



BUREAU OF JUSTICE ASSISTANCE

# FY 2023 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM - LOCAL SOLICITATION WEBINAR

July 19, 2023



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

## SECTION 1

# WELCOME AND INTRODUCTION



# Presenters

- **Michelle Garcia**  
Deputy Director of Programs, BJA
- **Tarasa Napolitano**  
State Policy Advisor, BJA
- **Eulana Williams**  
Office of Audit, Assessment and Management

# Agenda

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**Welcome and Introduction to OJP and BJA**

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**Program Overview**

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**Eligibility and Application Requirements**

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**Application Resources**

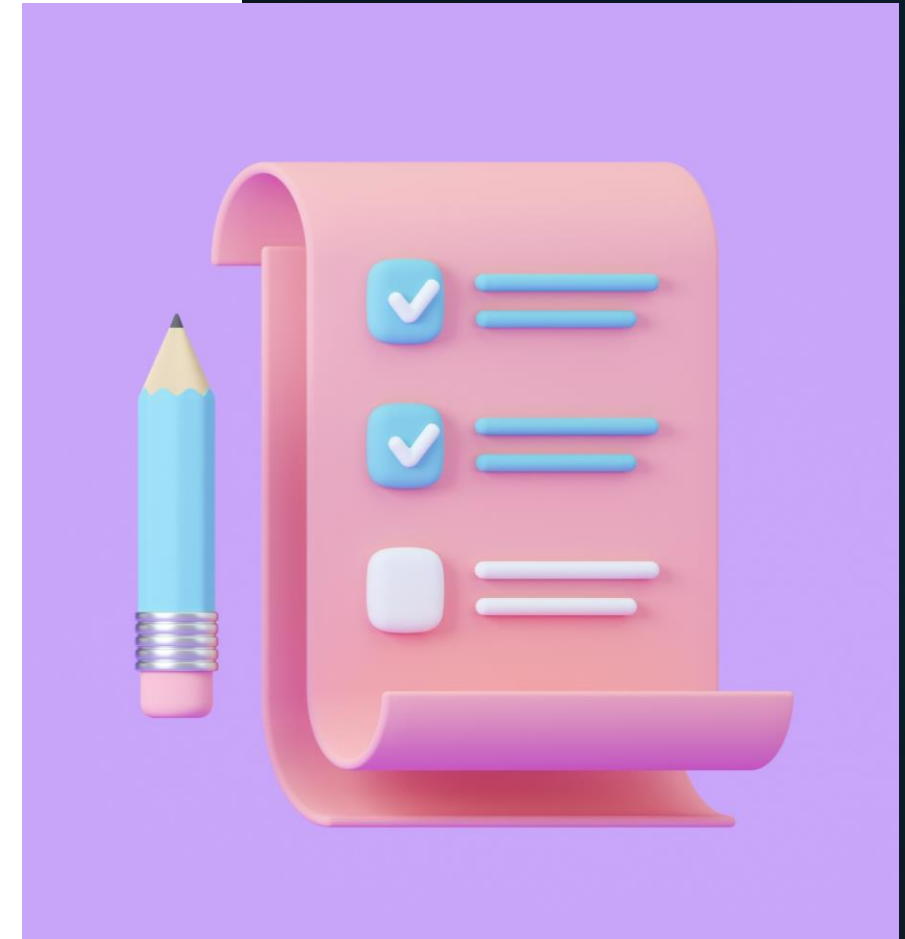
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**JustGrants Presentation**

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**Q&A**

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# What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the **Office on Violence Against Women (OVW)** and the **Office of Community Oriented Policing Services (COPS)**.

**BJA** – Bureau of Justice Assistance



**BJS** – Bureau of Justice Statistics



**NIJ** – National Institute of Justice



**OVC** – Office for Victims of Crime



**OJJDP** – Office of Juvenile Justice and Delinquency Prevention



**SMART** – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



# U.S. Department of Justice Bureau of Justice Assistance

**Mission:** BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

**Karhlton F. Moore, BJA Director**

# BJA

Bureau of Justice Assistance  
U.S. Department of Justice

<https://bja.ojp.gov/>



# How BJA Supports the Field



## Fund

Invest diverse funding streams to accomplish goals.



## Educate

Research, develop, and deliver what works.



## Equip

Create tools and products to build capacity and improve outcomes.



## Partner

Consult, connect, and convene.

## Poll Question:

Has your organization been awarded federal grants in the past?

Yes, my organization has extensive experience with federal grants.

Yes, though my organization does not currently have any federal grants.

My organization has limited experience with federal grants.

My organization is new to federal grants and looking to learn more!



## SECTION 2

# PROGRAM OVERVIEW

# General Solicitation Information

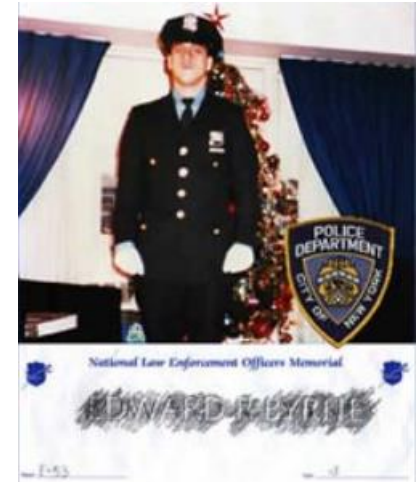
## FY 2023 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation

- Opportunity Number: O-BJA-2023-171790
- Posting Date: June 29, 2023
  
- Grants.gov Deadline: August 24, 2023, 8:59 p.m. eastern time
- Application JustGrants Deadline: August 31, 2023, 8:59 p.m. eastern time
  
- Total amount to be awarded under solicitation: 1,296 eligible applications totaling \$102,778,619.
  
- Applicants with eligible allocation amounts of less than \$25,000 will apply to Category 1 (Competition ID ##C-BJA-2023-00104-PROD), and applicants with eligible allocation amounts of \$25,000 or more will apply to Category 2 (Competition ID #C-BJA-2023-00105-PROD).

The [JAG web page](#) contains important information, including the JAG [Allocations List](#), [Fact Sheet](#), [FAQs](#) and [Technical Report](#).

# What is the Edward Byrne Memorial Justice Assistance Grant (JAG) Program?

- Named after [Edward “Eddie” R. Byrne](#), an officer in the New York City Police Department who was murdered while protecting a witness in a drug case.
- The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas.
- Eligibility changes from year to year and allocations are determined based on a unit of local government’s proportion of the state’s 3-year violent crime average.
- The JAG Program [Fact Sheet](#) provides background information and other details about the JAG program.



# JAG Program Overview

JAG is BJA's flagship grant program and the leading source of federal justice funding to state, local, and tribal jurisdictions.

Nine broad [statutory](#) program areas are included in this solicitation:

- 1) Law enforcement programs
- 2) Prosecution and court programs
- 3) Prevention and education programs
- 4) Corrections and community corrections
- 5) Drug treatment and enforcement programs
- 6) Planning, evaluation, and technology improvement
- 7) Crime victim and witness programs (non-compensation)
- 8) Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams
- 9) 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.

# BJA Areas of Emphasis



Advancing Justice System Reform Efforts



Advancing Racial Equity and Support for Underserved Communities



Preventing and Combating Hate Crimes



Crime and Violence Reduction Strategies



Community Based Violence Intervention (CVI) Approaches

# Statutory Program Areas vs. Areas of Emphasis





# Additional Uses of JAG Funds

- Support reentry projects with the goal of improving outcomes for incarcerated individuals returning to the community from prison or jail.
- Support projects related to preventing, detecting, seizing, and/or stopping the presence and use of contraband cellphones within correctional facilities. This includes the purchasing of managed access systems and other mitigation technologies (as permitted by applicable law).
- Purchase fentanyl and methamphetamine detection equipment, including handheld instruments and training for law enforcement safety, as well as opioid reversal agents.
- Purchase drug-detection canines to combat the rise of drug trafficking, including that of methamphetamines.
- Support efforts to seal and expunge criminal history information in accordance with state laws and policies.
- Support efforts to attract and retain an all-inclusive, diverse, expert, and accountable law enforcement workforce, with a focus on gender and racial diversity.
- Support virtual reality de-escalation training.
- Purchase humane remote restraint devices that enable law enforcement to restrain an uncooperative subject without inflicting pain.
- Purchase gunfire detection technology.
- Promote data sharing and sex offender monitoring.
- Any purpose indicated here: [Purposes for Which Funds Awarded under the JAG Program May Be Used.](#)





## SECTION 3

# ELIGIBILITY AND APPLICATION REQUIREMENTS



# Poll Question:

## Does your organization know how to determine JAG eligibility and allocations?

Yes, my organization has received emails and/or phone calls from BJA each year, and it checks the JAG web page each spring for eligibility information and allocations.

Yes, my organization knows to check the JAG web page each spring for eligibility information and allocations; however, my organization has not received any emails and/or phone calls from BJA regarding JAG eligibility or allocations.

No, my organization is unsure where and when JAG eligibility and allocation information is posted.

# Eligible Applicants

- Only units of local government listed on the JAG Allocations List are eligible to apply under the Local JAG solicitation.
- Units of local government include towns, townships, villages, cities, counties, boroughs, and federally recognized Indian tribal government.
- The applicant must have a Unique Entity Identifier (UEI) associated with the unit of local government that is eligible to apply.



# Examples of Eligible and Ineligible Applicants

The legal name of the applicant **must** be associated with a UEI in SAM that is eligible to apply to receive an award.

## Eligible Scenarios

- Example 1: City of X applies based on the formula allocation for City of X, and their UEI number is registered in SAM with the legal name of City of X.
- Example 2: City of X applies based on the formula allocation for City of X, and their UEI number is registered in SAM with the legal name City of X, but their SAM registration also includes a Doing Business As (DBA) for City of X Police Department.

## Ineligible Scenarios

- Example 1: City of X Police Department applies based on the formula allocation for City of X, and their UEI number is registered in SAM for City of X Police Department. City of X Police Department is not a law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes.
- Example 2: County of X Sheriff's Office applies based on the formula allocation for County of X, their UEI is registered in SAM with the legal name for County of X Sherriff's Office, and County of X Sheriff's Office is NOT established under applicable state law with authority to independently establish a budget and impose taxes.

# Disparate Jurisdictions

According to the JAG statute, a “disparity” may exist between the funding eligibility of a county and its associated municipalities. The “disparate allocation” provision creates a mechanism by which counties and cities that are part of the same geographic area may more equitably **SHARE** their Byrne JAG funds.

A memorandum of understanding (MOU) that identifies the fiscal agent and the distribution of funds must be signed by the authorized representative for each disparate jurisdiction and submitted to BJA before funds can be accessed. If one cannot be submitted at the time of application, a withholding special condition will be placed on the award. A sample MOU is available.

Three types of disparity might exist. Each type is explained in detail in the JAG Technical Report.

Disparate units of local government are listed in shaded groups, in alphabetic order by county, as listed in the JAG Allocations List.

A disparate applicant must select a fiscal agent that will be the applicant on behalf of the group.

The fiscal agent makes **subawards** to units of local government receiving funds as part of the MOU.

# Local Allocations Example: Maryland

Disparate Jurisdictions

Direct Allocations

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
MD	ALLEGANY COUNTY	County	*	
MD	CUMBERLAND CITY	Municipal	\$14,138	\$14,138
MD	CECIL COUNTY	County	*	
MD	ELKTON CITY	Municipal	\$16,204	\$16,204
MD	DORCHESTER COUNTY	County	*	
MD	CAMBRIDGE CITY	Municipal	\$14,170	\$14,170
MD	FREDERICK COUNTY	County	\$16,559	
MD	FREDERICK CITY	Municipal	\$26,856	\$43,415
MD	WICOMICO COUNTY	County	*	
MD	SALISBURY CITY	Municipal	\$28,148	\$28,148
MD	WORCESTER COUNTY	County	*	
MD	OCEAN CITY CITY	Municipal	\$10,975	\$10,975
MD	ABERDEEN CITY	Municipal	\$11,071	
MD	ANNAPOLIS CITY	Municipal	\$23,209	
MD	ANNE ARUNDEL COUNTY	County	\$160,297	
MD	BALTIMORE CITY	Municipal	\$1,019,982	
MD	BALTIMORE COUNTY	County	\$389,413	
MD	CARROLL COUNTY	County	\$10,620	
MD	CHARLES COUNTY	County	\$53,067	
MD	GREENBELT CITY	Municipal	\$11,879	
MD	HAGERSTOWN CITY	Municipal	\$23,757	
MD	HARFORD COUNTY	County	\$27,598	
MD	HOWARD COUNTY	County	\$49,709	
MD	LAUREL CITY	Municipal	\$11,104	
MD	MONTGOMERY COUNTY	County	\$148,548	
MD	PRINCE GEORGES COUNTY	County	\$227,179	
MD	ST MARYS COUNTY	County	\$21,369	
MD	WASHINGTON COUNTY	County	\$21,982	
Local total			\$2,337,834	

Individual Disparate Allocations

Joint Disparate Allocation

## Information for Units of Local Government NOT Appearing on the JAG Allocations List

JAG awards are based on a statutory formula that is fully described in the JAG Technical Report.

BJA makes direct awards only to units of local government that are eligible to receive an award of \$10,000 or more based on the statutory formula.

Funds for jurisdictions that are not eligible for direct awards of \$10,000 or more are added to the amount that is awarded to the state under the State JAG Solicitation.

Local jurisdictions not appearing on the JAG Allocations List can contact their JAG State Administering Agency (SAA) to discuss funding opportunities for local jurisdictions under State JAG: <https://www.ojp.gov/funding/state-administering-agencies/overview>.



# Application Requirements

**Submitted in Grants.gov**



Lobbying Disclosure (SF LLL) and SF 424



Proposal Abstract



Proposal Narrative



[Budget Worksheet and Narrative](#)



[Financial Management and System of Internal Controls Questionnaire](#)



[Chief Executive Certification](#)



[Memorandum of Understanding \(if applicable\)](#)



[Body-Worn Camera Policy Certification \(if applicable\)](#)



[Body Armor Certification \(if applicable\)](#)

**Submitted in JustGrants**



# Disclosure of Lobbying Activities (SF-LLL)

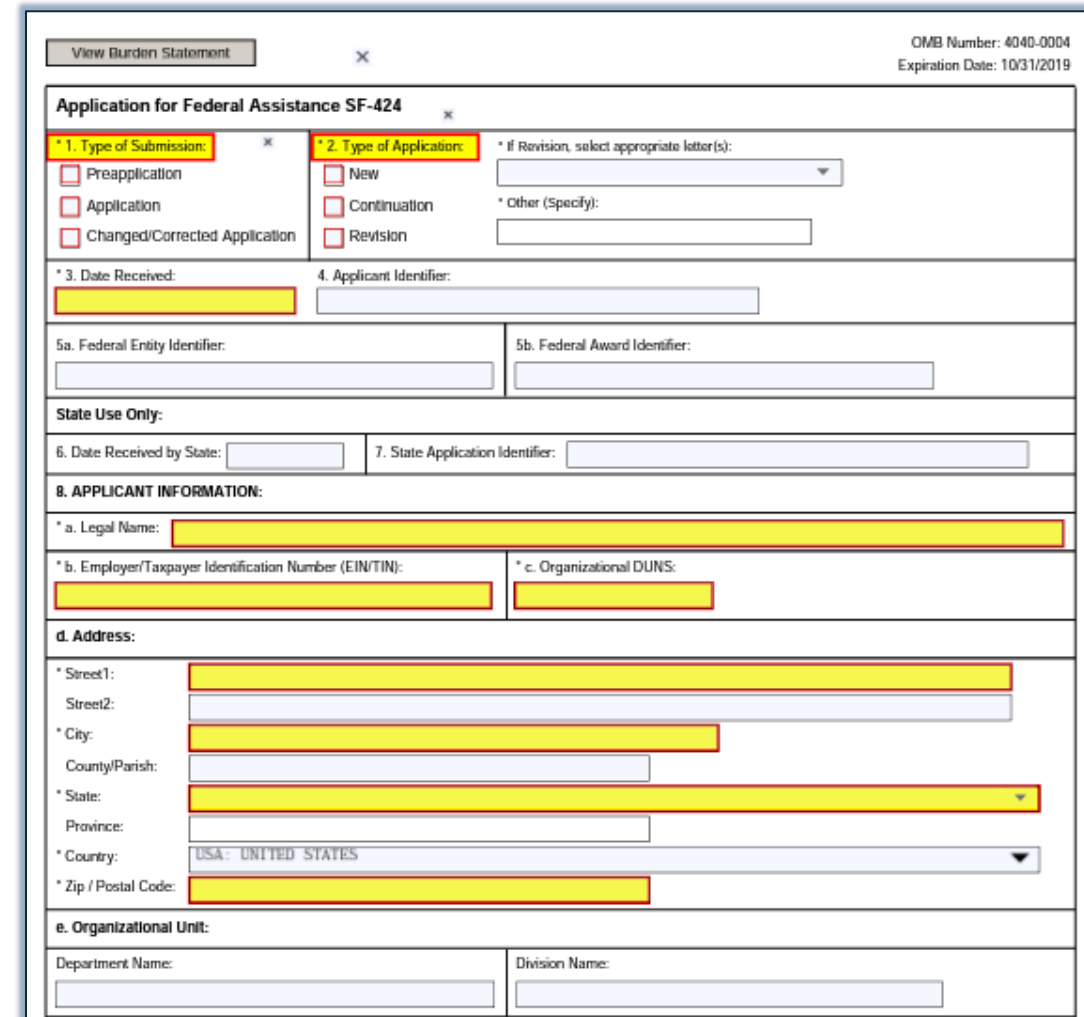
DISCLOSURE OF LOBBYING ACTIVITIES		Approved by OMB 0348-0046
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)		
<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier <input type="text"/> , if known: <input type="text"/> <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> <input type="text"/> <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b> <input type="text"/>	<b>7. Federal Program Name/Description:</b> <input type="text"/> CFDA Number, if applicable: <input type="text"/>	
<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>	
<b>10. a. Name and Address of Lobbying Registrant</b> <i>(if individual, last name, first name, MI):</i> <input type="text"/>	<b>b. Individuals Performing Services</b> <i>(including address if different from No. 10a)</i> <i>(last name, first name, MI):</i> <input type="text"/>	
<b>11.</b> Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the user above when this transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.	Signature: <input type="text"/> Print Name: <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text"/>	
<b>Federal Use Only:</b>	Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)	

- Complete and submit the SF-LLL in Grants.gov.
- Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants.
- Note: An applicant that does not expend any funds for such lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").
- See [OJP Grant Application Resource Guide](#).



# Application for Federal Assistance (SF-424)

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



View Burden Statement x OMB Number: 4040-0004 Expiration Date: 10/31/2019

**Application for Federal Assistance SF-424** x

\* 1. Type of Submission:  Preapplication  Application  Changed/Corrected Application

\* 2. Type of Application:  New  Continuation  Revision

\* If Revision, select appropriate letter(s):

\* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**B. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

**d. Address:**

\* Street 1:

Street 2:

\* City:

County/Parish:

\* State:

Province:

\* Country: USA: UNITED STATES

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

# Proposal Abstract

NEW!

- Completed in JustGrants web-based form.
- **Briefly** describes the intended use of JAG funds.
- No more than 100 words.
- Written in paragraph form without bullets or tables, in third person, and excluding personally identifiable information.

## JAG Abstract Example

- The city of \_\_\_\_\_ will use JAG funds for overtime for increased patrols to bolster the security of at-risk nonprofit organizations such as synagogues, churches, mosques, and other places of worship.
- The county of \_\_\_\_\_ will use JAG funds to hire credible messengers as part of a community-based violence intervention initiative.

## Disparate JAG Abstract Example

- The disparate jurisdictions of \_\_\_\_\_ and \_\_\_\_\_ will use JAG funds for technology improvements and equipment. Specifically, the county of \_\_\_\_\_ will use JAG funds to replace its records management system in order to transition to NIBRS, and the city of \_\_\_\_\_ will use JAG funds to purchase body-worn cameras to promote public trust, accountability, and transparency.

# Proposal Narrative

- Double-spaced
- Use a standard 12-point font and have no less than 1-inch margins
- Not exceed 10 numbered pages

## Category 1

- The proposal narrative for Category 1 applications must include a description of the project(s), including subawards if applicable, to be funded with JAG funds over the 2-year grant period.

## Category 2

- Description of the Issue
- Project Design and Implementation
- Capabilities and Competencies
- Plan for Collecting the Data Required for This Solicitation's Performance Measures

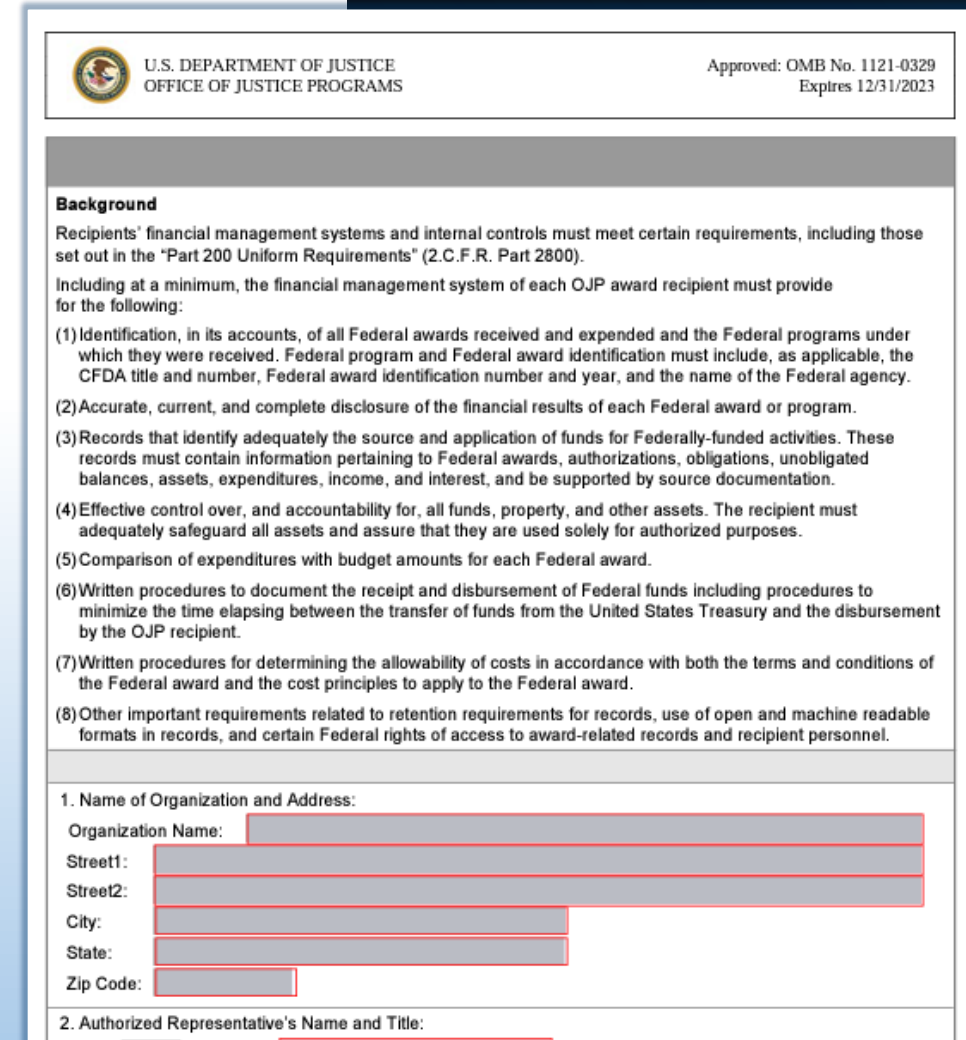
# Budget Worksheet and Narrative

- Complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants.
- Standard format for the budget attachment is available at: <https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet>.
- The budget narrative and budget worksheet (attachment) is a **critical element**, and applicants will be unable to successfully apply in JustGrants unless an attachment is uploaded in this section.
- If an applicant does not have a budget to submit at the time of application, an attachment must be uploaded noting as such, and BJA will add the appropriate special condition withholding funds for budget documentation.
- See [OJP Grant Application Resource Guide](#).



# Financial Management Questionnaire

- The applicant must download the [Financial Management and System of Internal Controls Questionnaire](#), complete it, and upload it as an attachment in JustGrants.
- The questionnaire helps OJP assess the financial management and internal control systems, as well as the associated potential risks of an applicant as part of the pre-award risk assessment process.
- **This is a critical element.** Applicants will be unable to successfully apply in JustGrants unless the questionnaire is completed and attached.
- See the [OJP Grant Application Resource Guide](#).



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Approved: OMB No. 1121-0329  
Expires 12/31/2023

**Background**  
Recipients' financial management systems and internal controls must meet certain requirements, including those set out in the "Part 200 Uniform Requirements" (2.C.F.R. Part 2800).  
Including at a minimum, the financial management system of each OJP award recipient must provide for the following:

- (1) Identification, in its accounts, of all Federal awards received and expended and the Federal programs under which they were received. Federal program and Federal award identification must include, as applicable, the CFDA title and number, Federal award identification number and year, and the name of the Federal agency.
- (2) Accurate, current, and complete disclosure of the financial results of each Federal award or program.
- (3) Records that identify adequately the source and application of funds for Federally-funded activities. These records must contain information pertaining to Federal awards, authorizations, obligations, unobligated balances, assets, expenditures, income, and interest, and be supported by source documentation.
- (4) Effective control over, and accountability for, all funds, property, and other assets. The recipient must adequately safeguard all assets and assure that they are used solely for authorized purposes.
- (5) Comparison of expenditures with budget amounts for each Federal award.
- (6) Written procedures to document the receipt and disbursement of Federal funds including procedures to minimize the time elapsing between the transfer of funds from the United States Treasury and the disbursement by the OJP recipient.
- (7) Written procedures for determining the allowability of costs in accordance with both the terms and conditions of the Federal award and the cost principles to apply to the Federal award.
- (8) Other important requirements related to retention requirements for records, use of open and machine readable formats in records, and certain Federal rights of access to award-related records and recipient personnel.

1. Name of Organization and Address:

Organization Name:

Street1:

Street2:

City:

State:

Zip Code:

2. Authorized Representative's Name and Title:



U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

Edward Byrne Memorial Justice Assistance Grant Program FY 2023 Local Solicitation

**Certifications and Assurances by the Chief Executive of the Applicant Government**

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2023 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds, but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.

\_\_\_\_\_  
Signature of Chief Executive of the Applicant Unit of  
Local Government

\_\_\_\_\_  
Printed Name of Chief Executive

\_\_\_\_\_  
Name of Applicant Unit of Local Government

\_\_\_\_\_  
Date of Certification

\_\_\_\_\_  
Title of Chief Executive

# Chief Executive Certification

- A JAG application is not complete, and a unit of local government may not access award funds, unless the chief executive of the applicant unit of local government properly executes, and submits, the [Certifications and Assurances by the Chief Executive of the Applicant Government](#).
- Typically, the chief executive is the highest elected official of the jurisdiction (e.g., governor, mayor, or county board chair). This chief executive may not delegate signature authority to another person under any circumstances.
- This certification includes the governing body and public comment requirements.
- For disparate groups, the certification must be submitted by the applicant/fiscal agent.
- If the applicant is unable to submit this at the time of application, a locality can still apply for JAG funding. The award will be made with a withholding special condition for the [Certifications and Assurances by the Chief Executive of the Applicant Government](#) form.



# Governing Body and Public Comment Requirements

## Governing Body Requirement

A JAG application must be made available for review by the governing body of the applicant jurisdiction, or to an organization designated by that governing body, at least 30 days prior to that application being submitted.

## Public Comment Requirement

A JAG application must be made available for public comment by citizens and neighborhood- and community-based organizations to the extent applicable law or established procedures make such opportunity available.

- Grantees will attest to these facts via the submission of a properly completed [Certifications and Assurances by the Chief Executive of the Applicant Government](#).
- A locality can still apply for JAG funding even if the governing body review and public comment requirements have not yet been satisfied; however, it will not be able to submit a properly completed certification with its application.
- The award will be made with a withholding special condition for the certification, which a grantee must submit to BJA post-award when all the requirements attested to in this form are met.



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# Memorandum of Understanding (if applicable)

- For disparate jurisdictions, an MOU that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by the authorized representative for each eligible jurisdiction.
- OJP will not deny an application for an FY 2023 award if the recipient does not submit a properly executed MOU by the application deadline, but the award recipient will not be able to access award funds (and its award will include a condition that withholds funds) until it submits the properly executed MOU.
- A [sample MOU](#) is available.



# Body-Worn Camera Policy Certification (if applicable)

- A JAG award recipient that proposes to use funds to purchase body-worn camera (BWC) equipment or implement or enhance BWC programs must certify that policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training: [Body-Worn Camera Policy Certification](#).
- Funds will be withheld until the required certification is submitted, and an award condition modification is processed to remove the withholding of funds.
- Subrecipients submit certifications to the prime recipient, who must maintain the subrecipient certifications and make the certifications available to BJA upon request.
- Note: JAG funds may not be used to satisfy any portion of the cost sharing/match requirement under the BJA Body-Worn Camera Policy and Implementation Program competitive grant program.

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

**Body-Worn Camera Policy Certification**

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Body-Worn Camera (BWC) purchases" in the program announcement for the grant program identified above. I certify that our agency has developed or reviewed and updated our agency BWC policy. BWC Policy and practices at minimum must reinforce appropriate agency Use of Force policies and training and address technology usage, evidence acquisition, data storage and retention, as well as privacy issues, accountability and discipline.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Programs (OJP) grants, including certifications provided in connection with such grants, are subject to review by the OJP and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the OJP).

Fiscal Year of JAG Award:

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Full Name of Applicant Entity

Date



The [BJA BWC Toolkit](#) provides model BWC policies and best practices to assist departments in implementing BWC programs.



# Body Armor Mandatory Wear Policy Certification (if applicable)

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

**Body Armor Mandatory Wear Policy Certification**

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Body Armor Certification" in the program announcement for the grant program identified above. I certify that our agency currently has a written "mandatory wear" policy in effect.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

Fiscal Year of JAG Award:

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Full Name of Applicant Entity

Date

- JAG recipients that propose to use FY 2023 award funds to purchase body armor, including carriers and body armor plates, must provide a [Body Armor Mandatory Wear Policy Certification](#). This requirement mirrors BJA's Patrick Leahy Bulletproof Vest Partnership (BVP) Grant Program requirements.
- There are no requirements regarding the nature of the mandatory policy other than it specify when mandatory wear is required for uniformed officers on duty.
- Subrecipients submit certifications to the prime recipient, who must maintain the subrecipient certifications and make the certifications available to BJA upon request.
- Additional guidance regarding the mandatory wear requirement can be found in the [BVP FAQs](#) and the [BVP Mandatory Wear FAQs](#).
- Law enforcement agency administrators and jurisdiction CEOs can obtain a Body Armor Model Policy and Issues Paper (developed by the International Association of Chiefs of Police) by contacting the BVP Help Desk at 1-877-758-3787 or by email at [vests@usdoj.gov](mailto:vests@usdoj.gov).
- Note: JAG funds may not be used to satisfy any portion of the cost sharing/match requirement under the BVP program, and pursuant to the BVP Program statute, receipt of JAG funding by a unit of local government may impact its eligibility for funding under the BVP program in the same fiscal year, unless it is a qualifying unit of local government with fewer than 100,000 residents.

# Other Requirements

- **Trust Fund:** Funds can be drawn down in advance; however, in order to do so, a trust fund must be established in which to deposit the funds. The trust fund account must be interest-bearing unless a [2 CFR 200 exception](#) applies.
- **Entry of Records into State Repositories:** Recipients that use JAG funds for activities that generate court dispositions or other records relevant to the National Instant Background Check System (NICS) must have a system in place to ensure that all such NICS-relevant dispositions or records are made available in a timely fashion.



# Other Requirements - Emergency Risk Protection Order Programs

JAG funded Emergency Risk Protection Order programs must include the following, at a minimum:

1. Pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the fifth and fourteenth amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses;
2. The right to be represented by counsel at no expense to the government.
3. Pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State's evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the 5th and 14th amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation.
4. Penalties for abuse of the program.

**NEW!**



# Other Requirements - DNA

- **DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database**
  - If JAG Program funds are to be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), the national DNA database operated by the FBI, by a government DNA lab with access to CODIS.
  - No profiles generated with JAG funding may be entered into any other nongovernmental DNA database without prior written approval from BJA (exceptions include forensic genealogy).
- **Forensic Genetic Genealogy**
  - Award recipients utilizing JAG funds for forensic genealogy testing must adhere to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching.
- **Rapid DNA**
  - JAG funds may be used to support Rapid DNA projects that meet the requirements for participation in Rapid DNA, including those involving the purchase of Rapid DNA instruments that have been approved for use by the FBI for use in the booking environment (see the National Rapid DNA Booking Operational Procedures Manual).
  - **JAG funds may not be used for Rapid DNA testing of evidentiary material** (e.g., crime scene samples, sexual assault kits) because the FBI has not authorized results of this testing for upload to CODIS.

# Limitations on the Use of JAG Funds

**Administrative Costs:** Administrative costs, including any indirect costs, are limited to 10 percent of the total award amount per statute. These costs must be tracked and reported separately for each JAG award.

**Supplanting:** JAG funds may not be used to supplant state or local funds, but they must be used to increase the amount of such funds that would, in the absence of federal funds, be made available.

**Matching Funds:** Absent specific federal statutory authority to do so, JAG award funds may not be used as a match for other federal awards.

# Prohibited and Controlled Equipment Requirements

NEW!

The [JAG Prohibited and Controlled Equipment Guidance for Awards Made During or After \(Federal\) Fiscal Year 2023](#) provides lists, details, definitions, and procedures for prohibited and controlled expenditures and equipment under the BJA JAG Program for awards made during or after FY 2023, consistent with both [Executive Order 14074](#) and [34 U.S.C. § 10152](#).

Note: 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 remains unallowable.



# JAG Prohibited and Controlled Equipment Categories

Not eligible for waiver/prior approval.

Category A – Strictly Prohibited

Eligible for waiver/prior approval.

Requests must be submitted post-award via Grant Award Modification (GAM).

Equipment cannot be purchased/transferred absent specific prior approval via GAM.

Category B – Statutorily Prohibited without Waiver

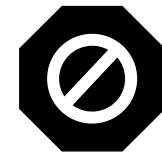
Category C – Statutorily Prohibited without Waiver and Controlled Consistent with E.O. 14074

Category D – Controlled Consistent with E.O. 14074



# Strictly Prohibited Equipment (Category A)

- Any direct or indirect use of Byrne JAG award funds to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.
- Firearms of .50 or greater caliber.
- Ammunition of .50 or greater caliber.
- Firearm silencers, as defined in 18 U.S.C. 921(a)(24).
- Bayonets.
- Grenades (including stun and flash-bang).
- Grenade launchers (including launchers for stun and flash-bang).
- Explosives (except for explosives and percussion actuated non-electric disruptors used for accredited bomb squads and explosive detection canine training).
- Any vehicles that do not have a commercial application, including all tracked and armored vehicles, unless the law enforcement agency certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV)
- Weapons systems covered by DOD Directive 3000.09 of November 21, 2012, as amended (Autonomy in Weapon Systems).
- Weaponized aircraft, vessels, and vehicles of any kind.
- Aircraft that are combat-configured or combat-coded, have no established commercial flight application, or have no application for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- Long-range acoustic devices that do not have a commercial application.
- Camouflage Uniforms (digital pattern). Woodland and desert patterns are allowable based on operational needs. Camouflage may not be worn in urban or populous areas.



# Category B – Statutorily Prohibited without Waiver

Prohibited without waiver. Must demonstrate that extraordinary and exigent circumstances exist that make the use of JAG award funds to provide such matters essential to the maintenance of public safety and good order.

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).\* (See Category C.)
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar matter

\*Police cruisers, police boats, and police helicopters are defined in the [JAG Prohibited and Controlled Equipment Guidance for Awards Made During or After \(Federal\) Fiscal Year 2023](#).

# Category C – Statutorily Prohibited without Waiver and Controlled Consistent with E.O. 14074

- Command and/or Control Vehicles (any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident). Command and control vehicles are similar to recreational vehicles and can accommodate multiple people at multiple workstations in the command center. This category is not intended for other types of vehicles that could serve as a command and control center, including sport utility vehicles (SUVs).
- Tactical Vehicles, wheeled (a vehicle purpose-built to operate on- and off-road in support of military operations, such as a HMMWV ("Humvee"), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached). This excludes commercially available vehicles not tactical in nature, such as pickup trucks or SUVs being used in the ordinary course by police forces in the United States for patrol activities.
- Wheeled armored vehicles.
- Manned aircraft, fixed and/or rotary wing. This excludes police helicopters; however, police helicopters are subject to the requirements of Category D.

## Category D – Controlled consistent with E.O. 14074

- Police helicopters.
- Specialized firearms and ammunition under .50 caliber. This excludes service-issued handguns, rifles, or shotguns that are issued or approved by the agency to be used during the course of regularly assigned duties.
- Explosives and pyrotechnics.

# Reporting

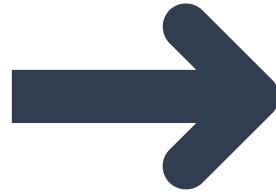
The performance measures for JAG can be found at <https://bjapmt.ojp.gov/help/jagdocs.html>.

MEASURE	REPORTING PERIOD	DUE DATE
<b>Performance Measurement Tool (PMT)</b>	<b>10/1–12/31</b> <b>1/1–3/31</b> <b>4/1–6/30</b> <b>7/1–9/30</b>	<b>Due 30 days after the end of the reporting period</b>
<b>JustGrants – SF425 Federal Financial Report (FFR)</b>	<b>10/1–12/31</b> <b>1/1–3/31</b> <b>4/1–6/30</b> <b>7/1–9/30</b>	<b>Due 30 days after the end of the reporting period</b>
<b>JustGrants Progress Reports (PMT upload to JG)</b>	<b>Category 1 – Annual (1/1–12/31)</b> <b>Category 2 – Semi-annual (1/1–6/30 and 7/1–12/31)</b>	<b>Due 30 days after the end of the reporting period</b> <b>*Report #1 typically covers 15 months (10/1–12/31)</b>

# PMT Performance Reporting

**Step 1:** Grantee logs in to the PMT system.

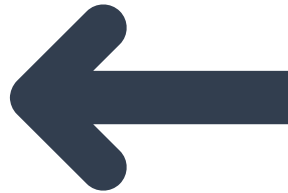
**Note:** The PMT system is a separate and independent system from the JustGrants system



**Step 2:** Grantee completes the JAG PMT Report on a quarterly basis in the PMT.



**Step 3:** On a semi-annual basis or annual basis, grantee reports on the goals and objectives and generates a PDF of the PMT report for submission into the JustGrants system.



**Step 4:** Grantee uploads and submits a PMT report (via PDF) in the JustGrants system.

**Step 5:** BJA Programs reviews the PMT report and requests revisions if necessary.



Grantees should ensure the correct PMT report is submitted for the appropriate reporting period.

# JAG Resources

[JAG Web Page](#)

[JAG Statute](#)

[FY 2023 JAG Allocations List](#)

[JAG Frequently Asked Questions](#)

[JAG Prohibited and Controlled Equipment Guidance](#)

[FY 2023 Chief Executive Certification](#)

[JustGrants and Training](#)

[JAG Technical Report](#)

[JAG Fact Sheet](#)

[DOJ Grants Financial Guide](#)

[OJP Grant Application Resource Guide](#)

[BJA Staff Contact list](#) for local JAG grants with award amounts of less than \$25,000.

[BJA Staff Contact List](#) for state and local JAG grants with award amounts of \$25,000 or more.



# Before You 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.

# Two-Step Application Process

Applications will be submitted in a two-step process, each with its own deadline:

- Step 1 (Grants.gov)
  - 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>. 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.
    - Grants.gov deadline: August 23, 2023 (8:59 p.m. ET)
- Step 2 (JustGrants)
  - Applicants submit the full application, including attachments, at <https://justicegrants.usdoj.gov/>.
    - JustGrants deadline: August 30, 2023 (8:59 p.m. ET)

# Additional Information for How to Apply

- OJP Grant Application Resource Guide:  
<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#apply>
- The DOJ Application Submission Checklist:  
[appln-submission-checklist.pdf \(usdoj.gov\)](#)
- JustGrants Support:  
[Training and “Application Mechanics: Submitting An Application Video”](#)

## SECTION 4

# APPLICATION RESOURCES

# Quick Reference: Important Contacts



For technical assistance submitting the SF-424 and SF-LLL into Grants.Gov, **call:** 800–518–4726 or 606–545–5035, 24 hours a day, or **email:** [support@grants.gov](mailto:support@grants.gov).



For technical assistance submitting the **full application** into JustGrants, **call:** 833–872–5175, 7–9 ET, Monday–Friday, and 9–5 ET, weekends and holidays, or **email:** [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov).



For technical assistance with the programmatic requirements, **call the OJP Response Center:** 800–851–3420, 10–6 ET, Monday–Friday, or **email:** [grants@ncjrs.gov](mailto:grants@ncjrs.gov).

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  - [JusticeGrants Update e-newsletter](#) for the latest information and updates on JustGrants, DOJ's grants management system
  - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
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# BJA FY 23 Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation Webinar

July 19, 2023



# Agenda

Onboarding and  
Entity Roles

SAM.gov and UEI

Pre-Application  
Submission

Questions

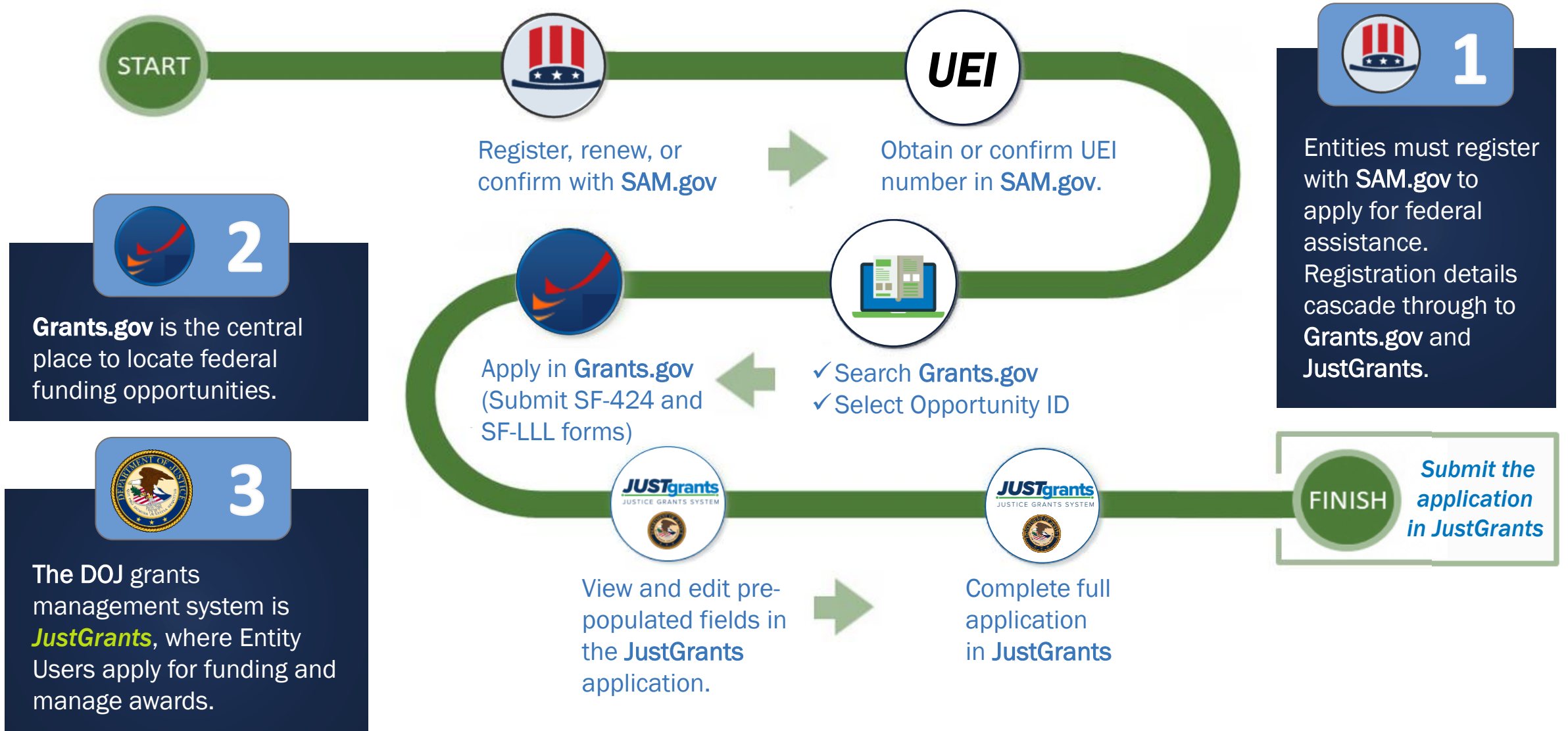
JustGrants Resources



The background is a vibrant blue gradient with intricate, wavy, concentric patterns that resemble ripples in water or a topographical map. Scattered throughout are numerous small, light blue diamond shapes, some of which are slightly blurred, creating a sense of depth and movement. A bright, glowing light source is visible in the upper left corner, casting a soft glow across the scene.

# Onboarding

# Onboarding: SAM.gov to Grants.gov to *JustGrants*



Section: Onboarding

# Entity Roles





# What is an Entity?



The term **entity** refers to applicants and award recipients. An entity has unique identifiers such as: legal name, doing business as (DBA) name, and one or more numeric or alphanumeric identifiers. In JustGrants, there are two distinct types of entities: **Organizations** and **Individuals**.



Most entities in JustGrants are considered **organizational entities**. There are many types of organizational entities, including but not limited to: nonprofits, American Indian tribes, state or local governments, and institutions of higher education. Organizational entities must register and maintain an **active** registration status in SAM.gov in order to access federal funding. The SAM.gov **Unique Entity Identifier (UEI)** is considered the primary alphanumeric identifier for organizational entities in JustGrants.



An **individual entity** is a person, not an organization, applying for grant funding. Typically, an individual entity applies for a **fellowship grant program**.

Individual entities do **not** need to register in SAM.gov. Instead, individual entities should use their **Internal Revenue Service (IRS) Federal Tax ID EIN/Tax Identifier Number (TIN)** as their unique alphanumeric identifier.

For security purposes, JustGrants recommends not using a Social Security number (SSN) as the unique identifier.



# JustGrants Roles

There are six roles  
for applicants and  
awardees

## ENTITY ADMINISTRATOR



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.

## APPLICATION SUBMITTER



Completes and submits applications on behalf of an Entity, including Entity Assurances and Certifications.

## AUTHORIZED REPRESENTATIVE



Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.



## GRANT AWARD ADMINISTRATOR

Edits/submits programmatic related award requirements, including Performance Reports, certain Grant Award Modifications (GAMs), and portions of the Closeout.

## ALTERNATE



## GRANT AWARD ADMINISTRATOR

Supports the Grant Award Administrator (GAA). Can initiate and submit programmatic related award requirements, including GAMs and deliverables.



## FINANCIAL MANAGER

Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.

Multiple roles can be assigned to a single user.

# Roles Required for Application Submission

Application Submission requires **three** key roles:

## Application Submitter

- Identify application submission forms in JustGrants
- Complete a web-based budget form
- Complete an application on behalf of an entity-- **certifies information**
- *For APPLICATIONS, only the Application Submitter can take actions (edit/submit).*



## Authorized Representative

- An Authorized Representative must be onboarded before an application can be submitted.
- The Authorized Representative must be selected from an existing user list in the application.



## Entity Administrator

- Onboard and complete entity profile before application submission
- Onboard the Authorized Representative
- Change Application Submitter assignments, if needed



COPS awards *may* require two Authorized Representatives: A law enforcement **AND** a government executive.



The background is a vibrant blue with a complex, abstract pattern of wavy, concentric lines that create a sense of depth and movement. Scattered throughout the scene are numerous small, light-colored diamond or square shapes, some appearing as bright highlights and others as faint, semi-transparent elements. The overall effect is that of a digital or data-driven environment.

# **SAM.gov and UEI**

# Entity Management: SAM.gov, DIAMD, JustGrants



SAM.gov

## SAM

- ✓ SAM.gov is the federal government's source of truth for entity identifiers.
- ✓ Organizational entities must maintain an **active** registration and ensure entity information is current.
- ✓ Other federal systems use entity data from SAM.gov.



Grants.gov

## Grants.gov

- ✓ Grants.gov is the federal government's central source to locate funding opportunities for all federal agencies
- ✓ To apply for funding, a grants.gov account must be associated to a UEI from SAM.gov
- ✓ All applications begin in Grants.gov with preliminary information
- ✓ Grants.gov applications are transferred to JustGrants upon validation.



DIAMD

## DIAMD

- ✓ The Digital Identity and Access Management Directory (DIAMD) is the Department of Justice's (DOJ's) secure user management system.
- ✓ The Entity Administrator (EA) determines who should have access to their entity data and then invites those individuals to be entity users.
- ✓ The EA keeps entity users and their roles up to date and re-assigns the EA role as needed.



JustGrants

## JustGrants

- ✓ JustGrants is DOJ's grants management system.
- ✓ The EA assigns and re-assigns entity users to specific applications and awards.
- ✓ The EA uploads entity-level documents into the system



# Unique Entity Identifier (UEI)

---



Unique Entity Identifier (UEI) replaces DUNS



UEI is a **12-character** *alpha*-numeric value



Now search using UEI



Simplifies entity registration process

# UEI (Continued)

---

- Each UEI in SAM.gov creates a separate account in JustGrants.
- The UEI is a unique identifier for each legal entity.
- Organizations using multiple UEIs to manage awards **WILL HAVE** multiple JustGrants accounts
  - Each account must have its own users.
  - Each user must have a unique email address for each account.
  - Users logging in to one JustGrants account **WILL NOT** see awards that are managed in another JustGrants account.





# Locate Your UEI in SAM.gov

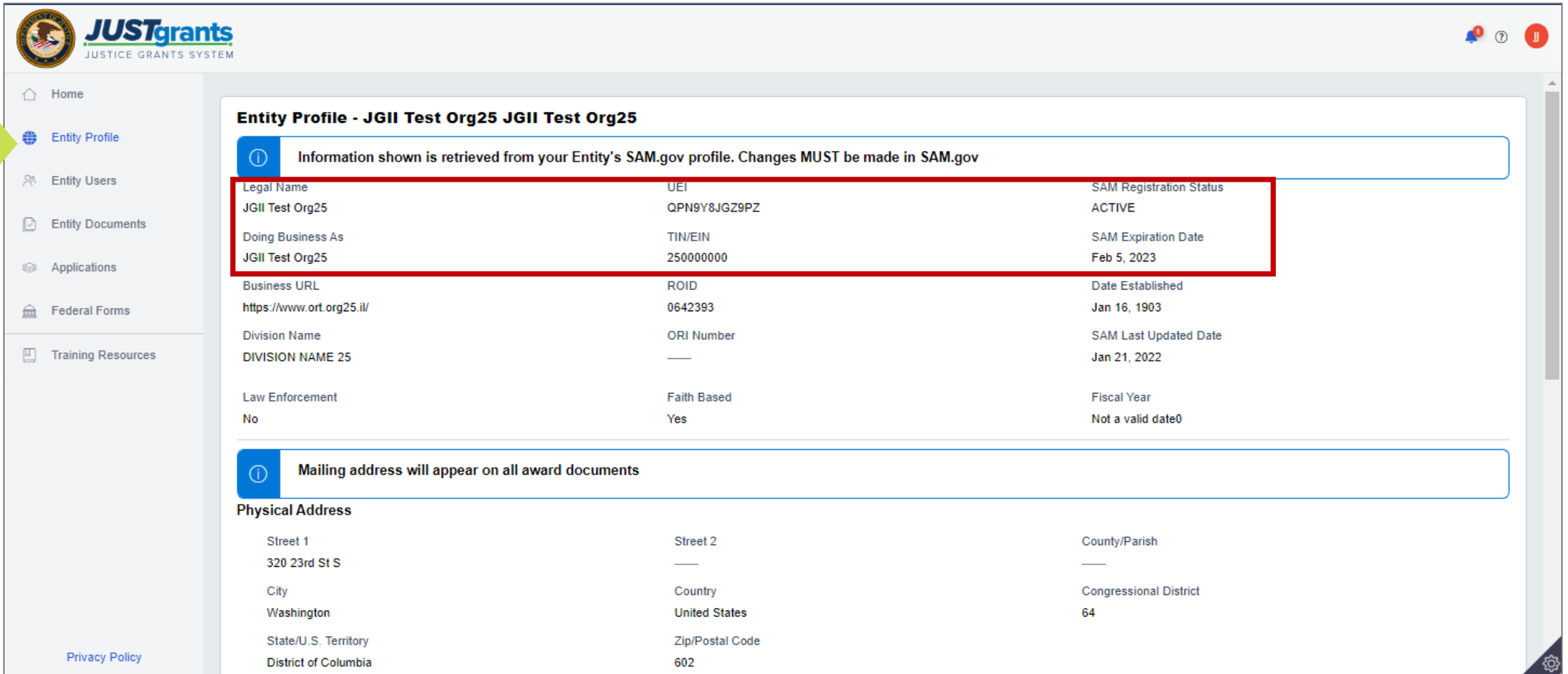
The screenshot shows the 'Workspace' interface for 'Entity Management'. At the top right is a 'Register Entity' button. Below it, the 'Entity Registration' section displays five colored bubbles: 'ACTIVE' (green, 1), 'DRAFT' (yellow, 1), 'WORK IN PROGRESS' (pink, 0), 'SUBMITTED' (light blue, 0), and 'PHRR' (orange, 0). A green arrow points to the '1' in the 'ACTIVE' bubble. Below these bubbles, it says 'Next Update Due: Jun 10, 2022 | Due in Next 30 days: 0 Entity Registrations'. The 'Unique Entity ID' section below shows four bubbles: 'ACTIVE' (green, 0), 'DRAFT' (yellow, 0), 'WORK IN PROGRESS' (pink, 0), and 'SUBMITTED' (light blue, 0).

- 1) Log in to [SAM.gov](https://sam.gov).
- 2) In your Workspace, select the numbered bubble above Active in the Entity Management widget.

# Locate Your UEI in SAM.gov (continued)

The screenshot displays the SAM.gov search results page. On the left, there is a sidebar with filters for 'Non-Federal Entities', 'Filter By', 'Search by Keyword', 'Entity', 'Registration Status' (with 'Active' selected), 'Expiration Date', and 'Address Update'. The main content area shows a single record for 'VILLAGE'. The 'SAM Unique Entity ID' field is highlighted with a red box. Other details include 'Purpose of Registration: Federal Assistance Awards', 'Registration Status: Active', and 'Expiration Date: Jun 10, 2022'. A text box at the bottom of the record area states: 'Your record(s) appear and the UEI appears on the left side of each record.'

# Locate Your UEI in *JustGrants*



**Entity Profile - JGII Test Org25 JGII Test Org25**

Information shown is retrieved from your Entity's SAM.gov profile. Changes **MUST** be made in SAM.gov

Legal Name	UEI	SAM Registration Status
JGII Test Org25	QPN9Y8JGZ9PZ	ACTIVE
Doing Business As	TIN/EIN	SAM Expiration Date
JGII Test Org25	250000000	Feb 5, 2023
Business URL	ROID	Date Established
<a href="https://www.ort.org25.il/">https://www.ort.org25.il/</a>	0642393	Jan 16, 1903
Division Name	ORI Number	SAM Last Updated Date
DIVISION NAME 25	---	Jan 21, 2022
Law Enforcement	Faith Based	Fiscal Year
No	Yes	Not a valid date0

Mailing address will appear on all award documents

**Physical Address**

Street 1	Street 2	County/Parish
320 23rd St S	---	---
City	Country	Congressional District
Washington	United States	64
State/U.S. Territory	Zip/Postal Code	
District of Columbia	602	

[Privacy Policy](#)

The background features a vibrant blue color palette with intricate, wavy, concentric patterns that resemble topographical lines or fluid motion. Scattered throughout are numerous small, semi-transparent diamond or square shapes, some appearing as bright white highlights and others as faint blue tones. A prominent, bright white light source is visible in the upper left quadrant, creating a lens flare effect. A solid yellow rectangular banner is positioned horizontally across the middle of the image, containing the text.

# Pre- Application Submission

# Application Submission Overview



Applicants have two application submission deadlines. **First:** Grants.gov (submitting the SF-424 and SF-LLL). **Second:** JustGrants.



It's okay to enter preliminary budget or programmatic data in Grants.gov and then provide updates later in JustGrants.



A JustGrants submission should include all items as defined in the solicitation.



The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.

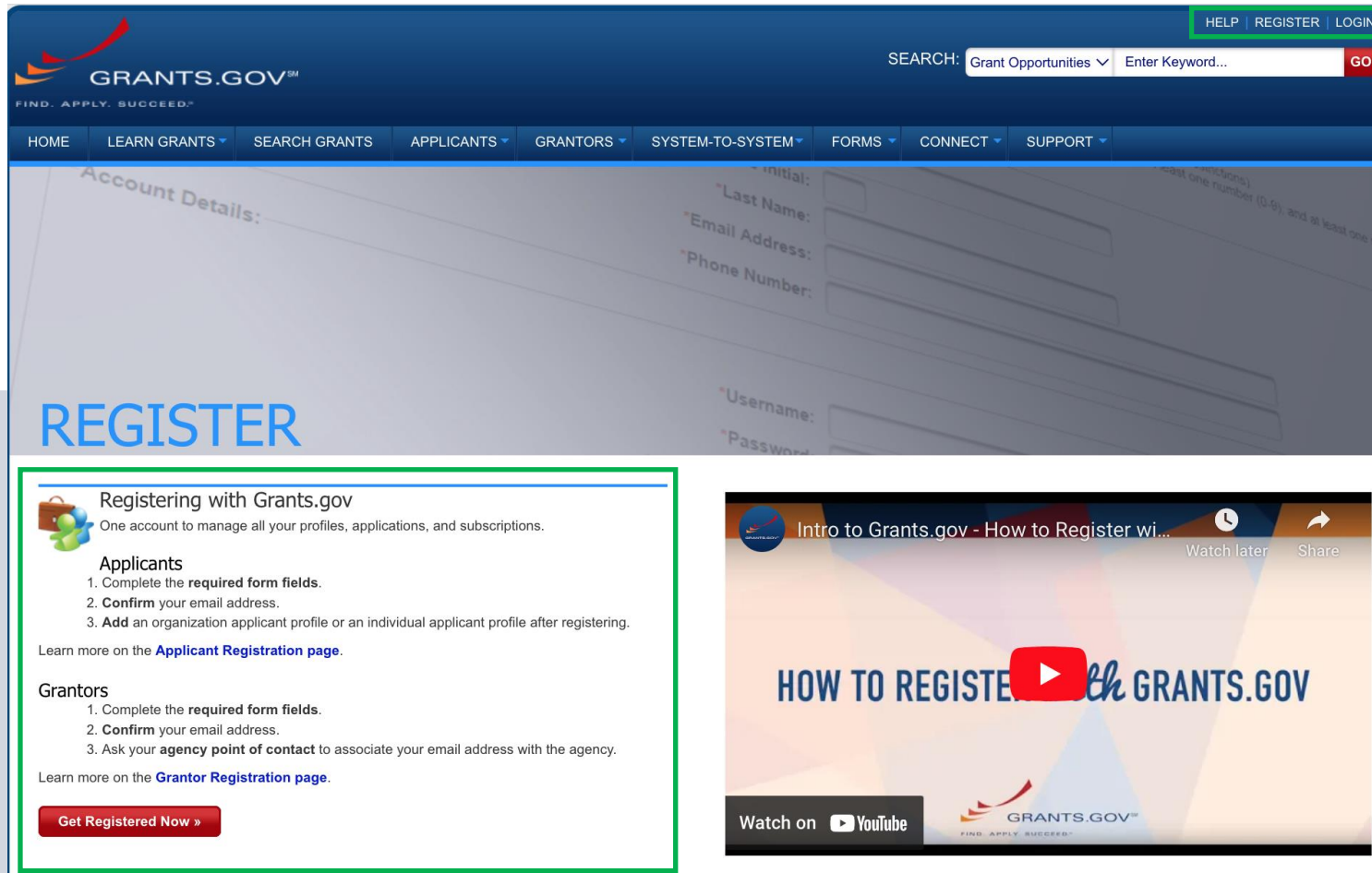
Section: Application Submission

# *Grants.gov* Process





# Grants.gov Sign-in



The screenshot shows the Grants.gov website's registration page. At the top, there is a navigation bar with the Grants.gov logo and the tagline "FIND. APPLY. SUCCEED." On the right side of the navigation bar, there are links for "HELP", "REGISTER", and "LOGIN". Below the navigation bar is a search bar with the text "SEARCH: Grant Opportunities" and a "GO" button. The main content area features a large "REGISTER" heading. Below this, there is a section titled "Registering with Grants.gov" which includes a list of steps for applicants and grantors. A "Get Registered Now" button is located at the bottom of this section. To the right of the text, there is a video player showing a video titled "Intro to Grants.gov - How to Register with Grants.gov".

Account Details:

REGISTER

Registering with Grants.gov  
One account to manage all your profiles, applications, and subscriptions.

**Applicants**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. **Add** an organization applicant profile or an individual applicant profile after registering.

Learn more on the [Applicant Registration page](#).

**Grantors**

1. Complete the **required form fields**.
2. **Confirm** your email address.
3. Ask your **agency point of contact** to associate your email address with the agency.

Learn more on the [Grantor Registration page](#).

[Get Registered Now »](#)

Intro to Grants.gov - How to Register with Grants.gov

HOW TO REGISTER with GRANTS.GOV

Watch on YouTube

<https://www.grants.gov/web/grants/register.html>



# Grants.gov

There are several parts to the Grants.gov process and two important reminders:

## Funding Opportunity & Application

- Select **Apply for Grants** under the Applicants column.
- Enter your email address to be notified of any changes to the opportunity package before the closing date.
- Click the Workspace icon to use Grants.gov.

1

## The SF-424 and SF-LLL

Within 48 hours of submitting the SF-424 and SF-LLL, Grants.gov should send:

- Confirmation of receipt of the SF-424 and SF-LLL.
- Indication of whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to error, with explanation.

2

# Grants.gov: *Funding Opportunities*

To locate a funding opportunity with DOJ, start at the **Search Grants** tab. Use filters to narrow your search:

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency

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### SEARCH GRANTS

BASIC SEARCH CRITERIA:  
Keyword(s):   
Opportunity Number:   
CFDA:   
**SEARCH**

AGENCY: [X] All Department of Justice

Search Tips | Export Detailed Data | **Save Search**

SORT BY: Posted Date (Descending) **Update Sort** DATE RANGE: All Available **Update Date Range**

1 - 25 OF 51 MATCHING RESULTS: [Previous](#) 1 2 3 [Next](#)

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date ↓	Close Date
O-BJA-2021-52001	BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	USDOJ-OJP-BJA	Posted	01/07/2021	03/25/2021
O-BJA-2021-49002	BJA FY 21 Tribal Justice System Infrastructure Training and Technical Assistance Initiative	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-NIJ-2021-55001	Research and Evaluation on the Police Response to Homelessness, Fiscal Year 2021	USDOJ-OJP-NIJ	Posted	01/06/2021	03/22/2021
O-BJA-2021-51003	BJA FY 21 Tribal Civil and Criminal Legal Assistance Program	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-OJDP-2021-47012	OJDP FY 2021 Supporting Effective Interventions for Adolescent Sex Offenders and Children With Sexual Behavior Problems	USDOJ-OJP-OJDP	Posted	01/05/2021	02/22/2021
O-BJA-2021-41003	BJA FY 21 Implementing the PREA Standards, Protecting Inmates, and Safeguarding Communities	USDOJ-OJP-BJA	Posted	01/05/2021	03/23/2021
O-BJA-2021-51001	BJA FY 21 Justice Information Sharing Training and Technical Assistance (JIS TTA) Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/08/2021
O-BJA-2021-45002	BJA FY 21 Emmett Till Cold Case Investigations and Training and Technical Assistance Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/30/2021
O-OJDP-2021-47010	OJDP FY 2021 Supporting Tribal Youth Training and Technical	USDOJ-OJP-OJDP	Posted	12/31/2020	02/15/2021



# Grants.gov: Applying

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## VIEW GRANT OPPORTUNITY

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 O-BJA-2021-52001  
BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program  
Department of Justice  
Bureau of Justice Assistance

**Apply** **Subscribe**

**SYNOPSIS** | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details ?

### General Information

<b>Document Type:</b> Grants Notice	<b>Version:</b> Synopsis 1
<b>Funding Opportunity Number:</b> O-BJA-2021-52001	<b>Posted Date:</b> Jan 07, 2021
<b>Funding Opportunity Title:</b> BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	<b>Last Updated Date:</b> Jan 07, 2021
<b>Opportunity Category:</b> Discretionary	<b>Original Closing Date for Applications:</b> Mar 25, 2021
<b>Opportunity Category Explanation:</b>	<b>Current Closing Date for Applications:</b> Mar 25, 2021
<b>Funding Instrument Type:</b> Grant	<b>Archive Date:</b>
<b>Category of Funding Activity:</b> Affordable Care Act	<b>Estimated Total Program Funding:</b> \$1,700,000
	<b>Award Ceiling:</b> \$425,000

# Grants.gov: SF-424

The **person** and **email** listed in **SECTION (8F)** of SF-424 will automatically become the Application Submitter for your entity's application.

The **Application Submitter** is the **ONLY** user able to complete the application in JustGrants unless the Entity Administrator reassigns it **AFTER** submission in Grants.gov.

## Section 8F:

- Name
- Email

The screenshot shows the SF-424 form with Section 8F highlighted in green. Section 8F is titled "Name and contact information of person to be contacted on matters involving this application:" and includes the following fields:

- Prefix: (dropdown menu)
- First Name: Jane
- Middle Name: (empty)
- Last Name: Austen
- Suffix: (dropdown menu)
- Title: (empty)
- Organizational Affiliation: (empty)
- Telephone Number: 1234567890
- Fax Number: (empty)
- Email: Jane.Austen@email.com

The screenshot shows the SF-424 form with sections 1 and 2 highlighted in blue. Section 1 is titled "1. TYPE OF SUBMISSION:" and includes the following fields:

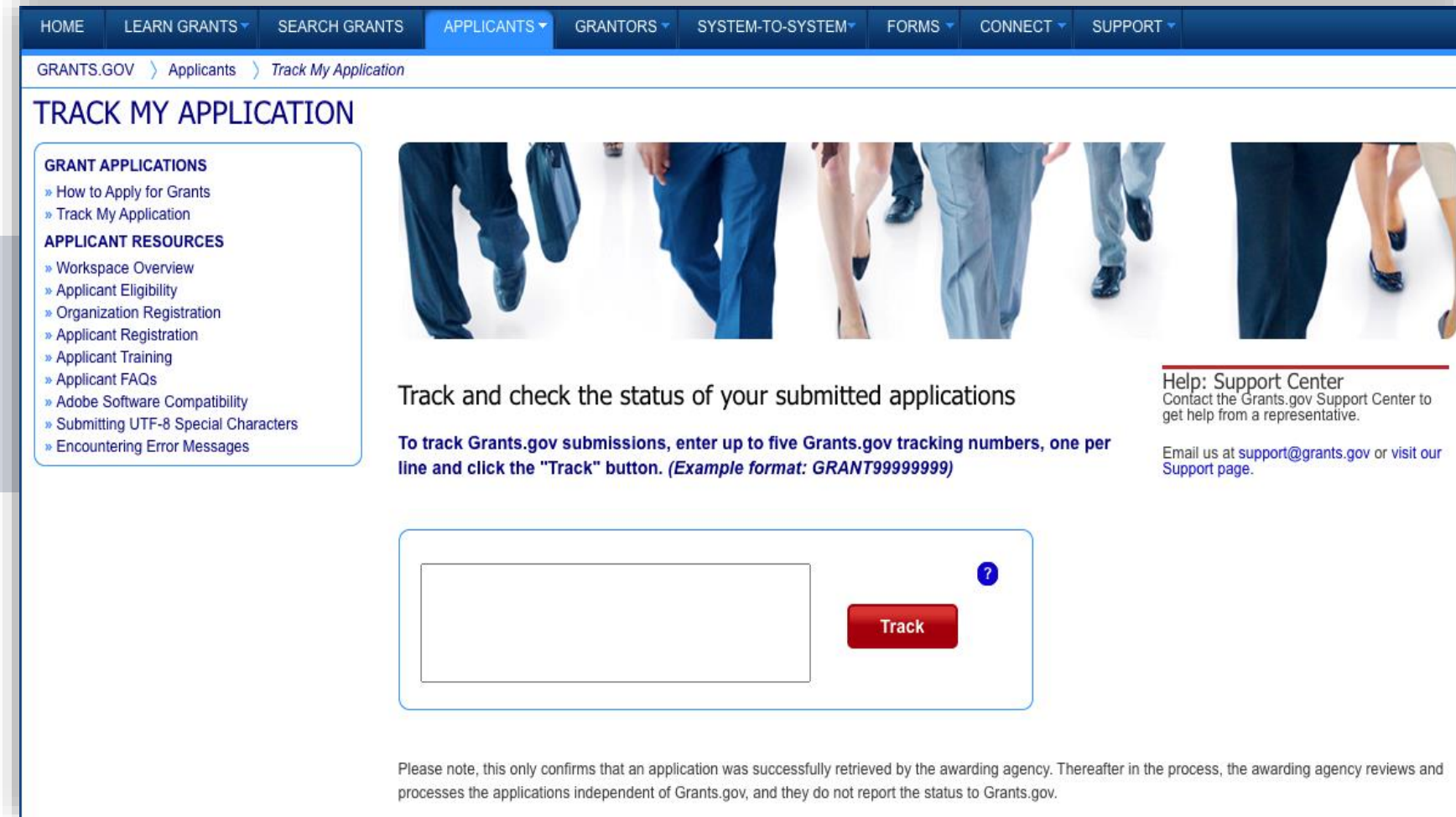
- Type of Submission: (radio buttons for Preapplication, Application, Changed/Corrected Application)

Section 2 is titled "2. TYPE OF APPLICATION:" and includes the following fields:

- Type of Application: (radio buttons for New, Continuation, Revision)

Form SF-424

# Grants.gov: *Track My Application*



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## TRACK MY APPLICATION

**GRANT APPLICATIONS**

- » How to Apply for Grants
- » Track My Application

**APPLICANT RESOURCES**

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages

Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT99999999)

Track

**Help: Support Center**  
Contact the Grants.gov Support Center to get help from a representative.  
Email us at [support@grants.gov](mailto:support@grants.gov) or visit our Support page.

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.





# Grants.gov: What's Next

Grants.gov: Received vs. Rejected

Try to submit your SF-424 and SF-LLL ahead of Grants.gov deadline

Grants.gov tracking number is connected to your JustGrants Application

Section: Application Submission

# First Steps: *JustGrants*

Application Submitter



# Locate Application: *My Worklist*

JUSTgrants  
JUSTICE GRANTS SYSTEM

Welcome justgrants024.applicationssubmitter jgitsext

Alerts (0)  
No data to display

My Worklist

results 1 2 > [Export List](#)

Case ID	Date Due	Case Type	Case Status	Last Updated
A-239234	02/21/2021	Grant Package	New	02/22/2021 04:44 PM
A-248223	03/04/2021	Grant Package	New	03/05/2021 11:11 AM
A-256218	03/12/2021	Grant Package	Submitted	11/30/2022 01:14 AM
A-257223	03/13/2021	Grant Package	Pending-ChangeRequested	09/01/2022 08:46 AM
A-240246	03/17/2021	Grant Package	New	03/18/2021 06:36 PM
A-260418	03/19/2021	Grant Package	New	03/20/2021 08:52 PM
A-260497	03/31/2021	Grant Package	New	04/01/2021 05:00 PM
A-262781	03/31/2021	Grant Package	New	04/01/2021 11:59 PM
A-239299	04/02/2021	Grant Package	New	04/03/2021 12:15 PM

Privacy Policy

# Editing: *Multiple Submitters*

The screenshot displays the JUSTgrants Justice Grants System interface. The main content area shows a 'Grant Package ( 00774386 )' in a 'PENDING-DRAFT' state. Below this, there is an 'Assignments' section with a 'View all' toggle. A table lists the assignments:

Task	Assigned to	Action
BudgetWrapperCOPSScreenFlow (Complete and Submit)	justgrants024.applicationsubmitter jgitsext	<a href="#">Begin</a>

A large green arrow points to the 'Begin' button. Below the assignments table, there is an 'Information' tab with the following details:

Information	Grant Package	Application Versions
ApplicationInfo GrantSubmissionHeader OpportunityID O-COPS-2022-170953-STG	SolicitationID SI-170953	Solicitation Title COPS SVPP Short Titl
Application Case ID A-396553	Application Group Case ID AG-128027	SF424_2_1
Grant Manager		

On the right side of the interface, there are sections for 'Recent documents (0)' (No documents) and 'Participants (3)'. The participants listed are:

- JohnElectronicBusinessPoc Doe, Entity Administrator
- justgrants024.authorizedrep jgitsext, Authorized Representative
- justgrants024.applicationsubmitter jgitsext, Application Submitter

The bottom left corner contains a 'Privacy Policy' link, and the bottom right corner has a settings gear icon.

# Application Notifications

There are two types of application notifications:



## Email

Email Notifications are sent to all Application Submitters when:

- An Application Submitter has been *assigned* or *removed* from an application
- Deadline approaching (5 days prior)
- The application has been *submitted* or has been *recalled*

1



## Bell

**Bell** Notifications are in the upper right corner of every JustGrants screen. The number indicates the unread notifications. These notifications occur when:

- One Application Submitter is editing, assigned, or removed from an application
- The application has been submitted

2

# Justice Grants

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**The Justice  
Grants Website**  
has much more  
information  
about  
JustGrants

- [Printing an Application in JustGrants](#)
- [Application Submissions Training and Reference Materials](#)
- [JustGrants User Roles Guide](#)
- [OJP Grant Application Resource Guide](#)
- [OJP/OVW/COPS Funding Opportunities](#)
- [DOJ Application Submitter Checklist](#)
- [SAM.gov Resource links](#)
- [Grants.gov grant support links](#)

<https://JusticeGrants.usdoj.gov>





# Upcoming Sessions



[JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions](https://JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions)



Post-Award Management: **MONDAYS** from 1:00 PM to 2:30 PM

*KEY AUDIENCE: Grant Award Administrators, Entity Administrators, Financial Managers*



Entity Management: **TUESDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE: Entity Administrators*



Application Mechanics: **WEDNESDAYS** from 2:30 PM to 4:00 PM

*KEY AUDIENCE: Entity Administrators, Application Submitters, Authorized Representatives*



Award Acceptance: **THURSDAYS** from 2:00 PM to 3:00 PM

*KEY AUDIENCE: Entity Administrators, Authorized Representatives*

**Thank you!**

***Please complete the survey that  
opens in a new browser window.***



**JUSTgrants**  
JUSTICE GRANTS SYSTEM



## Questions?

Enter in the Q&A box  
and send to All  
Panelists.