BUREAU OF JUSTICE ASSISTANCE

FY 2024 BYRNE DISCRETIONARY COMMUNITY PROJECT FUNDING/ BYRNE DISCRETIONARY GRANT PROGRAM SOLICITATION WEBINAR

April 30, 2024

Bureau of Justice Assistance
U.S. Department of Justice

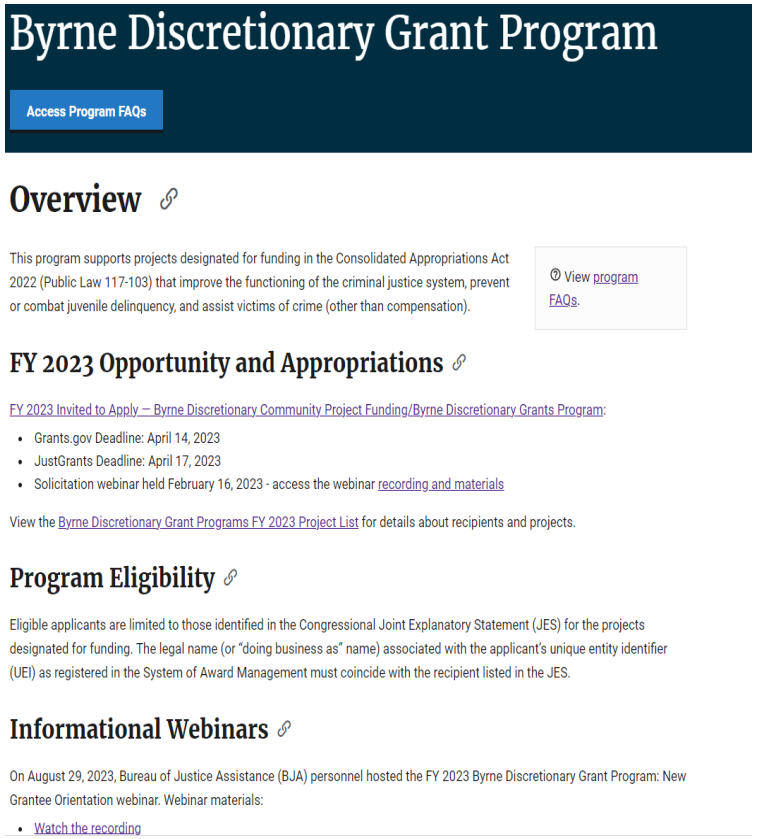
Information for Today's Webinar

BJA will post FY 24 webinar materials to the Byrne Discretionary Grant Program webpage in the coming weeks:

- Recording
- Transcript
- Slides

Byrne Discretionary Grant Program
https://bja.ojp.gov/program/byrne-discretionary/overview

Byrne Discretionary Grant Program FAQs
https://bja.ojp.gov/funding/byrne-discretionary-faq.pdf



Byrne Discretionary Grant Program

Access Program FAQs

Overview

This program supports projects designated for funding in the Consolidated Appropriations Act 2022 (Public Law 117-103) that improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation).

View program FAQs.

FY 2023 Opportunity and Appropriations

FY 2023 Invited to Apply – Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program:

- Grants.gov Deadline: April 14, 2023
- JustGrants Deadline: April 17, 2023
- Solicitation webinar held February 16, 2023 - access the webinar recording and materials

View the Byrne Discretionary Grant Programs FY 2023 Project List for details about recipients and projects.

Program Eligibility

Eligible applicants are limited to those identified in the Congressional Joint Explanatory Statement (JES) for the projects designated for funding. The legal name (or "doing business as" name) associated with the applicant's unique entity identifier (UEI) as registered in the System of Award Management must coincide with the recipient listed in the JES.

Informational Webinars

On August 29, 2023, Bureau of Justice Assistance (BJA) personnel hosted the FY 2023 Byrne Discretionary Grant Program: New Grantee Orientation webinar. Webinar materials:

- Watch the recording

Presenters

- **Erich Dietrich** – Associate Deputy Director
- **Jennifer Garza** – Division Chief
- **Erin Feeley** – Grants Management Specialist

Agenda

- Welcome and Introduction to OJP and BJA
- FY 2024 Byrne Discretionary Grant Program Overview
- Eligibility & Application Requirements
- Post-Award Considerations
- Application Resources

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 1

WELCOME AND INTRODUCTION

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

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

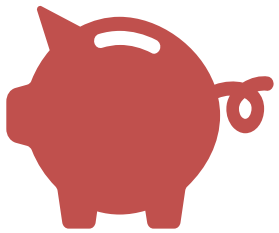
U.S. Department of Justice Bureau of Justice Assistance

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.

https://bja.ojp.gov/

Karhlton F. Moore, BJA Director

How BJA Supports the Field



Investments

Provide diverse funding to accomplish goals.

Sharing Knowledge

Research, develop, and deliver what works to build capacity and improve outcomes.

Engagement

Consult, connect, and convene.

SECTION 1

FY 2024 BYRNE DISCRETIONARY GRANT PROGRAM OVERVIEW

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

FY 2024 Byrne Discretionary Grant Program

- Community projects designated for funding in the Consolidated Appropriations Act, 2024 (Public Law 118-42).
- **Funding will only be provided for the specific projects and amounts designated**, as specified in the Joint Explanatory Statement (JES), which is incorporated by reference into Public Law No. 118–42.
- **Only recipients invited to apply are eligible for this funding.**

Consolidated Appropriations Act, 2024 (Public Law 118-42): https://www.congress.gov/bill/118th-congress/house-bill/4366

List of OJP-Byrne Projects: https://bja.ojp.gov/funding/fy24-byrne-discretionary-projects.pdf

Why Must I Apply Again?

- Congressional members solicited community project applications from constituents and liaised with federal agencies on topic area for the projects.
- Congress authorized funding for selected projects under relevant federal grant programs.
- OJP must issue and administer community project funding directed to the agency as a federal grant.
- All federal grants require an application to be a recipient of federal funding. **This is a non-competitive grant program.**

FY 2024 Byrne Discretionary Grants

OJP is issuing four identical solicitations for Congressionally-directed community project funding, based on the program office they are assigned. Applicants must apply to the correct opportunity ID per email instructions:

- BJA: O-BJA-2024-172101
- OJJDP: O-OJJDP-2024-172105
- OVC: O-OVC-2024-172106
- NIJ: O-NIJ-2024-172109

TIP: Search by the Opportunity ID in grants.gov, not by program name, to ensure you are applying for the correct solicitation.

Period of Performance

- Awards will be issued with a period of performance **start date of March 9, 2024, unless applicants request a later start date but no later than October 1, 2024.**
- Applicants can request a 12 to 48-month project period. **You should request the time anticipated to complete the project.**
- Costs incurred on/after project start date but prior to issuance of an award and approval of a project budget **may** be reimbursed, **but are incurred at the applicant's own risk**, as authorized costs will be limited to those approved by OJP.

Changes to Project Activities or Costs

Q: When we submitted our community project to Congress, we included activities and associated budget costs. Can we modify or replace these items in the grant application?

A: It depends. The grant can only fund activities clearly supported by the project title in the JES. **If the proposed activities/costs support the project title, you may include them in the grant application, even if different than what was proposed to Congress.**

Example

JES Project Title: Purchase of Body-Worn Cameras (BWCs)

Allowable Changes

- ✓ Quantity of BWCs
- ✓ Quantity or type of BWC accessories
- ✓ Functionality changes

Unallowable Changes

- X Adding in-car cameras to project
- X Paying OT to LEOs using BWCs

SECTION 3

ELIGIBILITY AND APPLICATION REQUIREMENTS

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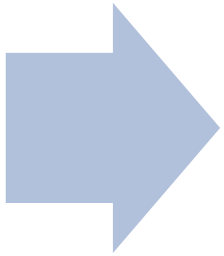
Application Steps

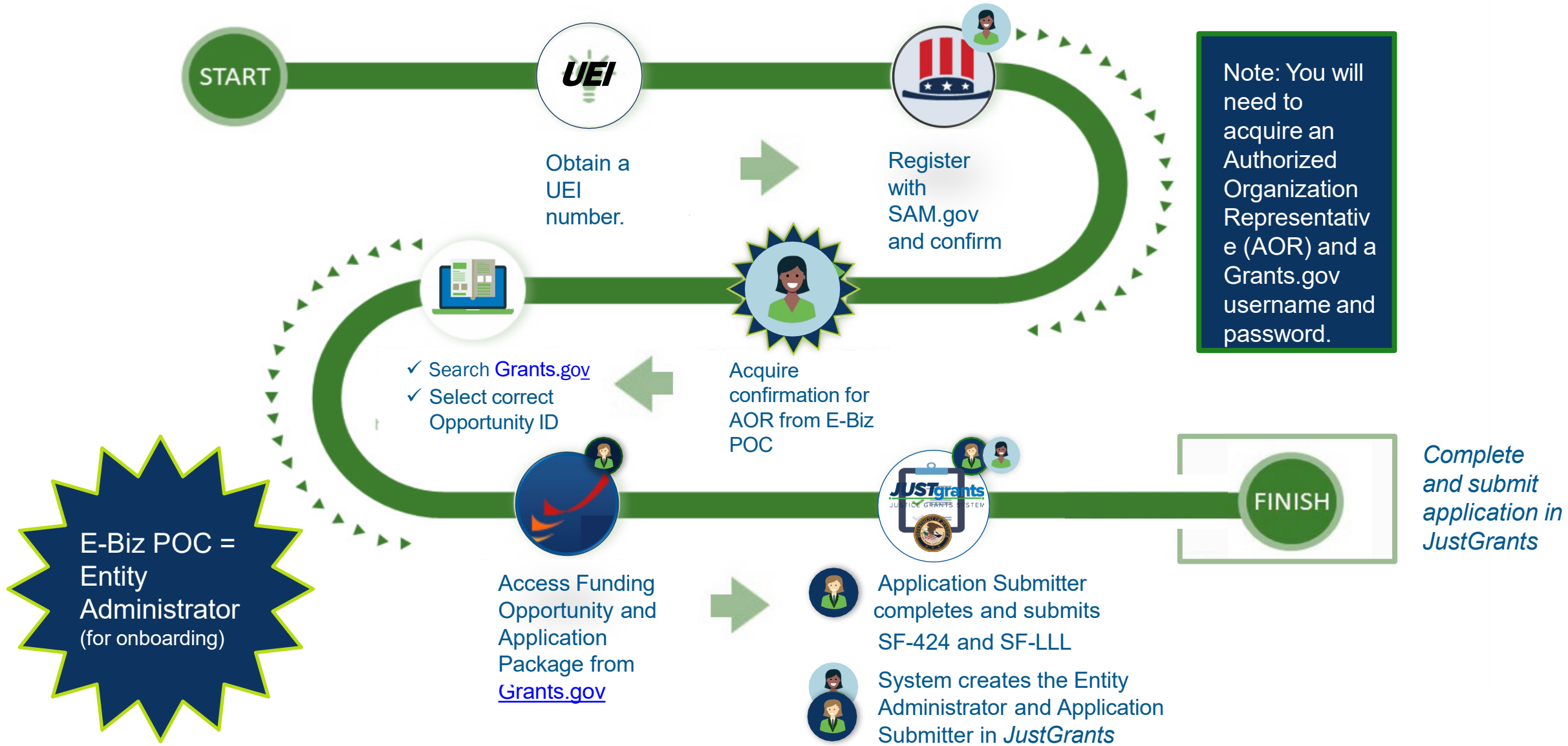
Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at https://grants.gov/register by the Grants.gov deadline, 8:59 PM Eastern on May 23, 2024



Step 2: submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline, 8:59 PM Eastern on June 6, 2024

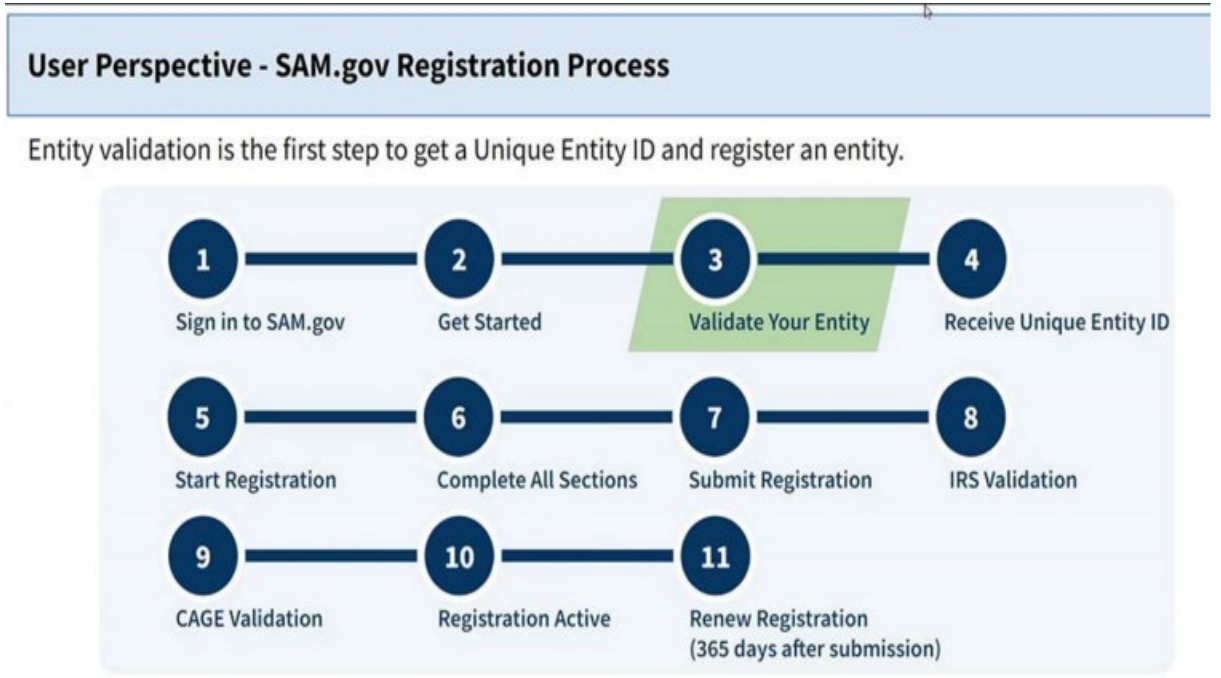
TIP: Apply well before deadlines to avoid unexpected technical issues!

Onboarding: From Grants.gov to *JustGrants*



System for Award Management (SAM.gov)

- You must have an active registration in the System for Award Management (www.sam.gov) to apply and receive funding through Grants.gov and JustGrants. If your agency already has an active SAM registration, no additional action needed.
- **If your agency does not have an active SAM registration or it will expire soon, you must register or renew. It can take 10-15 business days to complete.**

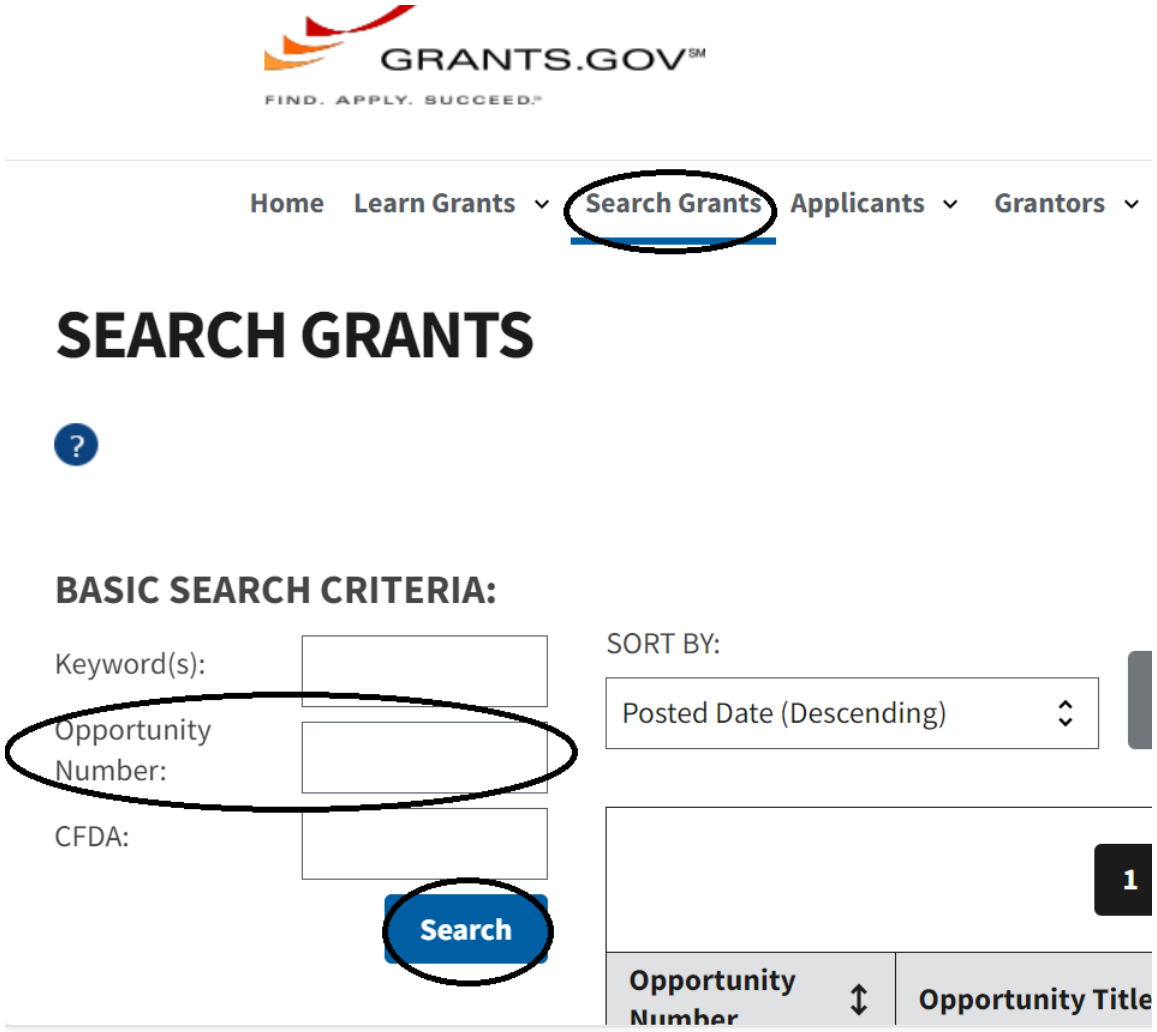


More information: Resources for Using the System for Award Management (SAM.gov) (usdoj.gov)

Step 1: Grants.Gov

All DOJ applications are initiated in Grants.gov with submission of the SF-424 and SF-LLL.

- **Search by the Opportunity ID sent to you in the email invitation, to ensure you are applying for the correct solicitation.**
- Grants.gov can take up to 72 hours to validate an application (workspace) and pass to JustGrants. **You will receive email verification when submitted successfully**

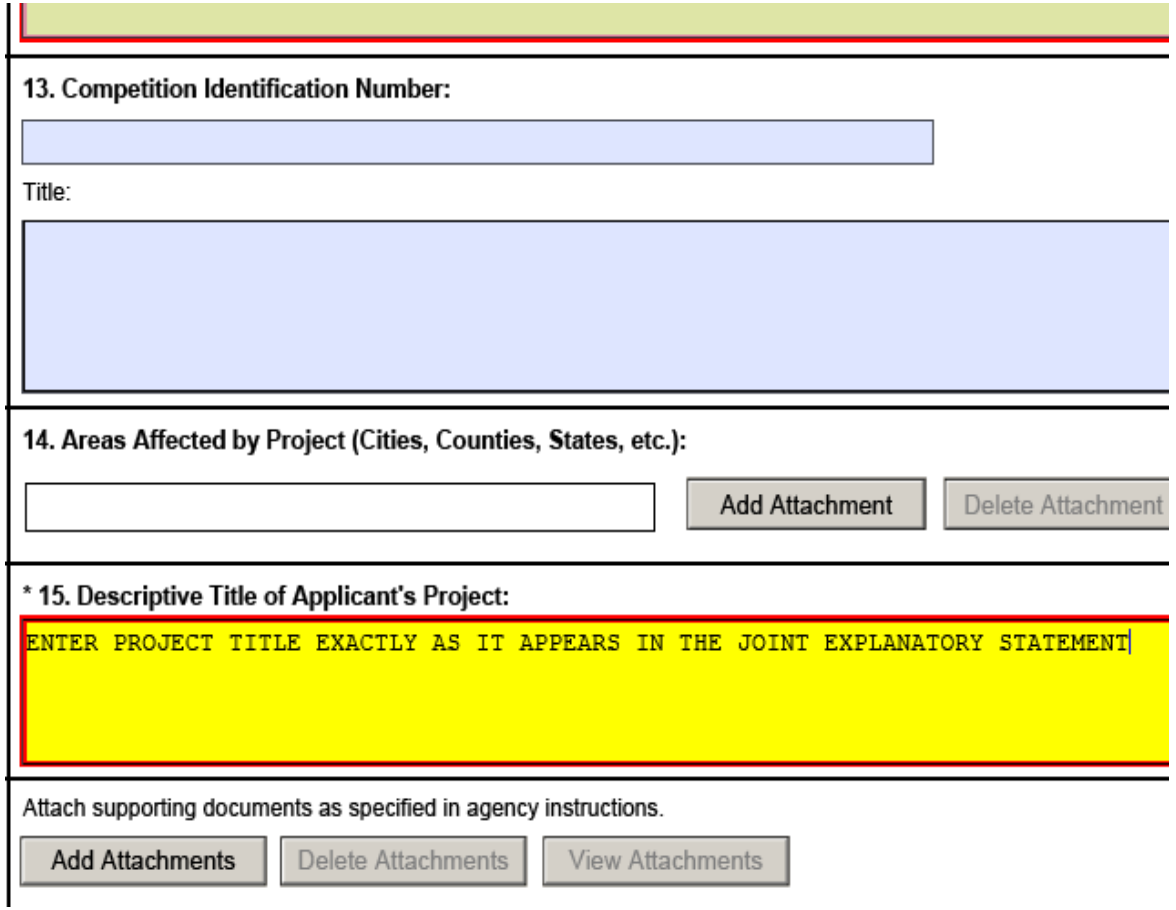


For access or technical issues with Grants.gov, please contact their help desk at 1-800-518-4726 or https://gditshared.servicenowservices.com/hhs_grants

SF-424 Form

Submit in Grants.gov.

- **Box 8f**: Point of contact (POC) name and email address should be for the person who will be responsible for completing the full application in JustGrants.
- **Box 15: Enter the project title exactly as it appears in the JES.**
- **Box 18a: Enter the appropriated $ amount exactly as it appears in the JES.**
- **Box 19:** Program **is** covered by Order 12372. Answer A and enter date submitted to SPOC or answer B if your state does not participate.



TIP: Only highlighted/outlined fields are required.

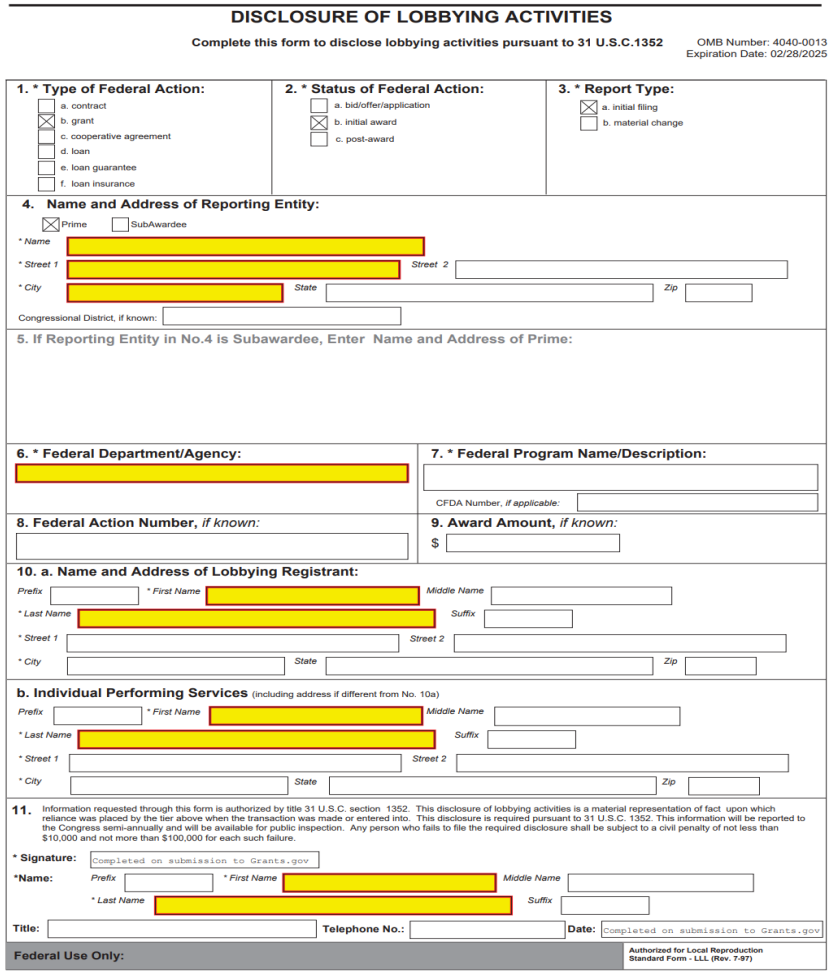
Refer to SF-424 instructions at https://apply07.grants.gov/apply/forms/instructions/SF424_4_0-V4.0-Instructions.pdf.

SF-LLL Form

Submit in Grants.gov

Did your agency pay *with its own funds* an outside lobbyist to influence Congress and/or the federal government on your behalf for this particular project?

- **If No, enter "not applicable" or "NA" in the required fields for boxes 10a and 10b**.
- If yes, enter the requested information for the registered lobbying entity in box 10a and the individual lobbyist in box 10b.
- Do NOT enter your name in box 10a or 10b.



DISCLOSURE OF LOBBYING ACTIVITIES

Complete this form to disclose lobbying activities pursuant to 31 U.S.C.1352

OMB Number: 4040-0013
Expiration Date: 02/28/2025

1. * Type of Federal Action: a. contract; b. grant; c. cooperative agreement; d. loan; e. loan guarantee; f. loan insurance

2. * Status of Federal Action: a. bid/offer/application; b. initial award; c. post-award

3. * Report Type: a. initial filing; b. material change

4. Name and Address of Reporting Entity: Prime SubAwardee
* Name
* Street 1 Street 2
* City State Zip
Congressional District, if known:

5. If Reporting Entity in No.4 is Subawardee, Enter Name and Address of Prime:

6. * Federal Department/Agency:

7. * Federal Program Name/Description:
CFDA Number, if applicable:

8. Federal Action Number, if known:

9. Award Amount, if known:
$

10. a. Name and Address of Lobbying Registrant:
Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

b. Individual Performing Services (including address if different from No. 10a)
Prefix * First Name Middle Name
* Last Name Suffix
* Street 1 Street 2
* City State Zip

11. 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 tier above when the 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: Completed on submission to Grants.gov
*Name: Prefix * First Name Middle Name
* Last Name Suffix
Title: Telephone No.: Date: Completed on submission to Grants.gov

Federal Use Only:

Authorized for Local Reproduction
Standard Form - LLL (Rev. 7-97)

TIP: Only highlighted/outlined fields are required

REMINDER! Use of federal funds for lobbying or fundraising is strictly prohibited.

Step 2: JustGrants

After submission of the SF-424 and SF-LLL in Grants.gov, the application will migrate to JustGrants for completion of full application:

- ✓Confirmation of standard application information (data transferred from SF-424)
- ✓Abstract
- ✓Proposal narrative/Goals and timeline
- ✓Budget
- ✓Financial Management Questionnaire
- ✓Indirect cost attachment (if applicable)
- ✓Research and evaluation attachment (if applicable)
- ✓Disclosures and Assurances

For access or technical issues with JustGrants, please contact the support desk at 833-872-5175 or JustGrants.Support@usdoj.gov

Abstract

- **Submit in JustGrants**
  Cut-and-paste from a Word document or type directly into text field in the JustGrants application.
- **No more than 400 words**
  Summarize the proposed project, including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known).

REMINDER! Abstracts will be released publicly – do not include any personally identifiable information or contact information.

Proposal Narrative

Submit in JustGrants

Self-created file (e.g., in Word) that follows solicitation instructions.

Proposal narrative should include 4 sections:

I. Description of the Issue

II. Project Design and Implementation

III. Capabilities and Competencies

IV. Plan for Collecting the Performance Data

The **Goals, Objectives, Deliverables, and Timeline Web-Based Form** should be completed in JustGrants.

Budget: Allowable Costs

- All costs must be reasonable, allocable, and necessary.
- Costs must be allowable under the program and per 2 CFR 200 & DOJ Financial Guide requirements.
- Funds cannot be used to supplant (replace) local or state funding.

Per the FY 2024 Solicitation:
Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2024 (Public Law 118–42). Thus, the costs in the budget must clearly support the project description found in the JES.

No funds provided under this program may be used, directly or indirectly, to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

Monetary incentives (rewards, prizes, trinkets, gift cards, and entertainment), participant stipends, and food and beverage are prohibited.

Budget: Prohibited Expenditures, EO 14074

Consistent with Executive Order 14074 of May 25, 2022, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," **OJP has prohibited the use of OJP grant funds for the purchase of the following equipment.**

Firearms and ammunition .50 or + caliber	Bayonets
Firearm silencers	Aircraft that are combat-configured or combat-coded*
Weaponized vehicles (including aircraft/vessels), drones, and weapons systems	Long-range acoustic devices that do not have a commercial application
Grenades and launchers (including stun and flash-bang)	Camouflage-patterned uniforms intended for law enforcement use in urban or populous areas*
Explosives (except for use by accredited bomb squads and explosive detection canine training)	Tracked and armored vehicles, and any vehicles that do not have a commercial application*
Unmanned aerial vehicles/systems (UAV/UAS) and all related accessories (Prohibited by OJP/BJA Policy)	

***For full details: https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment**

Budget: Controlled Expenditures, EO 14074

Consistent with Executive Order 14074 of May 25, 2022, "Advancing Effective, Accountable Policing and Criminal Justice Practices To Enhance Public Trust and Public Safety," **the use of OJP grant funds for the purchase of the following equipment is controlled, and recipients may not obligate, expend, or draw down funds for items on the controlled equipment list without express prior written approval post-award.**

Explosives and pyrotechnics	Manned aircraft, fixed and/or rotary wing
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.	Tactical Vehicles, wheeled (A vehicle purpose-built to operate on- and off-road in support of military operations, such as a HMMWV ("Humvee"), 2.5ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached).*
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)*	

***For full details: https://www.ojp.gov/funding/explore/prohibited-and-controlled-equipment**

Budget

Submit in JustGrants using the web-based form

- Itemize costs per budget category, per project year
- Provide detail narrative for each cost in each category, including breakdown of costs as needed
  - Unit/Hourly Cost x Quantity = Total
- Costs can be estimates
- **Do not include non-federal (match) costs in the budget, match is not required**
  - If you include a non-federal match, you will be required to contribute that amount to the project

Budget Detail Summary View

Budget Category
Personnel
Fringe Benefits
Travel
Equipment
Supplies
Construction
SubAwards
Procurement Contracts
Other Costs
Indirect Costs

The federal budget request must equal your appropriation funding exactly!

Budget Clearance

OJP must "clear" your application budget. **If we cannot do so prior to award, a hold will be placed on your funding until the budget is revised post-award.**

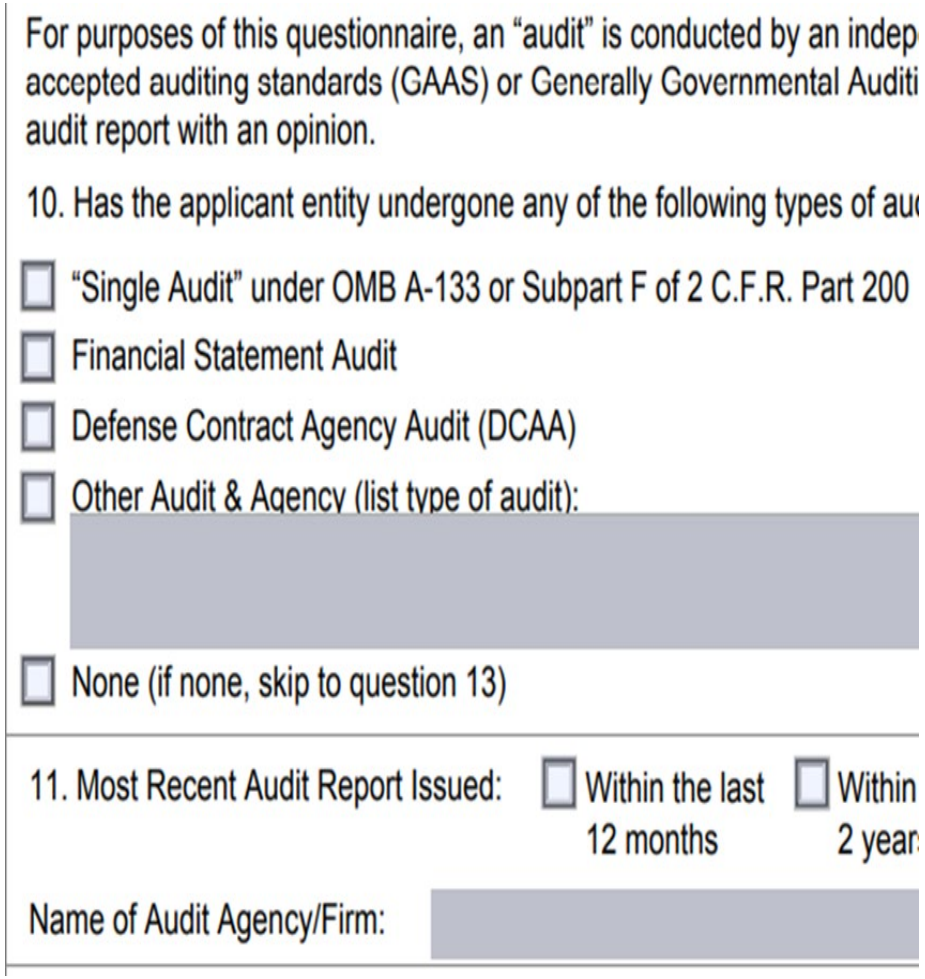
TIPS

- Provide a detailed justification in the narrative section for each category and for each year of the award.
- Provide a breakdown of costs in the narrative to account for the individual component rates that comprise of the overall rate.
  - Example: FICA 7.65%, retirement 12.35%, health insurance 15% = 35% Fringe Rate
- Input costs in the proper category (e.g., any costs to be incurred by a subrecipient should be in the subaward category).
- **DO NOT** include unallowable costs or costs that do not support the project.

Financial Management Controls Questionnaire

Submit in JustGrants web-based form

- To be filled out by an individual with direct knowledge of your organization's financial management internal controls (e.g., Finance Director, CFO, etc.)
- Includes applicant disclosure of high-risk status
- Used to evaluate an applicant's risk, as required under 2 CFR 200.206.
- **An incomplete or blank form may result in a delay in issuing your award and/or prevent your ability to access grant funds.**



For purposes of this questionnaire, an "audit" is conducted by an indep
accepted auditing standards (GAAS) or Generally Governmental Auditi
audit report with an opinion.

10. Has the applicant entity undergone any of the following types of au

- ☐ "Single Audit" under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- ☐ Financial Statement Audit
- ☐ Defense Contract Agency Audit (DCAA)
- ☐ Other Audit & Agency (list type of audit):
- ☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☐ Within the last 12 months ☐ Within 2 year

Name of Audit Agency/Firm:

Indirect Cost Rate Agreement

If opting to allocate indirect costs in your budget, there are 2 options:

- Submit a current, unexpired federally approved indirect cost (IDC) rate agreement in your JustGrants application; or
- Elect to use the ‘de minimis” IDC rate, which is 10% of Modified Total Direct Costs (MTDC), if eligible.
  - Your organization is eligible to use the de minimis IDC rate if it has never received a federally negotiated ICR for any federal award ***AND*** if the organization is receiving less than $35 million in direct federal funding in the fiscal year the de minimis ICR is requested.
  - If electing to use the de minimis IDC rate, include a statement in the narrative section of the indirect costs category that you are eligible and electing to use the rate; a separate attachment is not needed.

For more information, please review the following: Indirect Costs - Guide Sheet (ojp.gov)

Research & Evaluation Independence & Integrity (REII) Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must attach a statement regarding Research and Evaluation Independence and Integrity (REII) in JustGrants.

- Review and follow the instructions in the OJP Grant Application Resource Guide to draft the statement

  OJP Grant Application Resource Guide | Office of Justice Programs.

- The statement ***must*** address both sections i. and ii.

Disclosures and Assurances

The following disclosures and certifications/assurances are required to be **submitted with the application in JustGrants**

- Applicant Disclosure of Duplication in Cost Items
  - If you do not have any pending **federal** applications *for the exact same costs* as included in your FY 2024 Byrne Discretionary grant application, answer "No" for this disclosure in JustGrants.
- DOJ Certified Standard Assurances
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing
- Applicant Disclosure and Justification – DOJ High-Risk Grantees

Reminder: Two Deadlines

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

- Step 1: Submit an SF-424 and an SF-LLL at Grants.gov
- Step 2: Submit the full application, with attachments, at JusticeGrants.usdoj.gov

NOTE: Submission deadline times for both Grants.gov and JustGrants are now 8:59 p.m. ET, and not 11:59 p.m. ET as in past years.

TIP: Read the solicitation carefully for complete guidance.

SECTION 4

POST-AWARD CONSIDERATIONS

BJA
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Access to Funds

OJP will process awards on a rolling basis. Award notifications will be sent no later than September 30, 2024.

To access award funds, you must complete the following actions:

- Accept the award in JustGrants.
- Register in the U.S. Treasury's Automated Standard Application for Payment (ASAP) system.
- Address all award conditions that place award funds on hold, if applicable.

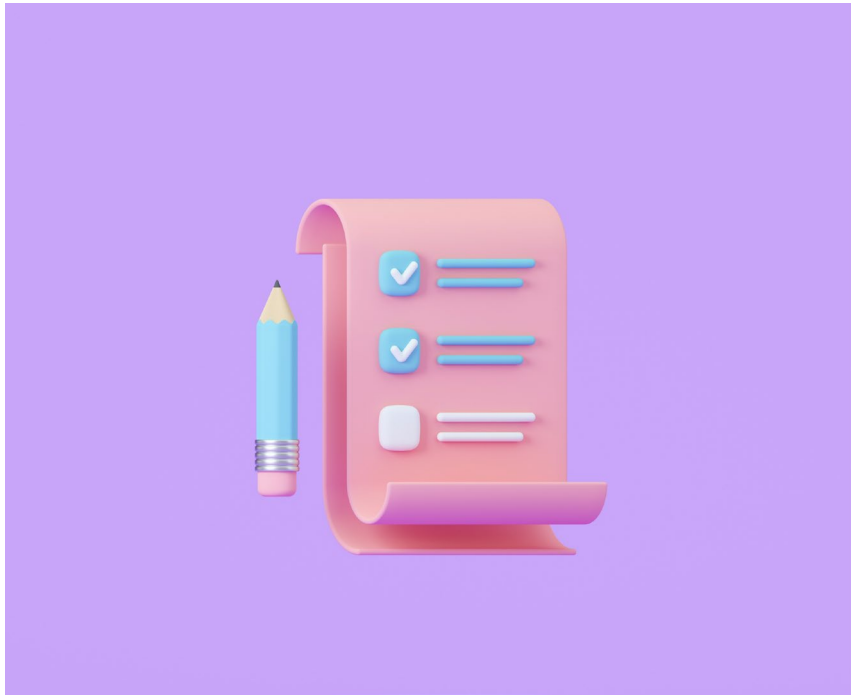
This program does NOT allow full drawdown of funds in advance. Payment requests must minimize amount of federal funds on hand (no more than 10-days cash needs).

Award Conditions - Standard

Each recipient of an OJP grant must comply with all federal statutes and applicable regulations and award conditions: [Legal Overview - FY 2024 Awards | Office of Justice Programs (ojp.gov)]

Examples of standard award conditions include:

- Compliance with DOJ Grants Financial Guide
- Reporting Waste, Fraud, and Abuse
- Financial Management Training
- Budget Clearance
- Reporting Subawards
- Prohibited and Controlled Equipment



Award Conditions - Specific

Based on the specific project, additional award conditions and associated requirements may be applied to the award agreement. Examples include:

- National Environmental Protection Act (NEPA) requirements
- DNA testing requirements, including Rapid DNA and FGG
- Body-worn Camera Policy requirements
- Bullet proof vest requirements
- Facial Recognition Technology
- Publication and website disclaimers

Reporting

OJP requires recipients to submit **both financial and performance reports.**

- **Performance Reports** – seminannual; January 30th and July 30th.
  - Question set answered and submitted in JustGrants to report on progress/accomplishments to date.
- **Financial Reports** – quarterly; the 30th of January, April, July, and October.
  - SF-425 form completed and submitted in JustGrants to report federal expenditures to date.

IMPORTANT: If a performance or financial report is not submitted timely, it will result in a suspension of access to award funding in ASAP until compliant.

Procurement

All OJP grant awards are governed by the procurement requirements detailed in the DOJ Financial Guide and the federal procurement standards in 2 CFR 200.317-327.

- States and territories must follow their own procurement standards and 2 CFR 200.317.
- All other grantees must comply with the procurement requirements in 2 CFR 200.318-327, **to include full and open competition. Sole source over $250,000 must receive prior approval by OJP.**

Recipients must maintain written standards of conduct covering conflicts of interest, debarment, employee participation in vendor selection, and contract administration.

See Chapter 3.8 "Procurement Under Awards of Federal Assistance" in the DOJ Grants Financial Guide: https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#46-0

Grant Award Modifications

Recipients can request changes post-award as needed via grant award modification (GAM) in JustGrants. **Changes to the project title or any activities/costs that do not support the project title are prohibited.** GAM types include:

- Change Project Period (No Cost Extension)
- Programmatic Cost (Costs requiring prior approval)
- Change Project Scope
- Budget Modification
- Sole Source Approval (Non-competitive contracts over $250,000

See Chapter 3.5 “Adjustments to Awards” in DOJ Grants Financial Guide: https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#24-0

Poll Question: Now that you've heard more about the program and the application process, are you ready to apply?

Yes, my jurisdiction is ready to apply.

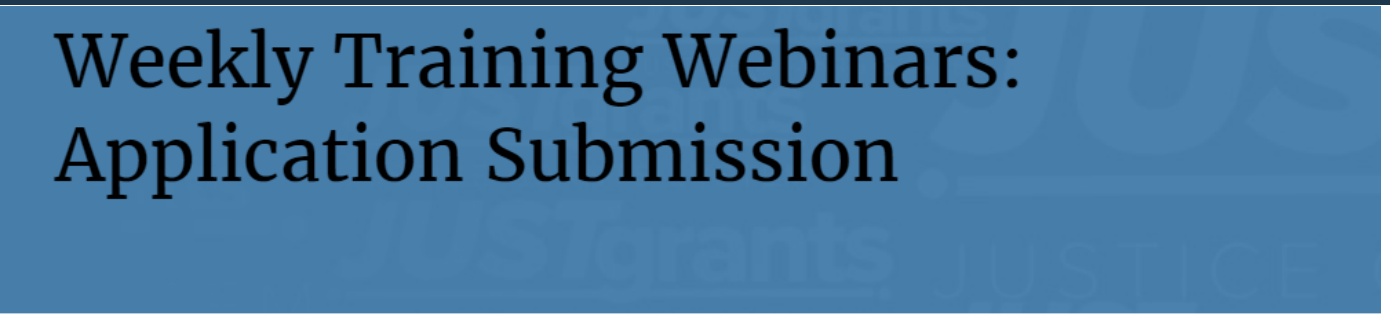
I am not sure.

No, I need more help.

SECTION 5

APPLICATION RESOURCES

Weekly Training Webinars: Application Submission



Bookmark this page and check back regularly for session dates and registration links.

Session Topic	Application Mechanics: Submitting an Application
Key Audiences	Entity Administrator, Application Submitter, Authorized Representative
Description	**Topics covered in this session include:** • Preparing to apply • Completing required forms in Grants.gov • Entity onboarding and JustGrants access • JustGrants roles and responsibilities • Assigning users to applications • Completing, reviewing, certifying, and submitting a JustGrants application
Live Training Sessions	Click the link to register for the session you wish to attend: • April 17, 2024 1:00-2:30 p.m. ET • April 24, 2024 1:00-2:30 p.m. ET
Recorded Training Session	• Download the Training Slides • View the Recording
Reference Materials	• Application Submission • DOJ Application Submission Checklist

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Find answers to frequently asked questions.

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Weekly Training Webinars: Application Submission

The JustGrants training team offers training webinars on the full application process every Wednesday from 1pm to 2:30pm ET. Upcoming training registration links and slides/recordings available here: https://justicegrants.usdoj.gov/training/application-submission

Application Assistance

SAM.gov

- Assistance with entity validation, UEI, and registration.
  - **Customer Support Hotline:** 866-606-8220

    Operates Monday – Friday 8am to 8 p.m. ET.
  - **Website**: GSAFSD Service Portal Landing - GSA Federal Service Desk Service Portal
  - **Live Chat** https://www.fsd.gov/gsafsd_sp

Grants.gov

- Provides technical assistance with submitting the **SF-424** and **SF-LLL.**
  - **Customer Support Hotline:** 800-518-4726 or 606-545-5035

    Operates 24 hours a day, 7 days a week, except on federal holidays.
  - **Email**
    - https://www.grants.gov/web/grants/support.html
    - support@grants.gov

JustGrants Application Assistance

- **Customer Support Hotline:** 833-872-5175
  - Monday – Friday between 7:00 a.m. and 9:00 p.m. ET
  - Saturday, Sunday, and federal holidays from 9:00 a.m. – 5:00 p.m. ET
- **Email**
  - https://justicegrants.usdoj.gov/user-support
  - JustGrants.Support@usdoj.gov

https://justicegrants.usdoj.gov/

Contents

- How To Apply
- Application Elements and Formatting Instructions
  - Complete the Application for Federal Assistance(Standard Form (SF)-424)
  - Disclosure of Lobbying Activities
    - Unique Entity Identifier and System for Award Management (SAM)
  - Proposal Abstract
  - Budget Preparation and Submission Information
    - Detailed Computations and Allowable Costs
    - Narrative Justification for Every Cost
    - Consolidated Budget Summary
    - Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)
    - Indirect Cost Rate Agreement (if applicable)
  - Tribal Authorizing Resolution (if applicable)
- Application Attachments
  - Applicant Disclosure of Pending Applications (Duplication in Cost Items)
  - Applicant Disclosure and Justification – DOJ High Risk Grantees
  - Research and Evaluation Independence and Integrity
  - Disclosure of Process Related to Executive Compensation
- Financial Information
  - Financial Management and System of Internal Controls
  - Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)
  - Cost Sharing or Matching Requirement
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  - Limitation on Use of Award Funds for Employee Compensation; Waiver
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  - Costs Associated with Language Assistance (if applicable)
- Application Review Information
- Federal Award Administration Information
  - Federal Award Notices
  - Administrative, National Policy, and Other Legal Requirements
  - Information Technology (IT) Security Clauses
  - General Information about Post-Federal Award Reporting Requirements
- Programmatic Information
  - Evidence-Based Programs or Practices
  - Information Regarding Potential Evaluation of Programs and Activities
  - Note on Project Evaluations
- Other Information
  - Freedom of Information and Privacy Act (5 U.S.C. § 552 and 5 U.S.C. § 552a)
  - Provide Feedback to OJP
  - To Become an OJP Peer Reviewer

https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide

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Additional Questions?

BJA applications/recipients can email: BJA.CPFCDS@ojp.usdoj.gov

OJJDP, OVC, NIJ applicants/recipients can email individual who sent the invitation.

Questions?

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