

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



**BJA FY 2022 Extreme Risk Protective Order and Firearm Crisis Intervention Training and Technical Assistance Initiative**

**Assistance Listing Number #** 16.738

**Grants.gov Opportunity Number:** O-BJA-2022-171462

**Solicitation Release Date:** November 10, 2022 8:00 AM ET

**Step 1: Application Grants.gov Deadline:** January 04, 2023 8:59 PM ET

**Step 2: Application JustGrants Deadline:** January 09, 2023 8:59 PM ET

**Overview**

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to provide training and technical assistance to support the Byrne State Crisis Intervention Program (Byrne SCIP). This program furthers DOJ’s mission by assisting state, local, and tribal efforts to prevent or reduce crime and violence and to improve the administration of the criminal and civil justice system, including adjudication processes.

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

This solicitation has three categories.

**Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00165-PROD	1 – Developing and Supporting Extreme Risk Protection Order Programs	1	\$2,000,000.00	1/1/23 12:00 AM	48
C-BJA-2022-00166-PROD	2 – Supporting State, Local, and Tribal Courts Implementing Safer Communities	1	\$1,000,000.00	1/1/23 12:00 AM	48
C-BJA-2022-00167-PROD	3 – Implementing Safer Communities Training and Technical Assistance	1	\$1,000,000.00	1/1/23 12:00 AM	48

## Eligible Applicants:

Other

### Other

- National nonprofit organizations
- For-profit (commercial) organizations (including tribal nonprofit or for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education) that have expertise and experience in managing training and technical assistance (TTA) for evidence-based criminal justice programs

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

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

## Contact Information

For 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

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

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

**Step 1:** The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

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

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

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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## Program Description

### Overview

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

On June 25, 2022, President Biden signed the Bipartisan Safer Communities Act of 2022 into law to reduce gun violence and save lives, and to make progress toward keeping guns out of dangerous hands. In signing the bill into law, the President noted that this historic act “invests in antiviolence programs that work — that work directly with the people who are most likely to commit these crimes or become victims of gun crimes.”

The law created a new state crisis intervention program designed to support extreme risk protection order programs, as well as other programs and initiatives designed to address risk factors for gun violence. An extreme risk protection order is a common-sense, effective measure to empower family members, health care providers, school officials, or law enforcement officers to petition a court to temporarily prevent a person from accessing firearms if they are found to be a danger to themselves or others (see the [Statement of Administration Policy](#), June 7, 2022). The Bipartisan Safer Communities Act requires that extreme risk protection order laws and programs are implemented fairly and within constitutional guidelines. These programs must ensure the accused has the right to an in-person hearing, the right to know opposing evidence, and the right to be represented by counsel at no expense to the government.

This solicitation seeks three training and technical assistance (TTA) providers to support grantees selected through a companion solicitation, entitled “[BJA FY 2022 Byrne State Crisis Intervention Program \(SCIP\) Formula Solicitation](#).” The companion solicitation provides funding to states and subrecipients for the creation and/or implementation of state crisis intervention court proceedings, extreme risk protection order (ERPO) programs, and related gun violence reduction programs/initiatives. These programs can include efforts to leverage the capacity and expand the scope of existing problem-solving courts such as drug courts, mental health courts, and veterans’ treatment courts to assess the risks and needs of persons with gun offenses and provide research-driven approaches to address their underlying needs to prevent further violence. In addition, this TTA program will also support recipients of the Edward Byrne Memorial Justice Assistance Grant (JAG) program, as the Bipartisan Safer Communities Act of 2022 modified the [JAG program statute](#) to include a program area for the implementation of state crisis intervention court proceedings and related programs or initiatives including, but not limited to, mental health courts, drug courts, veterans courts, and extreme risk protection order programs, and it added a reporting and evaluation component for grants awarded for crisis intervention programs or initiatives.

### Statutory Authority

Bipartisan Safer Communities Supplemental Appropriations Act, 2022 (Pub. L. No. 117-159, 136 Stat. 1313, 1339); 28 U.S.C. 530C

### Specific Information

This solicitation contains three separate categories. Applicants may apply to more than one category but must submit a separate, complete application for each.

**Category 1- Developing and Supporting Extreme Risk Protection Order Programs:** BJA is soliciting a TTA provider to assist Byrne SCIP state grantees and their subrecipients in implementing extreme risk protection order programs. To the extent practicable, the TTA provider should work to ensure that tools and resources are also made available to non-Byrne SCIP grantees who wish to work in the programmatic areas identified in the Bipartisan Safer Communities Act. The TTA provider must also work with BJA to identify and promote national best practices and model programs, including the use of validated risk assessment tools.

**Category 2 – Supporting State, Local, and Tribal Courts Implementing Safer Communities:** In Category 2, BJA seeks a TTA provider to support state, local, and tribal courts in the examination of current court capacity to screen, assess, and assign to appropriate case processing, which could include assessment for services/programming, for individuals in crisis, as well as the court capacity to meet the needs of those identified as at risk of harm to themselves or others with a firearm, including judicial and other court staff training and safety considerations.

**Category 3 – Implementing Safer Communities Training and Technical Assistance:** The purpose of this category is to seek a TTA provider that will support both Byrne SCIP and JAG grantees awarded for crisis intervention programs or initiatives in gathering sufficient information to meet the reporting requirements outlined in the Bipartisan Safer Communities Act of 2022. The TTA provider will also support Byrne SCIP and JAG grantees awarded for crisis intervention programs or initiatives in data collection and to prepare for potential participation in an evaluation on the effectiveness of the crisis intervention programs or initiatives in preventing violence and suicide. The TTA provider will also support capacity to refer Byrne SCIP and JAG grantees to other BJA programs and resources.

## Goals, Objectives, and Deliverables

### Goals

The goals of this initiative are to develop and deliver training and technical assistance that will ensure the Byrne SCIP grantees and their subrecipients can successfully create, implement, or enhance ERPO programs, state crisis intervention court proceedings, and related gun violence reduction programs/initiatives; assist Byrne SCIP and JAG grantees with collecting data elements for the statutorily required report; and prepare for potential participation in the evaluation of the program.

### Objectives

This initiative has the following objectives:

- Provide outreach, and develop and deliver model training, to the community and those engaging with at risk individuals regarding ERPO and related initiatives that will reduce gun violence and address the threat/risk of gun violence.
- Ensure Byrne SCIP grantees and subrecipients have measures in place to safeguard the constitutional rights of an individual subject to a crisis intervention program or initiative.
- Support the creation of State Firearms Crisis Intervention Program Advisory Boards.
- Provide assistance to state and local courts in screening and assessing court-involved individuals to identify those who might be in crisis and designing appropriate responses.
- Develop best practices and model firearm crisis intervention programs based on DOJ guidelines (<https://www.justice.gov/doj/reducing-gun-violence/commentary-extreme-risk-protection-order-model-legislation>), including leveraging the expertise of problem-solving courts and court capacity.
- Provide ongoing assistance to Byrne SCIP and JAG grantees and associated research partners for evaluation suitability.
- Provide ongoing support to Byrne SCIP and JAG grantees on data collection required for the statutory required report.

### Deliverables

#### **Category 1 – Developing and Supporting Extreme Risk Protection Order Programs**

1. Create a national ERPO resource center which houses resources to support implementation.
2. Develop and disseminate trainings for petitioners, judges, court personnel, defense attorneys, law enforcement, behavioral health, victim services, social service partners, and respondents. The trainings should be a combination of in-person, virtual, and peer-to-peer learning.
3. Provide support to states considering establishing ERPO initiatives by (a) compiling data for each state, (b) developing policy options, and (c) providing training and implementation support.
4. Support the Byrne SCIP grantees working on ERPO projects and crisis intervention proceedings.
5. Identify model learning sites and support peer-to-peer engagements with those sites.
6. Identify and contract with subject matter experts who can provide site assessments, presentations, and webinars that will advance grantee knowledge in key areas.
7. Collaborate with existing BJA TTA providers to leverage existing resources and expertise.
8. Host a national convening focusing on the three main stakeholder groups: (a) law enforcement and prosecutors, (b) court systems/personnel and their partner service providers, and (c) community stakeholders, especially domestic violence and suicide survivors/advocates.

9. Develop a website and online project management system.
10. Develop a toolkit with model policies, media campaign materials, and sample public service messages.

### **Category 2 – Supporting State, Local, and Tribal Courts Implementing Safer Communities**

1. Create a state and local court TTA center to assist criminal and family courts in assessing and responding to court-involved individuals who may pose a risk of harm to themselves or others with a firearm. Assistance may be expanded to additional court types in future years.
2. Create, pilot, and finalize a court self-assessment tool to help courts examine existing processes to identify which court-involved individuals may pose a risk of harm to themselves or others with a firearm, what court options are available to reduce this risk, and what additional capacity is needed within the court to more fully meet the level of need. The assessment tool should take into consideration variations in court structure, jurisdiction size, urbanicity/rurality, and the availability of community-based resources.
3. Develop a compendium of resources for courts to build their capacity to meet the needs of these individuals, including, but not limited to, problem-solving courts.
4. Develop and deliver scalable hybrid training modules for judges and court staff that includes broad training related to persons in crisis, as well as how to effectively use the assessment tool and address the findings of the assessment results.
5. Devise a plan for national dissemination of the tool and training in conjunction with courts and court administration at the state and local levels.
6. Collaborate with existing BJA TTA providers to leverage existing resources and expertise.

### **Category 3 – Implementing Safer Communities Training and Technical Assistance**

1. Conduct individual assessments for Byrne SCIP grantees and applicable JAG grantees to determine analytical gaps and needs and develop recommendations for addressing them.
2. Develop individualized TTA work plans responsive to the needs identified in the site assessments. Work plans should be presented to the site, revised as needed, and agreed to by the site. Work plans are a living document and should be revised as needed. Work plans should include checklists to help sites execute key tasks. The work plans should be presented to BJA staff and include tools such as spreadsheets or dashboards to track the execution of key tasks. *Please note that BJA may require the selected provider to submit for review and approval the proposed TTA plans, protocols, or strategies in advance of dissemination to and implementation with grantees.*
3. Make work plans available.
4. Have available BJA-approved subject matter experts who can be deployed as needed to respond to any TTA needs.
5. Anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA provider should engage in strategies like case conferencing to harness the collective knowledge of subject matter experts.
6. Support states' exploration, implementation, or enhancement of other gun violence reduction options that might be relevant to risk assessment or influence the desired gun violence reduction outcomes.
7. Provide onsite assistance when needed.
8. Develop and implement a communication strategy to ensure that Byrne SCIP grantees and applicable JAG grantees are aware of the available TTA services and have easy access to them.
9. Monitor grantees' capacity to provide data for evaluation, assess the quality of data related to key strategies and outcomes, and document baseline data availability.
10. Develop an annual report on grants awarded for crisis intervention programs to include in part measures taken by grantees to safeguard the constitutional rights of individuals subject to crisis intervention programs.

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

### **Evidence-Based Programs or Practices**

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

### **Information Regarding Potential Evaluation of Programs and Activities**

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



## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00165-PROD	1 – Developing and Supporting Extreme Risk Protection Order Programs	1	\$2,000,000.00	1/1/23 12:00 AM	48
C-BJA-2022-00166-PROD	2 – Supporting State, Local, and Tribal Courts Implementing Safer Communities	1	\$1,000,000.00	1/1/23 12:00 AM	48
C-BJA-2022-00167-PROD	3 – Implementing Safer Communities Training and Technical Assistance	1	\$1,000,000.00	1/1/23 12:00 AM	48

### Awards, Amounts and Durations

#### Period of Performance Start Date

1/1/23

#### Period of Performance Duration (Months)

48

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

\$4,000,000.00

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

### Type of Award

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for additional information.

### Financial Management and System Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

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

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

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

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

### **Costs Associated with Language Assistance (if applicable)**

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

### **Unmanned Aircraft Systems**

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

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

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

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

### **Application and Submission Information**

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

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

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)

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

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

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

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

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

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

## Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

## 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 12 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

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

### a. Description of the Issue

Describe why this project/ these proposed activities are necessary (significance/value) and/or address a need and include supporting information.

### b. Project Design and Implementation

Describe the strategy to address the needs identified in the Description of the Issue. List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timeline indicating roughly when the activities or program milestones are to be accomplished.

### c. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project. Provide examples of prior work that demonstrate this expertise and capacity.

The applicant must demonstrate that:

i. It has a process to evaluate the competency, professionalism, and effectiveness of all key personnel and trainers to be hired, contracted, or subawarded under this award, to include cultural competency.

ii. It has policies in place to safeguard, and has documented periodic training to promote, an inclusive, equitable, and trauma-informed work environment for all employees, contractors, and staff employed under this project.

iii. It has policies and quality assurance procedures in place to ensure that the project’s products, including materials, resources, and training content, reflect a fair and just criminal justice system, promote equity and access to justice and services, and are culturally appropriate for the intended audience or subject matter.

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

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 [here](#).

BJA will require award recipients 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 selected for award.

#### Note on Project Evaluations

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

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

The applicant will submit the Extreme Risk Protective Order and Firearm Crisis Intervention Training and Technical Assistance Initiative's goals, objectives, deliverables and timeline in the JustGrants web-based form. The projected fiscal year and quarter the objectives and deliverables will be completed is also entered into the form. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

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

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

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

### **Budget and Associated Documentation**

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

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

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

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

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

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

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

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

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

The applicant should submit resumes for all key personnel working on the projects as well as job descriptions of their roles in the project.

### **Timeline Form**

The applicant should submit a project timeline outlining all the timeline for when the deliverables will be met.

### **Letters of Support**

The applicant should submit letters of support from key partners and subrecipients if applicable.

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

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

### **Disclosure and Assurances**

The applicant will address the following disclosures and assurances.

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

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

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

#### **Applicant Disclosure of Duplication in Cost Items**

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

#### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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

### **How to Apply**

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

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

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at

[JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants deadline.

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

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

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by January 04, 2023 8:59 PM ET.

The **full application** must be submitted in JustGrants by January 09, 2023 8:59 PM ET.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

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

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 their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. 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; and 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

#### Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (15%) - evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (20%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### Other Review Criteria/Factors

Other important considerations for [insert PO] include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, [insert any additional programmatic review criteria that will be used to make funding decisions], and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### Review Process

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

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

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

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

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

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

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

## Federal Award Administration Information

### Federal Award Notices

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

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

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

### Information Technology (IT) Security Clauses

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

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

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

**Required reports.** Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

### Federal Awarding Agency Contact(s)

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

### Other Information

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

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

#### Provide Feedback to OJP

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

### Application Checklist

#### FY 2022 Extreme Risk Protective Order and Firearm Crisis Intervention Training and Technical Assistance Initiative

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](#).

### 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 (E-Biz POC) (see OJP Grant Application Resource Guide)

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in the OJP Grant Application Resource Guide)
- Sign up for Grants.gov email notifications (optional) (see OJP Grant Application Resource Guide)
- Read Important Notice: Applying for Grants in Grants.gov
- Read OJP policy and guidance on conference approval, planning, and reporting available at [oip.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8](https://oip.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8) (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 \$2,000,000 for Category 1, \$1,000,000 for Category 2, \$1,000,000 for Category 3.

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

- National nonprofit organizations
- For-profit (commercial) organizations (including tribal nonprofit or for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education) that have expertise and experience in managing training and technical assistance for evidence-based criminal justice programs

#### **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
- Complete Standard Applicant Information (SF-424 information from 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 validation or error notifications are received:*

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov customer support, or [support@grants.gov](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 (Required)
- Proposal Narrative (Required)
- Budget Worksheet and Budget Narrative (web-based form) (Required)

## 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:

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Timeline
- Resumes and Job Descriptions
- Letters of Support (if applicable)
- 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.

## Standard Solicitation Resources

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

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

This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

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

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

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