

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



BJA FY 22 Community Supervision Resource Center

Assistance Listing Number #	16.812
Grants.gov Opportunity Number:	O-BJA-2022-171105
Solicitation Release Date:	April 06, 2022 3:00 PM
Grants.gov Deadline:	June 01, 2022 8:59 PM
Application JustGrants Deadline:	June 06, 2022 8:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications to establish a resource center to provide information and assistance to state, local, and tribal entities responsible for adult probation, parole, and pretrial supervision. This new center will complement the work of the [National Reentry Resource Center](#). This program furthers the DOJ's mission by providing resources to community supervision agencies to utilize the best available practices to effectively address individuals' needs and reduce recidivism while reducing reliance on incarceration.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501 (c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education

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

Contact Information

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

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

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

Submission Information

Applications will be submitted to DOJ in two steps:

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

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

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

Contents

Contact Information	1
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	6
Evidence-Based Programs or Practices	6
Information Regarding Potential Evaluation of Programs and Activities	6
OJP Priority Areas	6
Federal Award Information	7
Awards, Amounts and Durations	7
Continuation Funding Intent	7
Availability of Funds	7
Types of Awards	8
Financial Management and System of Internal Controls	8
Budget Information	8
Cost Sharing or Matching Requirement	8
Pre-agreement Costs (also known as Pre-award Costs)	8
Limitation on Use of Award Funds for Employee Compensation: Waiver	8
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	8
Costs Associated with Language Assistance (if applicable)	9
Unmanned Aircraft Systems	9
Eligibility Information	9
Application and Submission Information	9
Information to Complete the Application for Federal Assistance (SF-424)	9
Standard Applicant Information (JustGrants 424 and General Agency Information)	9
Proposal Abstract	9
Proposal Narrative	10
Goals, Objectives, Deliverables, and Timeline	11
Budget and Associated Documentation	11
Budget Worksheet and Budget Narrative (Web-based Form)	11
Indirect Cost Rate Agreement (if applicable)	11
Financial Management Questionnaire (including applicant disclosure of high-risk status)	11
Disclosure of Process Related to Executive Compensation	11
Additional Application Components	11
Tribal Authorizing Resolution	12
Research and Evaluation Independence and Integrity Statement	12
Disclosures and Assurances	12
Disclosure of Lobbying Activities	12
DOJ Certified Standard Assurances	12
Applicant Disclosure of Duplication in Cost Items	12
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	12
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	12
How to Apply	12
Submission Dates and Time	13
Application Review Information	13
Review Criteria	13

Review Process	14
Federal Award Administration Information	14
Federal Award Notices	14
Administrative, National Policy, and Other Legal Requirements	14
Information Technology (IT) Security Clauses	14
General Information about Post-Federal Award Reporting Requirements	15
Federal Awarding Agency Contact(s)	15
Other Information	15
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	15
Provide Feedback to OJP	15
Performance Measures	15
Application Checklist	15
Appendix A	18

Program Description

Overview

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

This program establishes a resource center to provide information and assistance to state, local, and tribal entities responsible for adult probation, parole, and pretrial supervision.

Statutory Authority

Any awards under this solicitation will be made under the statutory authority provided by the Department of Justice Appropriations Act, 2022 Pub. L. No. 117-103, 136 Stat. 49, 127 and Pub. L. No. 117-103, 136 Stat. 49, 126.

Specific Information

The vast majority of adults under correctional control in the U.S. are on community supervision. In fact, there are twice as many adults on probation and parole as in prisons and jails ([Pew Charitable Trusts, 2020](#)), and more than half of all prison admissions in 20 states result from supervision violations ([CSG Justice Center, 2019](#)). These violations are often technical in nature and are not because of a new offense or an identifiable risk to public safety. Terms of supervision — both in duration and conditions — may be excessive, generalized instead of individualized, and often do not correlate with reductions in recidivism and other meaningful outcomes for people or communities.

The field of supervision has made incredible advancements in the last decade. Research has come a long way. Agencies are testing new strategies. Evaluations are documenting what works and how, and others are pivoting in response. Sometimes the innovations are long planned; others are the result of necessity — a result of a change in statute, budget, or a public health crisis.

However, there is a substantial gap between what we know works, what innovations are happening in the field, and what is done with that knowledge in the field day-to-day and across the types of supervision and jurisdictions. There is a range of resources and evaluation results available to the field but there is no go-to source of assistance where community supervision authorities can consult with community supervision experts to navigate the resources, opportunities, and challenges.

Under this solicitation, BJA is establishing the Community Supervision Resource Center (CSRC) to help community supervision authorities — those responsible for pretrial, probation, and parole populations — advance faster along the continuum of best and emerging practices. The CSRC is intended to help agencies understand where they are on the continuum, define where they want to be, and take steps to get there. This new program will collect and share relevant and available resources, develop tools to help agencies operationalize that knowledge to strengthen and make their work more effective, and provide training and technical assistance to agencies in close consultation with BJA (“ad hoc TTA”). This new center will complement the work of the [National Reentry Resource Center](#) which advances the knowledge base of the reentry field to improve outcomes for people leaving incarceration and returning to communities.

Specific areas of focus will include translating knowledge about best practices and innovations in:

1. Supervision of adults assessed as having high risk of recidivism or high risk of violence in order to mitigate the likelihood of those events;
2. Supervision agencies’ role in community violence initiatives that reduce gun violence, intervene in conflicts, and facilitate connections to social, health and wellness, and economic services to reduce the likelihood of violence as an answer to conflict; and
3. Advance equity and fairness in the administration and delivery of supervision, including addressing policies and practices that disproportionately affect poor people and people of color.

To those ends, the CSRC’s assistance will include guidance and resources to bring supervision agencies closer to alignment with [five policies](#) to improve efficacy and fairness, including cutting the supervision population so that resources can be prioritized for higher-risk individuals, reducing instances of incarceration for technical revocations, enabling mobility and employment, and reducing the disproportionate impact of negative consequences of supervision ([Pew Charitable Trusts, 2022](#)).

OJP expects substantial involvement between OJP and the direct recipients, and, as such, will make awards via cooperative agreements.

Goals, Objectives, Deliverables, and Timeline

Goals

The CSRC will serve as a source of information, training, and technical assistance (TTA) for supervision agencies and those with whom they collaborate. The CSRC will synthesize and translate emerging research and evidence-based information on supervision strategies, activities, and evaluations to help agencies apply and operationalize this information into their daily practice in order to advance the field and improve individual, system, and societal outcomes. Additionally, the CSRC will provide TTA to improve efficacy and fairness in community supervision ([Pew Charitable Trusts, 2022](#)).

Objectives

- Translate knowledge to the community supervision field, defined as probation, parole, and pretrial supervision of adults.
- Advance supervision agencies along the continuum of best and evidence-based practices, with emphasis on individuals at high risk of offending or committing violence, community violence initiatives, and advancing a fair and equitable system.
- Establish and maintain a resource hub for entities responsible for community supervision.
- Develop, make publicly available, and provide TTA on tools and resources such as checklists, curricula, assessments, and technology.

Deliverables

Required deliverables are:

- Establish and maintain a website to include up-to-date content on community supervision resources, events, and funding opportunities.
- Maintain and staff a general email address through which interested parties can request and obtain information in a timely fashion.
- Identify learning sites to serve as models for specific practices.
- Identify common gaps in practice and develop trainings to address them.
- Provide ad hoc TTA, including short-term, onsite, jurisdiction-specific assistance in response to requests from the field and in consultation with BJA.
- Raise awareness of the CSRC and develop learning opportunities for the field at conference-based convenings, including at annual meetings of relevant associations.
- Develop three self-assessment toolkits to help pretrial, probation, and parole supervision authorities conduct a gaps analysis of their current policies and practices and determine their priority training and technical assistance needs.
- Encourage and facilitate collaboration such as developing and disseminating actionable strategies for supervision agencies to leverage existing federal, state, local, and/or philanthropic resources.
- Establish and maintain relationships with relevant leaders in this field, including other funders, trainers, researchers, etc.
- Interface with other supervision efforts at BJA's direction.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

OJP Priority Areas

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

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

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

In support of Executive Order 13985, OJP will:

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

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

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$2,000,000.00

Period of Performance Start Date

10/1/22 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$2,000,000.00

Continuation Funding Intent

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

Availability of Funds

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

Types of Awards

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

Financial Management and System of Internal Controls

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

Budget Information

Applicants should propose to budget up to \$1,000,000 each for the clearinghouse and ad hoc TTA to supervision agencies.

The project period is 36 months. Applicants should propose a plan for 3 years and a budget for 1 year. Pending performance and availability of funds, BJA will look to supplement this award in future years.

Applicants should consider the most effective and efficient ways for reaching the field in proposing approaches to the work.

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions (“Technological Enhancements”) are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential bias in these solutions to ensure they protect privacy, civil rights, and civil liberties, and promote access to justice. Moreover, communities must have access to information about how these solutions work and a role in determining how they are implemented (“Digital Trust”).

Applicants proposing to utilize grant funds to support technological enhancements must develop a digital trust implementation plan that describes how the applicant will communicate the use of the technology with the applicant’s employees and the community at large. The plan should describe how the technology will be carefully monitored through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety and the criminal justice system. The plan should describe policies and procedures designed to safeguard privacy, civil rights, and civil liberties, and how potential cybersecurity risks are mitigated.

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully — before submitting an application — the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8>. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include a general prohibition of all food and beverage costs.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Unmanned Aircraft Systems

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

Eligibility Information

For eligibility information, see the solicitation cover page.

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

Application and Submission Information

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Timeline/Task Plan
- Documentation of Proposed Subrecipients and Procurement Contracts (if any, complete the table in Appendix A)
- Résumés of Key Personnel
- Work Product Examples

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

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed.

Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if

known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with "Proposal Abstract" as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

a. Description of the Issue OR Statement of the problem if research is involved

- Demonstrate a thorough understanding of the problem the CSRC is designed to solve.
- Discuss the landscape around the problems, including relevant efforts and specific challenges.
- Describe why this project/these proposed activities are necessary (significance/value) and/or address a need and include supporting information.

b. Project Design and Implementation

- Address in detail how the applicant proposes to undertake and accomplish each of the objectives and tasks outlined in the solicitation.
- Provide a complete description of all the requested deliverables and the methods for their delivery (e.g., adult learning principles, development sources, distance learning, process for information assessment, and revision), including coordination of deliverable timelines for training approval.
- Applicants must explain how they will administer ad hoc assistance.
- Applicants may propose other items/deliverables in addition to the ones listed in this grant announcement and should provide detailed information of those items, if applicable.
- Inclusion of a timeline/project plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity will contribute to scoring under this criterion.
- Describe the ad hoc TTA process, including information on the applicant's process to promote the support available through the CSRC and a process to receive and respond to requests.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

c. Capabilities and Competencies

- Describe the roles, responsibilities, and qualifications of the applicant, its partners, and each organization's role. Demonstrate the capability of the lead organization and any collaborative partners to implement each component of the project
- Describe the management structure, staffing, and in-house or contracted capacity to complete each component. Describe how the proposed management structure and staffing of the project will facilitate the delivery of those components. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the timeline/project plan. Information regarding the personnel assigned to these tasks included in the résumés and position descriptions as well as the work product examples will contribute to the assignment of points relative to this criterion
- Provide specific examples of the applicant's expertise in:
 - Knowledge transfer
 - Supervision of adults assessed as having high risk of recidivism or high risk of violence
 - Supervision agencies' role in community violence initiatives
 - Advancing equity and fairness in the administration and delivery of supervision
 - Delivery of TTA
 - Diverse supervision settings

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

- Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

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

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

In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, OJP will require any award recipient, post-award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance to view the specific reporting requirements for this grant program.

BJA requires award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award. More information about the BJA TTA Reporting Portal and performance reports can be found at <https://bja.ojp.gov/performance-measures/ta-deliverable-performance-metrics.pdf>.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the Community Supervision Resource Center Program's goals, objectives, and deliverables in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

Indirect Cost Rate Agreement (if applicable)

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

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

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

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

- Timeline/task plan
- Position descriptions
- Documentation of proposed subrecipients and procurement contracts (If any, complete the table in Appendix A.)
- Résumés of key personnel
- Work product examples that reflect expertise defined under Capabilities and Competencies
- Applicant disclosure of pending applications
- Letter(s) from partner(s): Provide letters of support from key partners demonstrating commitment to the project

Tribal Authorizing Resolution

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

Research and Evaluation Independence and Integrity Statement

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

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

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

How to Apply

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

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by June 1, 2022, 8:59 pm.

The **full application** will be submitted in JustGrants on June 6, 2022, 8:59 pm.

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

Experiencing Unforeseen Technical Issues

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

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

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

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

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

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

Application Review Information

Review Criteria

a. Merit Review Criteria

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

1. Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) – evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

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

Review Process

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

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

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

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

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

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

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

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP web page at <https://ojp.gov/funding/FAPIIS.htm>.

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see solicitation cover page.

For contact information for Grants.gov, see solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103–62, and the GPRA Modernization Act of 2010, Public Law 111–352, OJP will require any award recipient, post-award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP's performance measurement page at www.ojp.gov/performance to view the specific reporting requirements for this grant program.

BJA requires award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award. More information about the BJA TTA Reporting Portal and performance reports can be found at <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

Application Checklist

BJA FY 22 Community Supervision Resource Center

Prior to registering in Grants.gov:

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

To register in Grants.gov:

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

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

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

Review Scope Requirement:

- The federal amount requested is within the allowable limit of \$2,000,000

Review Eligibility Requirement:

- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501 (c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public and State controlled institutions of higher education

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

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

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

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

If no Grants.gov receipt and validation, or error notifications are received:

- Contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support webpage, or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Receive email notification to complete application in JustGrants

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

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

- Proposal Abstract

- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Timeline/Task Plan
- Documentation of Proposed Subrecipients and Procurement Contracts (if any complete the table in Appendix A)
- Résumés of Key Personnel
- Work Product Examples

Budget and Associated Documentation:

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

Additional Application Components:

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Position descriptions
- Applicant disclosure of pending applications
- Letter(s) from partner(s): Provide letters of support from key partners demonstrating commitment to the project

Disclosures and Assurances:

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

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

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

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.

Appendix A

Applicant Documentation of Proposed Subrecipients and Procurement Contracts

Complete the table below with information regarding proposed subrecipients and procurement contracts, including the name, organizational affiliation, and city and state of the proposed subrecipient entity. Add rows if needed. For additional information on subawards, see the [OJP Grant Application Resource Guide](#). As described previously, applicants will submit the table by uploading the document as an attachment in JustGrants.

Subrecipient Name (Last, First)	Subrecipient Organization	Subrecipient Location (City, State)