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

Corrections Officer and Staff Safety and Wellness Center

Assistance Listing Number #   16.738

Grants.gov Opportunity Number: O-BJA-2022-171277

Solicitation Release Date: April 15, 2022 8:00 AM

Grants.gov Deadline: May 26, 2022 8:59 PM

Application JustGrants Deadline: May 31, 2022 8:59 PM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to establish and administer a Corrections Officer and Staff Safety and Wellness Center. This program furthers the DOJ's mission by supporting the safety and wellbeing of criminal justice system practitioners.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For profit organizations other than small businesses, 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, Other

Other

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

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

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

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

Contact Information

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

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

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

Submission Information
Applications will be submitted to DOJ in two steps:

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

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

Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The purpose of this solicitation is to fund a Corrections Officer and Staff Safety and Wellness Center (the Center) that will develop and deliver resources to the field, receive and respond to requests for assistance, and serve as an informational clearinghouse to improve corrections officer and staff safety and wellness.

Statutory Authority

Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103)

Specific Information

BJA recognizes that institutional and community corrections officers and staff face many challenges, threats, and stressors that require continual education, training, and support to ensure their safety and wellness. Correctional officers and staff need to be equipped with the skills and knowledge necessary to manage the impact of corrections work on mental health and emotional wellbeing, as well as the strategic and tactical aspects of the profession, in order to be safer, healthier, and serve their organizational missions and the individuals within their correctional population to the best of their abilities.

To meet these needs, this solicitation will fund a Corrections Officer and Staff Safety and Wellness Center (the Center). The Center will develop and offer training and technical assistance (TTA) to improve institutional and community corrections officer and staff safety and wellness, and will build upon the knowledge base of what works to continually improve the safety and wellness of officers and staff. The Center will serve as a repository of corrections policies, protocols, trainings, and innovations that work to improve corrections officer and staff safety, wellness, resilience, and retention. In addition, it will identify, prioritize, develop, and deliver trainings to improve safety, wellness, resilience, and retention. Further, since suicide by corrections officers occurs at a rate much higher than in the general population, the Center must consider and address suicide awareness and prevention. The Center may also work with corrections (institutional and community) to test new strategies, policies, and protocols.

Goals, Objectives, Deliverables, and Timeline

Goals

Create a Corrections Officer and Staff Safety and Wellness Center to develop, test, and deliver resources to improve institutional and community corrections officer and staff safety, wellness, resilience, and retention.

Objectives

- Identify, prioritize, and develop training and other resources to address gaps in current training, policy, and practice to ensure officer and staff safety, wellness, and resilience.

- Devise, test, and document correctional policy and practice changes to improve staff safety, wellness, resilience, and retention, working in collaboration with selected probation, parole, jail, community confinement facilities, and prisons.

- Raise awareness of corrections officers' and staff's safety and wellness needs and of federally supported programs, trainings, and resources.

- Serve as a clearinghouse for resources on these topics and make them available to inform the development and implementation of officer and staff wellness initiatives across the country.

Deliverables

1. Develop and deliver specialized state, local, and tribal corrections officer and staff trainings across the nation specifically related to officer safety, wellness, and resilience. The Center will develop a compendium of competencies and skills for institutional and community corrections officers staff and develop training based on the identified competencies and skills. Training topics must have a direct connection to officer safety and wellness; must instruct on the connection to officer safety and wellness; and may include, but are not limited to, topics ranging from tactical officer safety, to physical wellness as it directly impacts safety (e.g., improving and educating on nutrition, health, and fitness), to emotional wellness (e.g., understanding the impact of

trauma on officer/staff wellness and how to mitigate it), to organizational officer safety issues (e.g., the importance of interdisciplinary coordination/training among corrections, law enforcement, and behavioral health and the importance of advanced preparation for critical incidents). Applicants are strongly encouraged to propose other/additional topics based on their expertise and knowledge of needs in the field, including identified gaps in training topics.

2. Closely coordinate the training topics for development and delivery with BJA to ensure they address identified and prioritized needs. Each training should accommodate as many participants as appropriate for its type and should represent various corrections agencies and ranks, unless the training is specific to a particular rank/audience.

3. Engage a curriculum development specialist with experience developing correctional training materials, as well as a professional with significant experience in analyzing, coordinating, contracting for, evaluating, and/or delivering field-generated, site-specific technical assistance.

4. Develop and maintain a cadre of subject matter experts (SMEs) who can assist jails, prisons, and community supervision and confinement agencies in assessing, planning, and implementing correctional staff safety and wellness policies, training, or practices to ensure the proposed activities are evidence informed and directed to support officer and staff safety and well-being. This service should be offered on demand to requesting jurisdictions.

5. Plan to cover all meeting and travel costs associated with curriculum development and enhancement to include subject matter experts and instructors. Depending on the training need, trainings should be designed and delivered for the format (in-person/virtual/remote) best fitted to the topic.

6. Trainings developed under this award must use evidence-based principles and techniques that have demonstrated success. Trainings must be developed in conjunction with subject matter experts experienced in fields directly related to the particular topic and must be identified within the application.

7. The delivery of TTA must be innovative and interactive, and use adult-learning and behavior-changing concepts. All deliverables must be based on the latest research, data, and evidence-based practices. Additionally, TTA topics should be directly related to what research indicates are the greatest threats to officer safety and wellness.

8. Each training should require only one to two instructors to deliver it on site and should include, as appropriate to the topic, some level of interactive instruction (e.g., live demonstration/role playing) with participants and audio/visual aids, including videos. Applicants must describe in detail the overall design of the training program and proposed training topics.

9. Coordinate all activities and products with BJA's National Training and Technical Assistance Center (NTTAC) and through an online work tracker or online dashboard to track execution of the key tasks. BJA staff require access to view the online tracker/dashboard.

10. Provide on-demand technical assistance to practitioners in the field. The TTA provider will prioritize responses to requests from practitioners and the field in consultation with BJA. Not all ad hoc requests require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number may require more thorough exploration and response. In consultation with BJA, the TTA provider must design a process to evaluate requests for assistance, triage requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

11. Develop and maintain a training request database that BJA staff can access.

12. Develop and maintain a website or web page for the TTA program, and ensure the site/page is regularly updated and managed. This site/page will serve as a repository of resources on officer safety and wellness, including, but not limited to, research, reports, articles, program descriptions, and other information that promote what works in improving officer and staff safety and wellness. The site should also serve as a mechanism for practitioners to submit TTA requests. The provider will ensure that the site meets all necessary parameters to allow it to be migrated over to BJA or another entity, per BJA's instructions, should this become necessary. Additionally, the provider will be required to provide content for use on NTTAC's website.

13. The TTA provider must serve as a thought leader and information clearinghouse for relevant research and best practices. All products must be 508 compliant. It must:

a. Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks.

b. Convene practitioner learning communities including mid-level manager and line staff, based on their respective projects/programs, to explore best practices and lessons learned.

c. Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

14. The TTA provider must proactively build field knowledge and capacity in the areas of corrections officer and staff safety and wellness. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. It must also review trends from requests and TTA needs assessments, and then propose to and work with BJA on tailoring the TTA strategy to meet these emerging needs and trends.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

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
$1,500,000.00

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
$1,500,000.00

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 for additional information.

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

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

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

See the OJP Grant Application Resource Guide for information on Costs Associated with Language Assistance.

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) (The web-based form includes the budget details and the budget narrative.
- 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. The SF-424 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 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

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 decision.

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

Description of the Issue

- Demonstrate a thorough understanding of the issue the Center is designed to solve.

- Discuss the landscape around this issue, 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.

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.
- The applicant may propose other items/deliverables in addition to the ones listed in this grant announcement and should provide detailed information on those items, if applicable.

- Include a timeline/task plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity.

Capabilities and Competencies

- Describe the roles and 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/Task plan.

- Fully describe the applicant's experience and capabilities to implement the national program being proposed and the competencies of the staff assigned to the program. Résumés for key personnel (to include subject matter experts) must be included in the application package

- Provide evidence of extensive experience in successfully providing complex national-level corrections TTA programs related to officer and staff safety and wellness.

- Provide specific examples of the applicant's expertise in curriculum development, research and analysis, publications and multimedia material development, collaborative partnerships, development and management of training and conference events, and experience in recruitment and maintenance of subject matter experts/ instructors.

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 measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

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

A list of performance measure questions for this program can be found at Training and Technical Assistance (TTA) Reporting Portal TTA and Deliverable Performance Metrics Extract from Data Dictionary (ojp.gov). More information about the BJA TTA Reporting Portal can be found at Performance Measures | BJA Training and Technical Assistance Providers | Bureau of Justice Assistance (ojp.gov).

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

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

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the project'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

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

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

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

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See 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 **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 in 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 5/26/2022 8:59 PM.

The **full application** must be submitted in JustGrants by 5/31/2022 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 prevents 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.*

Applicants 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 OJP Response Center 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), and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

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

Application Review Information

Review Criteria

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

1. Statement of the Problem/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).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, 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 stated review criteria listed above.

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

- The application must be submitted by an eligible type of applicant.

- The application must request funding within programmatic funding constraints (if applicable).

- The application must be responsive to the scope of the solicitation.

- The application must include all items necessary to meet the basic minimum requirements.

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

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

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

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

Federal Award Administration Information

Federal Award Notices

See the OJP Grant Application Resource Guide for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

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

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

Federal Awarding Agency Contact(s)

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

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

For contact information for JustGrants, see the solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

See the OJP Grant Application Resource Guide for information on how to provide feedback to OJP.

Application Checklist

Corrections Officer and Staff Safety and Wellness Center

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

What an Applicant Must Do:

Prior to registering in Grants.gov:

> Confirm your Entity's System Award Management (SAM) Registration Information (see OJP Grant Application Resource Guide)

To register in Grants.gov:

- Acquire an 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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

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

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of $1,500,000.

Review Eligibility Requirement:

- Public and State controlled institutions of higher education

- 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

- For profit organizations other than small businesses

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, [Grants.gov customer support](#), or [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 [insert if applicable, consult with OGC] (see OJP Grant Application Resource Guide)

Additional Application Components:

- Position descriptions

- Letter(s) from partner(s)
- Research and Evaluation Independence and Integrity (see OJP Grant Application Resource Guide)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see OJP Grant Application Resource Guide)

Disclosures and Assurances:

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

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

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

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