

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



## FY 2022 Field Initiated: Encouraging Innovation

**Assistance Listing Number #** 16.738 and 16.838  
**Grants.gov Opportunity Number:** O-BJA-2022-171325  
**Solicitation Release Date:** May 09, 2022 3:00 PM  
**Grants.gov Deadline:** July 06, 2022 8:59 PM  
**Application JustGrants Deadline:** July 11, 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 prevent and reduce crime and enhance the criminal justice system through innovative approaches that accelerate justice by identifying, defining, and responding to emerging or chronic crime problems and systemic issues using innovative approaches. BJA is looking for proposed strategies to address these issues, including trying new approaches, addressing gaps in responses, building or translating research knowledge, or building capacity. This program furthers DOJ's mission by providing resources to support state, local, tribal, and territorial efforts to reimagine their approaches and strategies to enhance fairness and access to justice; prevent and reduce crime, including violent crime; prevent and respond to overdoses; support crime victims; improve relationships and build trust between communities and the justice system; increase access to justice and supportive services; and advance innovative improvements within the justice system.

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00146-PROD	1: State, local, tribal, or regional research partnerships	6	\$1,000,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00147-PROD	2: National strategies	3	\$1,000,000.00	10/1/22 12:00 AM	36

### Eligible Applicants:

Other

### Other

Category 1:

- State governments
- Special district governments
- City or township governments
- Public and state-controlled institutions of higher education
- County governments
- Public housing authorities/American Indian housing authorities
- Native American tribal governments (federally recognized)
- 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

Category 2:

- Public and state-controlled institutions of higher education (including tribal institutions of higher education)
- Public housing authorities/American Indian housing authorities
- 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

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Regional applications must be submitted by one eligible entity as listed above on behalf of multiple entities that include state, local, or tribal representation.

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 the availability of appropriations.

### **Contact Information**

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

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

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

### **Submission Information**

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.

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## **Program Description**

### **Overview**

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

Through this solicitation, BJA seeks to prevent and reduce crime and strengthen criminal justice system outcomes by collaborating with the field to identify, define, and respond to emerging or chronic crime problems and systemic issues. BJA is looking for proposed strategies to address these issues, including trying new approaches, addressing gaps in responses, building or translating research knowledge, or building capacity. Applications under this program should not duplicate other BJA-funded solicitations and should have the potential to broadly benefit the field of criminal justice nationally. In particular, BJA is seeking applications that address efforts to respond to precipitous increases in crime and/or address substance use disorders and/or efforts to prevent or respond to drug overdoses and fatalities, while also building approaches and tools that enhance criminal justice reforms that build confidence in the criminal justice system and trust between residents and the criminal justice system.

### **Statutory Authority**

Projects proposing to address substance use disorder and/or efforts to prevent or respond to drug overdoses and fatalities are authorized by the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 127).

Projects proposing to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime, are authorized by Pub. L. No. 90-351, Title I, Sec. 506(b) (codified at 34 U.S.C. 10157(b)).

### **Specific Information**

BJA is seeking proposals from eligible agencies and organizations to develop and implement new and innovative strategies that better enable criminal justice systems to prevent and respond to emerging and chronic crime problems that affect multiple agencies within the justice system and many communities in the United States. Proposals must aim to address a gap in the current base of knowledge and/or test a new idea about responding to and preventing crime and be developed or implemented in a way that allows other communities or organizations to learn from and potentially replicate the approach. For a proposal to be considered “innovative,” it must:

- Propose a strategy or response that has not been implemented previously, yet is supported by research, data, theory, or evidence.
- Propose a new modification to an existing strategy or response that has not been implemented previously, yet is supported by research, data, theory, or evidence.
- Propose a new approach to delivering existing evidence-based strategies or responses that has not been implemented previously and has the potential to reduce costs and increase efficiencies while maintaining effectiveness (including organizational developments and changes that may enhance the effectiveness or long-term sustainability of the existing strategy or response).

There are a number of challenges facing the criminal justice field at this time. The criminal justice system serves an important role in protecting communities and seeking justice for victims. For criminal justice leaders to fulfill their government role effectively, they must lead with the principles of ensuring a fair, open, and equitable system. There is a growing recognition that our criminal justice system — like other government systems — must be evidence-based, meet clear performance measures, and withstand the scrutiny of fiscal, cost-benefit, and racial impact analysis. This includes investing in tools and building capacity to conduct regular systemic evaluations of our criminal justice system and promote restorative practices and rehabilitation that consider unintended impacts on people and their communities and build criminal justice system integrity. Some of these changes can only be made by undoing decades’ worth of criminal code and other policies and practices. To build strong, safe, and healthy communities, it is critical to address the underlying entrenched issues of inequity and disparity in the criminal justice system and for all persons to receive equal treatment under the law. To create such a change, jurisdictions need to first understand how the structures and incentives within their own systems are driving adverse outcomes in order to target resources more effectively.

Jurisdictions must now implement efforts to accelerate justice at a time of unprecedented circumstances. The pandemic has created a level of complexity in criminal justice responses that require new, innovative approaches to address emergent challenges, including ensuring the safety of staff and those in the criminal justice system, while also managing a backlog of cases in the system and ensuring the protections of the Sixth Amendment. Many communities are seeking significant changes in approach to administering justice and safety, which must include effective responses to the precipitous increases in violent crime, in particular homicides, assaults, and hate crimes. In addition, communities have also been facing the impact of rising overdoses, overdose fatalities, and opiate and stimulant use and related crimes. To build responses to these urgent concerns, BJA is seeking to promote innovations that can enhance understanding and evaluation of approaches that are fair, just, restorative, and effective.

To address these priorities, applicants are encouraged to propose approaches that address one or more of these areas:

- Accelerating justice through the creation of approaches and tools that build the capacity to gather and analyze data and information to understand key decision points and levers for change to reduce rates of incarceration, community correctional control, and racial disparities, including through reforming pretrial processes, sentencing practices, mandatory minimums, and collateral consequences.
- Building alternative strategies and systems, such as restorative justice approaches and diversion programs, that enhance outcomes for those with criminal justice involvement and/or prevent unnecessary involvement in the criminal justice system. This may include efforts to expand access to services for individuals experiencing behavioral health needs, substance use disorders, and other crises, as well as supporting law enforcement and/or community-driven efforts to effectively resolve problems and reduce arrests.
- Increasing deflection and/or diversion opportunities, particularly at the pre-arrest or pretrial phase.
- Enhancing collaboration across criminal justice, behavioral health, and public health systems to reduce barriers to success for persons in the criminal justice system with substance use and/or mental health issues.
- Developing innovative, fair, and equitable responses to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime, such as homicides, assaults, and hate crimes.
- Improving relationships between communities and the criminal justice system by building trust and confidence, increasing access to justice, and improving perceptions of fairness across the justice system.
- Enhancing and/or sustaining innovative and effective practices implemented during the COVID-19 pandemic.

By undertaking these reforms, state, local, and tribal jurisdictions will lay the foundation for renewed trust in the justice system, an essential element of public safety, and improve outcomes for individuals and communities.

Proposals should address demonstrated gaps in the functions and knowledge base of the justice system or address a need for which there currently are limited or no services. If the proposal advances a new approach that builds upon previous BJA-funded work, the applicant must specify within the project description how the new project will be different from existing work. BJA will not fund applications that are not responsive to the scope of this solicitation. Applications will be considered unresponsive if:

- Funding is being sought for a specific program for which the applicant has been or is currently receiving funding from DOJ in the last 3 fiscal years.
- Proposed projects or topic areas are not within the mission of BJA or are not generally seen or documented as a priority issue for the state, local, or tribal justice community.
- The definition of “innovative” is not satisfied as described above.

Proposals can be focused on an individual community, a city or county, a state, a federally recognized tribe, or a region within a state or across at least two states. Proposals may also provide a national resource to build knowledge and tools that will serve many communities.

Applications are sought in two areas:

**Category 1:** Applications that propose to test a strategy at the state, local, tribal, or regional level working with a research partner to document implementation and develop tools to support national replication. Regional projects must propose a model that is specific to a regional need or could be implemented effectively regionally and replicated elsewhere. In Category 1, applicants are required to formally partner with a researcher organization for project development, assessment, and/or evaluation activities, as well as the development of tools to support

replication. No more than 20 percent of the total budget may be used to support research or evaluation services.

**Category 2:** Applications to develop targeted national strategies that will make an impact in addressing a critical need or gap in the field. In Category 2, applicants are required to work with a research partner to document implementation and develop tools to support further implementation in the field. No more than 20 percent of the total budget may be used to support research or evaluation services.

Examples of previously funded field-initiated project descriptions can be accessed at <https://bj.a.ojp.gov/funding/opportunities/bja-2016-8987>. For assistance on research partnerships, applicants may wish to access the Center for Research Partnerships and Program Evaluation at <https://bj.a.ojp.gov/program/crpe/overview>.

## **Goals, Objectives, Deliverables, and Timeline**

### **Goals**

Under this solicitation, BJA seeks to accelerate justice by inviting the field to identify, define, and test innovative or promising solutions that address one of the priority focus areas faced by one or more components of the criminal justice continuum (including but not limited to law enforcement, courts, and corrections, as well as with community or behavioral health collaborations) and propose a strategy to translate and enhance capacity of the field overall to address these issues.

### **Objectives**

All applications submitted in response to this solicitation must address one or both of the following issues: (1) substance use disorders, and/or (2) precipitous increase in crime or a particular type of crime. Within these issue areas, BJA is seeking to address the following goals:

- Accelerate justice and enhance capacity of criminal justice leaders to reduce rates of incarceration, community correctional control, and racial disparities, including alternative strategies and systems such as restorative justice approaches and diversion particularly for persons with substance use disorders and which respond to increases in crime.
- Combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime.
- Target and reduce violent crime, particularly hate crimes.
- Enhance collaboration across justice, behavioral health, and public health to address barriers for people impacted by the criminal justice system.
- Improve relationships between communities and the criminal justice system by building trust and confidence, increasing access to justice, and improving actual and perceptions of fairness across the justice system, including crime associated with substance use disorders and/or increases in crime.
- Institutionalize innovative and effective practices implemented during the COVID-19 pandemic

### **Deliverables**

**Category 1:** All proposed project deliverables should include practical tools and materials for use by other criminal justice practitioners and policymakers to support replication of the innovations, to include but not limited to program manuals, program assessments/evaluations, training curricula, policy-relevant documents, implementation guides, and toolkits.

Applicants, in collaboration with the identified researcher, must develop an action plan within the first 6 months of the grant award. The action plan must be developed with the identified researcher and must contain a description of the problem and the data that led to its identification, a logic model that identifies the strategy(ies) to be tested and the project's expected result(s), and the plan for an impact evaluation. The researcher must also conduct an evaluation of all grant-funded activities and provide a copy of the annual, interim, and final evaluation reports prior to the close of the grant period.

**Category 2:** All proposed project deliverables should include the development of targeted national strategies that will make an impact in addressing a critical need or gap in the field, working with a research partner to document implementation and develop tools to support further implementation in the field. This could include training and technical assistance (TTA) projects.



The selected applicants will engage the field and build capacity to understand and address at least one of the focus areas outlined in this solicitation. This could include projects to assess, analyze, or advance knowledge to one of the areas of focus; build new tools or resources for the field; address a critical gap in the field, including the provision of TTA; or address other needs of the field that are consistent with the focus areas outlined above. Applicants must address their ability to complete the following, as relevant to the project proposed:

1. Serve as an information clearinghouse for relevant research and best practices related to the identified area of focus by:
  - a. Creating knowledge diffusion products (e.g., fact sheets, webinars) and disseminating them through BJA's networks.
  - b. Convening practitioner learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
2. Receive requests for TTA from practitioners and the field; prioritize responses, in consultation with BJA, including assigning subject matter experts to provide services; and report on and monitor the services provided. The roles of the subject matter experts will vary across engagements, so the provider must develop protocols to define the scope of the role of the subject experts, when needed (e.g., trainer, development of a product, participating in webinars). The TTA provider must provide written reports to BJA on the TTA provided and the status of ongoing activities.

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."

#### **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 Islanders.

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.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for

implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the budget worksheet and budget narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, 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/or Pacific Islanders.

Note: Addressing these priority areas 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**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00146-PROD	1: State, local, tribal, or regional research partnerships	6	\$1,000,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00147-PROD	2: National strategies	3	\$1,000,000.00	10/1/22 12:00 AM	36

**Awards, Amounts and Durations**

**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**  
\$8,425,000.00

**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 budget must explicitly describe how the proposed budget items directly apply to the program’s design and will assist the applicant in meeting the program’s objectives.

In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Purchase vehicles
- Food and beverages

## **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.

## **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.

## **Digital Trust**

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 harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance may receive priority consideration if their proposal addresses the tenants of digital trust such as:

- How the technology will be carefully implemented 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, the community, and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

### **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.)
- Time Task Plan (web-based form)

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 subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of state single points of contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose state appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its state E.O. 12372 process.

An applicant whose state does not appear on the SPOC list should answer question 19 by selecting “Program is subject to E.O. 12372 but has not been selected by the state for review.”

#### **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 abstracts should be single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

If the applicant is seeking priority consideration, applicant **must** provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the proposal narrative provide documentation of the applicant's plan to respond to the priority consideration.
- For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.
- Which issue(s) the applicant seeks to address: (1) addressing drug-related crime, overdose, or crime related to persons with substance use disorders; and/or (2) addressing a precipitous increase in crime.

In addition, the abstract should include specific language that indicates which of the allowable uses/activities, as listed below, the project will address along with its approximated percent of the budget.

Planned Activities/Allowable Uses	Select All that Apply	Percent of Budget
Accelerating justice through the creation of approaches and tools that build the capacity to gather and analyze data and information to understand key decision points and levers for change		
Building alternative strategies and systems such as restorative justice approaches and diversion to enhance better outcomes for those in the criminal justice system		
Increasing deflection and/or diversion opportunities, particularly at the pretrial phase		
Enhancing collaboration across justice, behavioral health, and public health to address barriers for persons in the criminal justice system with substance use and/or mental health issues		
Developing innovative, fair, and equitable responses to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime such as homicides, assaults, and hate crimes		
Improving relationships between communities and the criminal justice system by building trust and confidence, increasing access to justice, and improving perceptions of fairness across the justice system		
Continuing innovative practices implemented during the COVID-19 pandemic		
Addressing substance use disorders and substance use-related crime		
Addressing precipitous increase in crime or a particular type of crime		

**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:

a. Description of the Issue

Provide information that documents the impact of the problem to be addressed with the proposed project. The applicant must provide verified sources for the data that support the description of the issue. Identify and describe the specific challenges motivating the applicant’s interest to apply for this grant and that address the relevant area of focus to which the application responds.

**Category 1 applications supporting state, local, tribal, or regional projects:**

Describe how the project addresses: (a) a critical emerging or chronic crime problem, or systemic issues faced by one or more components of the criminal justice system for which there currently are no resources,

or resources are limited or insufficient; and (b) the specific area of focus and related goals and objectives. Include any relevant data, background, and any other information to show the significance and importance of the issue, using data that is pertinent to understanding the identified problem.

Describe the need for testing of the proposed strategy in the field and gaps in capacity to address the issue.

**Category 2 applications supporting national projects:**

Describe how the project addresses: (a) a demonstrated gap in areas within the justice system or in the knowledge base of justice system practitioners or state and local policymakers for which there currently are no resources, or resources are limited or insufficient; and (b) the specific area of focus and related goals and objectives. Include any relevant data, background, and any other information to show the significance and importance of the issue, using data that is pertinent to understanding the identified problem.

**b. Project Design and Implementation**

Clearly describe the strategy(ies) to address the needs identified in the Description of the Issue. List the activities and describe how they relate to the stated focus area, as well as objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s). For a proposal to be considered "innovative," it must:

- Propose a strategy or response that has not been implemented previously, yet is supported by research, data, or evidence.
- Propose a new modification to an existing strategy or response that has not been implemented previously, yet is supported by research, data, or evidence.
- Propose a new approach to delivering evidence-based strategies or responses that has not been implemented previously and has the potential to reduce costs and increase efficiencies while maintain effectiveness (including organizational developments and changes that may enhance the effectiveness or long-term sustainability of the existing strategy or response).

Provide a detailed description of the method(s) to be used to carry out each of the strategies proposed. Attach a time task plan that supports the program design and indicates how and when the activities or program milestones are to be accomplished. Specifically address the following:

1. Describe the program model or strategy to be implemented.
2. Describe the process for the testing of a strategy and how the applicant will document implementation and develop tools to support replication.
3. Describe how the proposal satisfies the definition of "innovative," as outlined in this solicitation.
4. Describe your specific strategy in detail, including:
  - Key program elements and implementation.
  - How the proposed innovative project is based upon and/or may contribute to evidenced-based strategies or promising practices.
  - How the proposed project will accelerate justice, build alternative strategies and approaches to criminal justice and public safety, increase deflection or diversion, enhance collaboration, develop fair and innovative responses to precipitous increases in crime, improve relationships between communities and the criminal justice system, and/or institutionalize innovative and effective practices created during the COVID-19 pandemic.
  - How the project will create the required deliverables that will provide knowledge, tools, and materials that will be of significant value and benefit to criminal justice practitioners and policymakers.
  - The role of research and data used to advance knowledge in the project.

- How project outcomes could serve as a model that could be replicated or translated in like sites or nationwide, as relevant.

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

Fully describe the applicant(s)'s capabilities to implement the project and the competencies of the staff assigned to the project and the organization overall. Describe the management structure and proposed staffing to implement the project and describe their roles and responsibilities, including decision-making, as well as those of any co-applicants or partners, if applicable. Demonstrate, including giving specific examples, your organization's expertise and experience in planning, developing, implementing, and managing criminal justice-related programs at the national, state, or local level, with a strong emphasis on the discipline and topics identified in this solicitation.

Attach letters of support or memoranda of understanding for each key partner to the project including any subrecipients.

Attach résumés/curriculum vitae and/or job descriptions for any proposed staff or key partners who will be funded under the project.

Please describe your proposed research partner's experience completing the following activities:

- Developing a "theory of change" and/or logic models.
- Collecting and analyzing criminal justice and public safety data and using data to identify criminal justice and public safety-related problems.
- Ability to work through barriers to research-driven problem-solving.
- Identifying and proposing proven strategies/interventions to address problems.
- Documenting program operations and processes.
- Measuring program outcomes.
- Using data to determine program effectiveness.
- Assessing implementation fidelity.
- Regularly presenting findings and conclusions both orally and in written form to a task force/implementation team, as well as making recommendations for program improvement.
- Developing "real-time" products and resources for strategic decision-making.
- Working with the team to develop a sustainability plan.
- Communicating with a wide variety of public sector, private, and community individuals; for example, research partners may be called on to present their evaluation findings, conclusions, and recommendations to individuals such as prosecutors, law enforcement leadership and line officers, community members, clergy representatives, funding agency representatives, legislators, city council members, and persons in the criminal justice system.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

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

Describe the methodology that will be used to collect and report performance data, including the criteria to



be used, and how the information will be analyzed to assess program performance, as well as communicated to inform BJA of the program's performance. Demonstrate how the data will be used to enhance program implementation and how it could guide replication. Discuss the role of the research partner in supporting this process. Discuss how the project will be sustained after the federal funding ends.

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

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

A list of the performance measures questions for both Category 1 and Category 2 awards can be found [here](#).

BJA will require award recipients to submit performance measure data and performance reports 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.

The budget must explicitly describe how the proposed budget items directly apply to the program's design and will assist the applicant in meeting the program's objectives. The budget must support the strategies and approaches outlined in the project design, and include a narrative to describe the expenditures under each cost area and how it will contribute to the overall program goals. Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures, and deliver the best value. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project

Projects must include that no more than **20 percent** of the total budget may be used to support research or evaluation services.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30 percent of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30 percent of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the "Capabilities and Competencies" section of the application.

#### **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**

The Applicant will attach the additional requested documentation in JustGrants.

#### **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.

#### **Timeline Form**

Attach a time task plan (with an estimated start date of October 1, 2022) with each project objective, activity, expected completion date, and responsible person or organization. Applicants will submit the time task plan by uploading the document as an attachment in JustGrants.

#### **Letters of Support**

When the proposed project includes more than the applicant entity, applicants should attach memoranda of understanding (MOUs), letters of support, and/or interagency agreements between the partner agencies and offices to show commitment to participate in the project and how participation will support justice system entities. They should clearly articulate the level of involvement each agency will have in the proposed project and tie to the program design. Category 2 applicants should provide letters of support when the research partner is specifically identified in the application. Applicants will submit letters of support and MOUs by uploading the documents as attachments 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 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 8:59 PM ET on July 6, 2022.

The **full application** must be submitted in JustGrants by 8:59 PM ET on July 11, 2022.

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](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175.

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with

Grants.gov, the applicant must contact Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via email to [support@grants.gov](mailto:support@grants.gov) within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.

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**

#### **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 percent) — Evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25 percent) — 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 (10 percent) — Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) — 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 including priority considerations supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*; 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 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**

### Application Checklist

#### **FY 2022 Field Initiated: Encouraging Innovation**

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

*To find the funding opportunity:*

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

### **Overview of Post-Award Legal Requirements:**

Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative](#)

[Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

**Review Scope Requirement:**

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

**Review Eligibility Requirement:**

Category 1:

- State governments
- Special district governments
- City or township governments
- Public and state-controlled institutions of higher education
- County governments
- Public housing authorities/American Indian housing authorities
- Native American tribal governments (federally recognized)
- Nonprofits having 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

Category 2:

- Public and state-controlled institutions of higher education (including tribal institutions of higher education)
- Public housing authorities/American Indian housing authorities
- Nonprofits having 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
- Submit Intergovernmental Review
- 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 if error notifications are received:*

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

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

**Content of Application Submission: Critical Application Elements**

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Time Task Plan

**Budget and Associated Documentation:**

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

**Additional Application Components:**

- 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](#))
- Letters of Support and/or MOUs (if applicable)

**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 if error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.