes through leadership and assessment of their organizational cultures.

### Deliverables

Deliverables will include:

- An inventory of potential cases and creation of an action plan during the first 6 months to build a strong and focused strategy.
- The action plan must be submitted and approved by BJA prior to implementation. BJA, the TTA providers, and the grantee will use this action plan to guide and track progress toward the project's objectives.
- Successful implementation of the action plan, resulting in the prosecution and resolution of cases, working collaboratively with BJA staff and the TTA partners.
- Enhanced partnerships with federal, state, tribal, or local organizations.
- Documentation of efforts to share lessons learned from program implementation, including a final report. This information will be publicly shared to assist the field.

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

## Evidence-Based Programs or Practices

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

## Information Regarding Potential Evaluation of Programs and Activities

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

## OJP Priority Areas

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

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

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the budget worksheet and budget narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

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

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

## Federal Award Information

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Awards, Amounts and Durations

**Anticipated Number of Awards**  
22

**Anticipated Maximum Dollar Amount of Awards**  
\$400,000.00

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

**Period of Performance Duration (Months)**  
48

**Anticipated Total Amount to be Awarded Under Solicitation**  
\$8,700,000.00



## **Continuation Funding Intent**

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

## **Availability of Funds**

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

## **Types of Awards**

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

## **Financial Management and System 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 [OJP Grant Application Resource Guide](#) for additional information.

## **Budget Information**

Applicants should outline their expenses on an annual basis consistent with the budget worksheet. The funding requested must not exceed \$100,000 per year for a total of no more than \$400,000 for a 48-month project period.

Allowable uses of funding include resources for outreach, education, reporting and identifying, and investigation and prosecution of hate crimes.

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

Applicants should budget for travel for at least two team members to attend an in-person, 2-day grantee meeting as part of their projects, and assume that the trip will be in a location that requires air travel costing at least \$500 per person. For estimates of costs for hotel and lodging, the trip should include General Services Administration (GSA) rates in Washington, D.C., which can be accessed at [Per Diem Rates | GSA](#).

## **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

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

## **Limitation on Use of Award Funds for Employee Compensation: Waiver**

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

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

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

## Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

## Eligibility Information

For eligibility information, see the solicitation cover page.

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

## Application and Submission Information

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)
- Letters of Support and Memorandums of Understanding (MOUs) from the Key Partners

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

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

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

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

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

## Standard Applicant Information (JustGrants 424 and General Agency Information)

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

## Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. The proposal abstract should clearly identify whether the proposed project focuses primarily on education and outreach, enhancing victim reporting tools, investigation of hate crimes, or prosecution of hate crimes. The applicant must also provide the following: -

- Applicant name
- Project period
- Total funds requested
- Key partners to the project

## Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

## Narrative outline/selection criteria

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

### Description of the Issue (25%)

- Describe the proposed project's jurisdictional boundaries and the history, nature, and extent of all hate crimes in this target area, including overall demographic data on the residents. Provide summary information and data on hate crime incidents and trends and any groups particularly impacted by them. Describe the challenges in the reporting, identification, and charging of potential cases, and summarize current efforts to identify, investigate, and prosecute these cases.
- Describe the challenges, including lack of resources, that the applicant faces in planning and implementing strategies to address these hate crimes. Describe the nature and extent of community members underreporting hate crimes to law enforcement. Describe the existing laws in the jurisdiction to pursue these cases. Describe any coordination with federal efforts to address these cases.
- Discuss why the applicant cannot address these issues using existing resources and why these federal funds are needed.
- Describe the nature and extent of any increase in the type or types of hate crime that the applicant's jurisdiction faces, including trends in these increases over the last 3 to 5 years which will be addressed by the proposed solution. Identify the period of time during which the relevant crime type increased. Provide data to support this. Applicants must provide evidence substantiating the claimed increase, such as statistics, research findings, or other objective evidence, as appropriate.

### Program Design (30%)

- Describe how the applicant will respond to the issue defined in the application, including the increase in the type or types of hate crime. Describe the strategies to conduct outreach and educate the public and groups or persons at risk for hate crimes. Describe the community-based partnerships to be created or enhanced with groups that will support this work and overcome barriers to reporting and identifying hate crimes and preventing future hate crimes, including schools, colleges, and universities.
- Describe the strategies to enhance reporting of hate crimes, including education and other efforts to assist staff and partners to identify hate crimes and investigative strategies to ensure that hate crimes are identified and charged as hate crimes.
- Describe the strategies to effectively investigate and prosecute hate crimes, including how the applicant will work to enhance the cooperation of witnesses and enhance success in addressing the challenges of pursuing these investigations and prosecutions. Describe the collaboration with federal, state, local, and tribal partners to implement the project design.
- Attach a timeline that outlines when activities or program milestones are to be accomplished and supports the project design outlined in this section.
- The funds requested in the budget must be clearly connected to and support the project design and be reasonable in cost. Annual expenses should not exceed \$100,000 per year for a total of no more than \$400,000 for a 48-month project period. Describe how funding to support investigation and prosecution activities are extraordinary expenses.
- If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will address issues related to racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically marginalized, underserved, and adversely affected by inequality.

### Capabilities and Competencies (30%)

- Describe the applicant's management structure and outline its ability to conduct the individual activities based on its and its staff's expertise. Identify all key partners to this project and describe their role in implementing the proposed project design. The management and organizational structure should match the staff and partners needed to accomplish the tasks outlined in the solicitation, and they should be consistent with the budget detail worksheet and the budget narrative.

- Describe how the applicant and its partners will implement the proposed design, including gathering and analyzing information, developing a plan, and implementing efforts by staff and partners to conduct outreach, train and educate stakeholders and staff, and identify, track, investigate, and prosecute these cases. Discuss any previous collaboration that occurred that will help to achieve the objectives. Explain existing partnership agreements. Describe how effective communication and coordination among the team members will be implemented throughout the program period.
- Discuss the expertise of the applicant and its partners to effectively implement the proposed program design, including outreach, education, reporting, investigation, and prosecution of these incidents. Document the plan to ensure the applicant has a set of diverse staff, partners, and/or subject matter experts who reflect a mix of experiences and perspectives to effectively reach the communities and practitioners that they will serve.
- The design should be supported by the required project timeline, position descriptions, and letters of support/MOUs.
- If the applicant is seeking priority consideration 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

#### Plan for Collecting the Data (5%)

- For each objective, identify the criteria that will determine how and if it was successfully met, as well as one or more specific measurable outcome(s) and the data sources that will be used to determine whether or not the outcome was accomplished.
- All applicants must indicate their willingness and ability to collect and report performance and outcome data through BJA's reporting tools (no personally identifiable information will be collected). Applicants are expected to report on behalf of any subawardees.
- Describe the process for measuring the project's performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program.

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

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

A list of performance measure questions for this program can be found at [Matthew Shepard and James Byrd Jr. Hate Crimes](#)

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

#### Budget (10%)

- Budgets must be complete, cost-effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) under federal law and applicable federal cost principles.

#### **Note on Project Evaluations**

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

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

The applicant will submit the Shepard/Byrd Hate Crimes Program goals, objectives, and deliverables in the JustGrants web-based form.

## **Budget and Associated Documentation**

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

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information. If the applicant is seeking priority consideration 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form must be a minimum of 30 percent of award funding.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30 percent of award funding provided to the subrecipient specifically relate to the priority consideration and described in the “Capabilities and Competencies” section of the application.

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

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

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

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

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

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

### **Disclosure of Process Related to Executive Compensation**

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

## **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Attach position descriptions for staff to be funded under this grant. Provide the curriculum vitae or résumés for current staff. If the applicant is hiring, please detail in the timeline when it anticipates the hiring process to be completed and when the new hires will commence work.

### **Tribal Authorizing Resolution**

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

### **Timeline Form**

Attach a project timeline with each project’s objective and associated activity, expected completion date, and responsible person or organization.

### **Letters of Support**

Attach relevant letters of support and/or MOUs from the project’s key partners that reflect their support, roles, and agreements about collaboration.

## Research and Evaluation Independence and Integrity Statement

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

## Disclosures and Assurances

The applicant will address the following disclosures and assurances.

### Disclosure of Lobbying Activities

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

### DOJ Certified Standard Assurances

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

### Applicant Disclosure of Duplication in Cost Items

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

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

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

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

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

## How to Apply

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

Step 2: The applicant must then submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

## Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59 pm on June 8, 2022. The **full application** must be submitted in JustGrants by 8:59 pm on June 13, 2022.

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

## Experiencing Unforeseen Technical Issues

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

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

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier (UEI), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

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

## Application Review Information

### Review Criteria

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

1. Description of the Issue (25 percent) — Evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent) — Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

### Other Review Criteria/Factors

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

## Review Process

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

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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

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

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

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

## Federal Award Administration Information

### Federal Award Notices

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

### Administrative, National Policy, and Other Legal Requirements

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

### Information Technology (IT) Security Clauses

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

### General Information about Post-Federal Award Reporting Requirements

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

**Required reports:** *Award recipients typically must submit quarterly financial reports, performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.) See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.*

## Federal Awarding Agency Contact(s)



For OJP contact(s), see the solicitation cover page.  
For contact information for Grants.gov, see the solicitation cover page.

## Other Information

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

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

### Provide Feedback to OJP

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

## Performance Measures

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

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

A list of performance measure questions for this program can be found at [Matthew Shepard and James Byrd Jr. Hate Crimes](#). BJA will require award recipients to submit performance measurement data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

## Application Checklist

### FY 2022 BJA Matthew Shepard and James Byrd Jr. Hate Crimes Program

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

What an Applicant Must Do:  
*Prior to registering in Grants.gov:*

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

*To register in Grants.gov:*

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

*To find the funding opportunity:*

- Search for the Funding Opportunity on Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))

- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

*Overview of Post-Award Legal Requirements:*

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

*Review Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of \$400,000.

*Review Eligibility Requirement:*

- State, local, and tribal law enforcement and prosecution agencies. Tribal law enforcement and prosecution agencies must be from federally recognized American Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior).

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

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

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

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

*If no Grants.gov receipt and validation, or 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](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

**Content of Application Submission: Critical Application Elements**

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Letters of Support and Memorandums of Understanding (MOUs) from the Key Partners

**Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire

(see [OJP Grant Application Resource Guide](#))

**Additional Application Components:**

- Standard Applicant Information (SF-424 information from Grants.gov)
- Curricula Vitae or Résumés
- Timeline Form
  
- Tribal Authorizing Resolution (if applicable)(see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
  
- Request and Justification for Employee Compensation; Waiver (if applicable)  
(see [OJP Grant Application Resource Guide](#))

**Disclosures and Assurances:**

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

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

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

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.