

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



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## BJA FY 23 Visiting Fellows Program

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**Step 2: Application JustGrants Deadline:** July 6, 2023 8:59 PM ET

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### Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for the BJA Visiting Fellows Program. This program furthers the Department's mission to ensure public safety and the fair and impartial administration of justice by investing in current and future leaders in the criminal justice field and bringing talent and expertise from the field to BJA to inform policy and practice.

This solicitation incorporates guidance provided in the OJP Grant Application Resource Guide which provides additional information for 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:

City or township governments, County governments, For profit organizations other than small businesses, Native American tribal governments (Federally recognized), 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, Public housing authorities/Indian housing authorities, State governments, Small business

An applicant entity may submit more than one application to separate focus areas but will only be selected for one award.

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

## Submission Information

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a 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.

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

For technical assistance with submitting the **full application** in 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 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

### **Pre-application Information Session**

BJA will hold a solicitation webinar on Monday, May 15, 2023 at 3 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this [link](#) and following the instructions. To use the time most efficiently, BJA encourages participants to review the solicitation and submit any questions they may have in advance and no later than May 11, 2023. Submit your questions to [grants@ncjrs.gov](mailto:grants@ncjrs.gov) with the subject as “Questions for BJA FY 2023 BJA Visiting Fellow Program Webinar.”

# Contents

Overview	1
Contact Information	2
Submission Information	2
Pre-application Information Session	3
Program Description	7
Overview	7
Statutory Authority	7
Specific Information	8
Goals, Objectives, and Deliverables	10
Evidence-Based Programs or Practices	14
Information Regarding Potential Evaluation of Programs and Activities	14
Federal Award Information	14
Awards, Amounts and Durations	14
Continuation Funding Intent	14
Availability of Funds	14
Type of Award	15
Financial Management and System of Internal Controls	15
Budget Information	15
Cost Sharing or Matching Requirement	15
Pre-agreement Costs (also known as Pre-award Costs)	16
Limitation on Use of Award Funds for Employee Compensation: Waiver	16
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	16
Costs Associated with Language Assistance (if applicable)	16
Eligibility Information	16
Application and Submission Information	17
Content of Application Submission	17
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	17
Standard Applicant Information (JustGrants 424 and General Agency Information)	18
Proposal Abstract	18
Proposal Narrative	18
Goal, Objective and Deliverables	21
Budget and Associated Documentation	21

Budget Worksheet and Budget Narrative (Web-based Form)	21
Pre-agreement Costs (also known as Pre-award Costs)	21
Indirect Cost Rate Agreement (if applicable)	21
Consultant Rate	21
Limitation on Employee Compensation; Waiver	21
Financial Management and System of Internal Controls	21
Questionnaire (including applicant disclosure of high-risk status)	
Disclosure of Process Related to Executive Compensation	22
Additional Application Components	22
Curriculum Vitae or Resumes	22
Tribal Authorizing Resolution	22
Timeline Form	22
Letters of Support	22
Research and Evaluation Independence and Integrity Statement	22
Disclosures and Assurances	23
Disclosure of Lobbying Activities	23
DOJ Certified Standard Assurances	23
Applicant Disclosure of Duplication in Cost Items	23
DOJ Certifications Regarding Lobbying; Debarment, Suspension and	23
Other Responsibility Matters; Drug-Free Workplace Requirements;	
Law Enforcement and Community Policing	
Applicant Disclosure and Justification - DOJ High Risk Grantees	23
How to Apply	23
Submission Dates and Time	24
Experiencing Unforeseen Technical Issues Preventing Submission	24
of an Application	
Application Review Information	25
Review Criteria	26
Review Process	26
Federal Award Administration Information	27
Federal Award Notices	27
Administrative, National Policy, and Other Legal Requirements	27
Information Technology Security Clauses	27
General Information about Post-Federal Award Reporting	27
Requirements	
Federal Awarding Agency Contact(s)	28
Other Information	28
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C.	28
552a)	

Provide Feedback to OJP	28
Performance Measures	28
Application Checklist	29
Standard Solicitation Resources	31

## Program Description

### Overview

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

This solicitation will prioritize people with lived experience who bring knowledge and critical perspectives to help BJA reach and resonate with those impacted by the criminal justice system.

With this solicitation, BJA seeks to invest in current and future leaders in the criminal justice field to advance priority national policy issues and offer cross-developmental opportunities for DOJ staff and criminal justice practitioners and researchers. Awards made under the BJA Visiting Fellows Program will fund fellowships for a period of 24 months, including a “residency” period of 9 to 12 months when the fellow will be expected to commit a significant portion of their time to the fellowship and have an opportunity to work closely with BJA staff members both virtually and with some portion of their time working onsite at BJA in Washington, D.C.

The purpose of each fellowship is to make important policy and programmatic contributions in a criminal justice focus area. Fellows will collaborate with BJA and DOJ staff members to provide critical outreach, data, research, and subject matter expertise to inform the development of new BJA strategies, policies, and programs to benefit the field.

### Statutory Authority

Any awards under this solicitation would be made under the following statutory authorities, as applicable.

#### Focus Areas:

- **Researcher–Practitioner Partnership Fellowship To Reduce Substance Use-related Crime and Overdose:** Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4537);
- **Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship:** Pub. L. No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611 - 10619); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4537);
- **Improving Corrections and Reintegration under the Second Chance Act Fellowship:** Pub. L. No. 90-351, Title I, Sec. 2976 (codified at 34 U.S.C. 10631); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536);
- **Enhancing the Upholding the Rule of Law and Preventing Wrongful Conviction Program Fellowship:** Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4534);
- **Advancing Strategies To Prevent and Respond to Hate Crimes Fellowship:** Pub. L. No. 110-344, Sec. 5 (codified at 28 U.S.C. 509 Note); Pub. L. No. 111-84, Div. E, Sec. 4704 (codified at 34 U.S.C. 30503); Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4537);
- **Enhancing Strategies for Addressing Violent Crime in Tribal Communities:** Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4536).

## Specific Information

BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement and promote a safe and fair criminal justice system. This solicitation will prioritize people with lived experience who bring knowledge and critical perspectives, to help ensure that the program reaches and resonates with those impacted by the criminal justice systems.

To implement strategies consistent with these principles, BJA supports effective criminal justice policies, programs, information sharing, and collaboration within and among state, local, and tribal agencies and communities, and promotes the use of data, research, and information to increase the effectiveness of criminal justice programs. The fellows will work collaboratively with the staff in BJA's Policy Office, which provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice and acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices.

BJA launched the BJA Visiting Fellows Program in FY 2012 to address emerging issues and build capacity to improve the administration of criminal justice. The intent was to leverage state, local, and/or tribal subject matter expertise to assess areas of need and develop strategies, tools, and policies in collaboration with BJA staff to benefit the criminal justice field. BJA will host up to eight fellows in the following six focus areas to build capacity to address gaps and emerging issues in the criminal justice field:

1. Supporting enhanced research partnership efforts to assist in the reduction of substance use-related crime and overdose.
2. Enhancing support of and reducing stigma for persons with criminal justice involvement who are in recovery.
3. Improving corrections and reintegration under the Second Chance Act.
4. Enhancing the Upholding the Rule of Law and Preventing Wrongful Conviction Program.
5. Advancing strategies to prevent and respond to hate crimes.
6. Enhancing strategies for addressing violent crime in tribal communities.

To ensure the program's goals and objectives are achieved, BJA is only recruiting fellows with significant work and academic experience in a criminal justice policy, practice, or research setting specific to the focus area for which they are applying. BJA encourages applicants from a broad range of disciplines to consider how their work in areas related to crime and justice would address the six focus areas. This includes persons with lived experience who are encouraged to apply. Each fellow must have the experience and expertise to make significant contributions, through BJA, to enhance practices and innovation in the field. BJA fellows will be accomplished practitioners with the credentials and experience that demonstrate significant achievements



in—and a continuing commitment to—solving persistent challenges of crime and justice in the United States. In accordance with Administration priorities, fellows should be able to use data and research to inform the development of effective strategies, including the translation of research and evidence into implications for criminal justice policy and practice.

This program funds host agencies who can facilitate the opportunity for an individual from or associated with their organization to implement the fellowship activities in close collaboration with BJA staff members. Please see the “Budget Information” section for more information on allowable costs. Each fellow’s goals, objectives, and deliverables will be managed by BJA staff members within the assigned Policy Office team with ultimate oversight by the BJA Associate Deputy Director.

The fellowship is intended to provide professional development opportunities for the fellow and build relationships between BJA and those with technical expertise in the field. BJA offers a flexible work environment that supports both virtual and in-person work options. Fellows will complete a “residency” at BJA during which they will be integrated into a BJA Policy Office team for 9 to 12 months and devote 75 to 100 percent of their time to BJA. Fellows will be expected to work closely with the BJA team to which they are assigned, participating in key meetings and activities. They will accomplish this through a combination of telework and travel to Washington, D.C., as needed, to participate in key meetings and events. For this residency period, BJA will provide the necessary workspace, equipment, and access to required systems and the internet. As part of the onboarding process, the BJA Policy Office will host an orientation that will include, among other things, an overview of the program’s requirements and next steps.

Applicants should allot time before and after their residency period at BJA to begin the proposed fellowship work and complete deliverables. The total fellowship, including both the pre- and post-work and residency period, will last no longer than 24 months. During this period, it is estimated that about 30 percent of the time will be devoted to collaborative work with BJA staff and leadership that complements the planned projects described in the fellowship agreement. BJA will consider a residency period of less than 9 months or full-time (with a minimum of 1,500 hours in residence) or a part-time schedule (e.g., 20 hours per week) for a longer period such as 1 year only if the applicant makes the case that the goal of this solicitation can still be accomplished with this approach.

Fellows are expected to be subject matter experts and self-starters who can work in a fast-paced environment. Additionally, fellows must proactively manage their planned work while collaborating with BJA staff and adjusting to the needs of the project and other work across BJA. Fellows will be expected to produce specific deliverables that address their respective focus areas, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical assistance using their subject matter expertise. Further, they will work with BJA on enhancing strategies and building capacity, then bring their fellowship experience back into the field.

Applications should propose strategies that address the stated goal of the solicitation and the specific focus area, but the final deliverables will be based upon those proposed in the application and negotiated with BJA through the award-making process and during the start-up period. These deliverables must make an advancement in the focus area and can either be an enhancement or new development.

FY 2023 fellowships are expected to begin after October 1, 2023, and end around September 30, 2025, or later, depending on the start date. BJA will consider a later start to the project period. Any offer of a fellowship is contingent upon the applicant successfully passing a complete and thorough background security check. **Note: Applicants will not automatically be screened out if they possess a criminal record, as BJA is committed to seeking a wide variety of expertise and perspectives in these fellowships.** In addition, the host agency and the BJA fellow will be expected to undergo a series of required trainings to include OJP Financial Management, cybersecurity, and other trainings, as required/relevant, to handle sensitive information.

## Goals, Objectives, and Deliverables

### Goals

To leverage the expertise and experience of the criminal justice field to address key gaps in the field for evidence-based training, technical assistance, and knowledge in six focus areas:

1. Researcher–Practitioner Partnership To Reduce Substance Use-related Crime and Overdose
2. Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery
3. Improving Corrections and Reintegration under the Second Chance Act
4. Enhancing the Upholding the Rule of Law and Preventing Wrongful Conviction Program;
5. Advancing Strategies To Prevent and Respond to Hate Crimes
6. Enhancing Strategies for Addressing Violent Crime in Tribal Communities

### Objectives

An applicant should address the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables, and Timeline web-based form. Objectives include:

- Work with BJA to assess the technical assistance, training, and capacity-building needs in the focus areas listed above and discussed further below.
- Bring real world and lived experience and knowledge to BJA that enhances staff's ability to deliver relevant and effective tools to the field.
- Support the development of criminal justice practitioners, researchers, and BJA/OJP staff members to advance BJA's mission.
- Assist and translate knowledge about critical criminal justice issues and strategies and promote innovation.

### Deliverables

BJA expects each fellow to complete a major set of deliverables that will address critical, chronic, or emerging issues in the criminal justice field and build capacity to address one of the focus areas described below. In addition, all fellows will be expected to engage in the following activities:

- Assess BJA's current training and technical assistance (TTA) resources in the focus area to determine if existing work products should be updated to be relevant to the field.
- Use data to assess the needs of the field in the focus area, including external data and

- BJA's performance measurement data from grantees. Examine and translate research and evidence into programmatic and policy implications for practitioners.
- Work with BJA staff to plan and implement/enhance strategies to engage in regular dialogue with the field, as well as TTA partners, and plan project deliverables, including identifying trends and existing gaps and needs of the field, researching topics, and identifying a cadre of subject matter experts.
  - Create at least two major TTA deliverables addressing the focus area such as reports, publications, toolkits, training curricula, applied research tools, and other creative learning resources.
  - As requested by BJA management, participate in internal and external stakeholder meetings, forums, conferences, and international briefings for the purpose of providing information on BJA's efforts to address the focus area, its corresponding gaps in services, and assessing the capacity-building needs of the field.
  - Prepare detailed reports, speeches, and articles at the request of OJP and BJA management.
  - Offer strategies and assistance to translate information to the field, including through BJA and partner websites and social media.
  - Develop written responses to various requests for information, including public inquiries seeking information on BJA's efforts in the focus area.
  - Participate in professional development and training activities in consultation with BJA management to enhance the fellows' expertise related to the focus area.
  - Travel to support the execution of the above activities.
  - Other activities, as assigned.

Enhancing fellows' professional development is an important aspect of the program, but the activities and deliverables must conform to the solicitation's parameters and address the focus areas described below.

In order to enhance the knowledge-building work of BJA, fellows will be expected to participate in a wide range of collegial activities with the BJA Director and BJA staff members. Fellows will provide verbal and written briefings monthly to inform BJA and other DOJ staff members about issues facing the field and current practices in their focus area. This means fellows will have opportunities to participate in high level policy discussions and processes that inform practice, and they will be expected to take this expertise back to share with the field.

BJA is especially interested in funding fellows who can contribute significantly to building a cumulative body of knowledge in one of the six focus areas described below.

#### BJA Focus Areas:

In FY 2023, the BJA Visiting Fellows Program's focus areas are:

**1) Researcher–Practitioner Partnership Fellowship To Reduce Substance Use-related Crime and Overdose:** The fellow will support strategies to enhance researcher–practitioner partnerships designed to reduce substance use-related crime and overdose as part of the Comprehensive Opioid, Stimulant, and Substance Use Disorder Program (COSSUP). The fellow will focus on identifying and documenting COSSUP-funded promising and emerging practices that leverage data and research to enhance responses to crime associated with substance use disorders and drug overdoses and fatalities. The fellow will work in coordination with BJA staff, grantees, and TTA partners to

scan the field for promising and effective research partnerships with local practitioners that advance understanding of strategies to reduce overdose and substance use disorder and related crime, including efforts to track trends locally and get ahead of challenges facing local communities. This includes identifying tools to support the field. The fellow will have direct experience in criminal justice and behavioral health or public health research, and will bring their knowledge to the field to support national COSSUP efforts. They will work with the Courts, Community, and Strategic Partnerships Team within BJA's Policy Office.

**2) Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship:** BJA is seeking up to three fellows with lived experience and knowledge of substance use recovery as well as criminal justice involvement at one or more intercept points of the criminal justice system. (An applicant without this background will be removed at the Basic Minimum Requirements phase of the review process.) The fellow will utilize their experience and relationships with national organizations and the field to support BJA's Behavioral Health portfolio, notably the peer recovery supportive service initiatives in COSSUP, the Adult Treatment Court (ATC) Grant Program, and the Veterans Treatment Court (VTC) Grant Program. The fellow will utilize data-driven strategies and their expertise to promote peer-to-peer engagements to support recovery and reduce recidivism. The fellow will also develop strategies and tools to reflect lived experience and research strategies for how peer recovery strategies can assist in overcoming stigma, strengthening prosocial attitudes and beliefs, and enhancing active coping strategies to prepare for successful reentry. In addition, the fellow will support the analysis of need and treatment court data for the COSSUP, ATC Grant Program, VTC Grant Program, and Tribal Healing to Wellness Court models to explore barriers and enhance access for underserved and historically marginalized populations. Last, the fellow will work with BJA staff, grantees, TTA partners, and recovery community organizations to bring their knowledge to the field to support peer recovery programming. They will work with the Courts, Community, and Strategic Partnerships Team within BJA's Policy Office.

**3) Improving Corrections and Reintegration under the Second Chance Act Fellowship:** The fellow will possess significant reentry policy and practice experience and have substantial expertise as a policy advocate, legal or social services provider, or academic focusing on the successful reintegration of people returning home to their communities after incarceration. **The fellow must be an individual who was formerly incarcerated** and will bring a valuable perspective of the justice system and community reintegration to this role. (An applicant without this background will be removed at the Basic Minimum Requirements phase of the review process.) Potential fellows are strongly encouraged to propose specific strategies that build upon BJA's investments in reentry and reintegration. For example, an applicant with significant experience in leading reentry policy efforts or programs at a state or local level—or a reentry advocate with experience of the collateral consequences of a criminal conviction, including challenges securing housing, employment, educational, health care, or voting opportunities for the reentry population—could propose innovative ways to build more responsive funding opportunities and technical assistance support and document the achievement of successful outcomes in these areas in jurisdictions across the nation. BJA strongly encourages applicants to submit innovative proposals to complement BJA's current national efforts related to promoting successful reintegration of the incarcerated population and reducing recidivism and/or assist BJA in identifying and defining new and emerging reentry challenges as well as defining efficient and effective methods to address them. The individual may also have opportunities to provide strategic guidance related to corrections and reentry to the BJA Director and OJP leadership and to inform federal interagency policy efforts to remove barriers to successful reintegration. The fellow will work with the Corrections, Reentry, and Justice Reform Team within BJA's Policy Office.

**4) Enhancing the Upholding the Rule of Law and Preventing Wrongful Conviction Program Fellowship:**

This fellow must have expertise and experience in representing individuals who have been wrongfully convicted. The fellow will initiate a project to engage the field and assess needs, risks, and innovations to enhance this program and improve the integrity of the criminal justice process. It is important that the fellow have a detailed understanding of the work of wrongful conviction entities and conviction integrity units. The fellow will focus on arrest- and pretrial-related considerations, including the right to and effectiveness of counsel, and court capacity to manage serious and violent crime, especially in light of the pandemic's impact and system backlogs. The fellow will work with the Courts, Community, and Strategic Partnerships Team within BJA's Policy Office.

**5) Advancing Strategies To Prevent and Respond to Hate Crimes Fellowship:** BJA has developed a comprehensive suite of programs designed to support law enforcement, prosecutors, community-based organizations, and civil rights organizations in their efforts to prevent and address the alarming increase in hate crimes. This includes resources not only to address the challenges facing state and local partners today but also resources to help state, local, and tribal partners address the traumatizing and long legacy of historic hate crimes and racially motivated homicides in their jurisdictions. This fellow will:

- Support the growing portfolio of work at BJA to prevent, address, and respond to hate crimes and will focus on addressing key issues facing the field.
- Work with BJA staff and TTA providers to conduct scans of existing promising practices and to participate in dialogue with grantees and the field on approaches to address hate crime.
- Work with grantees to identify, elevate, and promote examples of hate crime cold cases where communities have been engaged in an investigation or case resolution process.
- Focus on the rise in hate speech and incidents that may escalate to violence and work to elevate community-based approaches to address these incidents.

Lastly, this fellow should have experience working with a broad range of stakeholders, including law enforcement, prosecutors, and a diverse range of community-led organizations, and should have experience navigating complex and challenging topics in a group setting. The fellow will work with the Courts, Community, and Strategic Partnerships Team within BJA's Policy Office.

**6) Enhancing Strategies for Addressing Violent Crime in Tribal Communities:** The fellow will work with BJA staff and will support the BJA-funded Tribal Training and Technical Assistance Program in the Coordinated Tribal Assistance Solicitation (CTAS). This work is focused on advancing tribally driven, culturally appropriate efforts to effectively prosecute and/or otherwise address violent crime in tribal communities, including investigating missing or murdered indigenous persons. The fellow will focus on tribally driven, culturally appropriate responses to violent crime and responses to recent and pending U.S. Supreme Court decisions impacting tribes. This fellow will have direct experience in tribal courts and tribal responses to violent crime and must have a proven ability to use their experience and knowledge to support the field and promote innovative approaches. A legal education and experience are beneficial. The fellow will work in coordination with BJA staff and tribal TTA providers to advance BJA's efforts to effectively support tribes facing increases in violent crime. The fellow will work with the Courts, Community, and Strategic Partnerships Team within BJA's Policy Office.

Note: Applicants should apply for only one of the focus areas. Applications that propose to work

in more than one area will not be considered. Applicants may submit more than one application to separate focus areas but will only be selected for one award.

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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, 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**

8

##### **Anticipated Maximum Dollar Amount of Awards**

\$350,000

##### **Period of Performance Start Date**

10/1/23

##### **Period of Performance Duration (Months)**

24

##### **Anticipated Total Amount to be Awarded Under Solicitation**

\$2,750,000

### **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 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.

## **Type of Award**

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**

Because a fellow’s salary is intended to compensate them for an expected level of work during the funding period, any adjustment to a fellow’s level of effort during the funding period (e.g., changes to the number of hours worked) may require an adjustment to the fellow’s drawdown schedule or award budget. Fellows are generally required to spend a minimum of 1,500 hours during the duration of their fellowship in residency with BJA, although BJA will consider shorter periods of time where the applicant makes the case that they will still satisfactorily accomplish the solicitation’s goal. During the fellow’s residency period, BJA will provide a workspace and equipment, including telephone, computer, office supplies, and internet access.

The funding level for each visiting fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, travel to and from their home to BJA, housing expenses, other travel, equipment, and other limited administrative expenses. BJA will not fund salary (or costs) for any person other than the person to be placed in the fellowship, with the following exception: BJA will fund small costs for a support staff person or contractor to perform support functions in completing research and/or analysis, meeting support, or document development insofar they are a core need to accomplish the goal of the fellowship. The needs must be fully documented in the budget worksheet and budget narrative and be clearly tied to the proposed fellowship activities. Travel can include: (1) travel associated with the fellowship’s duties and (2) travel to and from the fellow’s home to BJA and back to attend meetings and engage in work during the fellowship residency period. Proposals primarily to purchase equipment, materials, or supplies will not be funded.

## **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

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

### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

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

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

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

### **Costs Associated with Language Assistance (if applicable)**

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

## **Eligibility Information**

Eligible applicants are limited to state, tribal, or local governments, organizations, or academic institutions seeking to provide federal-level experience for one of their staff members who serves a key role in their agency. Organizations seeking to place an employee or representative as a fellow under this program will not have programmatic oversight of that staff person for those activities conducted as part of the fellowship.

For the 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.

All persons serving in the fellowship positions must be U.S. citizens at the time of application. The person seeking to complete the fellowship must have all of the expertise needed to conduct the proposed activities in the fellowship, including at least 5 years of policy or criminal justice experience in the relevant area of practice or research, working in a policy or applied criminal justice setting (such as a criminal justice agency, law enforcement, criminal court, prosecutor, corrections, or partner agency such as a social service provider), or an agency or office with responsibility for criminal justice and public policy (such as a Governor’s office, mayor’s office, or other important policy setting pertinent to criminal justice).

This solicitation will prioritize people with lived experience such as individuals directly impacted by the justice system who can bring the insights of their experience to inform and enhance systems, research, policies, practices, and programs that aim to address the six focus areas.

Researchers should apply only if they have the expertise and specific skills in developing



models and applied research tools for the field, implementing evidence-based practices, collecting and analyzing of data, and measuring and evaluating performance management.

Fellows should be self-starters who can effectively manage the work outlined in this Visiting Fellows Program solicitation. Applicants must demonstrate the administrative capacity, particularly fiscal administrative capacity, to manage an agreement or award, as well as demonstrate the knowledge and skills of the person proposed to serve in the fellowship and successfully execute the proposed fellowship activities.

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

**Notice regarding law enforcement agencies:** 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 2023 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.

## Application and Submission Information

### Content of Application Submission

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 Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Letters of Support from Host Agency if Applicant is an Agency or Organization
- Curriculum Vitae (CV) or Résumé of the Potential Fellow

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

### Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

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

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

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

## **Standard Applicant Information (JustGrants 424 and General Agency Information)**

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

## **Proposal Abstract**

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the OJP Grant Application Resource Guide for an example of a proposal abstract. The applicant must include the following:

Applicant name

Candidate’s Name

Project period

Total amount of funds requested

Focus area under which the applicant is applying

Proposed period of residency at BJA

Brief summary of the applicant’s criminal justice or other expertise that is relevant to the focus area under which they are applying

An overall summary of the project, including goals, objectives, and deliverables

A short statement of why the applicant wants to be a fellow with BJA

## **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 numbered pages. 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 Proposal Narrative must include the following sections:

a. Description of the Issue

Identify the focus area for the fellowship.

Describe the current and potential challenges facing the criminal justice and connected fields in relation to this focus area.

Provide data to show the nature and scope of the issue and explain previous or current efforts to address the issue.

Describe the applicant's professional interest in working on this issue.

b. Project Design and Implementation

Clearly state how the applicant proposes to address the identified focus area.

Outline the specific goals and objectives of the project and how they fit in with the focus area. This description should be outlined in a quarterly time/task plan to span over 24 months and should include the project's objectives, activity, expected completion dates, and responsible person or organization.

Describe the strategies proposed for the fellowship, including specific deliverables to be completed during the fellowship period.

Discuss your strategies to work with the BJA team during the project and especially the residency to advance the program's goal and to communicate and collaborate with BJA staff and the field. This should include the time planned to work onsite and virtually.

c. Capabilities and Competencies

Describe the applicant's knowledge of BJA and/or prior experience working with BJA or its projects, if relevant.

The applicant should discuss why they want to be a fellow at BJA and how they will assist BJA with their technical expertise.

For applications submitted by an organization seeking to place a fellow with BJA, describe the agency's interest in supporting them in this fellowship, and state their understanding that during the fellowship period, the selected fellow will report to BJA.

Describe the experience and capability of the applicant, including connections with national organizations, relevant work, lived experience, and/or academic experience necessary to complete the proposed fellowship activities.

Provide documentation of any prior work or collaboration that has previously been undertaken by the applicant in the selected focus area.

Describe any potential barriers to implementing the project and strategies to overcome them.

Demonstrate that the applicant possesses the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround times.

Document the applicant's ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies, as well as with practitioners in the field.

Document the applicant's ability to facilitate relevant projects and communicate with diverse stakeholders.

Demonstrate the applicant's expertise working with and developing documents for practitioners and policymakers.

Include a résumé/CV demonstrating a minimum of 5 years of criminal justice-related experience that is specific to the scope of the fellowship proposed.

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

Describe the process for measuring project performance. Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide the program. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient 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 performance measure questions for this program 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 the applicant is 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](#).

## **Goal, Objective and Deliverables**

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

**Goals.** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

**Program Objectives.** The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

**Deliverables.** Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

## **Budget and Associated Documentation**

### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the [Complete the Application in JustGrants – Budget training](#).

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

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

### **Indirect Cost Rate Agreement (if applicable)**

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

### **Consultant Rate**

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

### **Limitation on Employee Compensation; Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

## **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

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

## **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants.

See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

## **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Provide the proposed BJA fellow’s curriculum vitae or résumé.

### **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 upload the tribal authorizing documentation as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

### **Timeline Form**

Attach a project timeline spanning 24 months with each project objective, activity, expected completion date, and responsible person or organization.

### **Letters of Support**

Attach relevant letters of support and/or memorandums of understanding (MOUs) highlighting key partners and their support, roles, and agreement to collaborate. If the application is from an organization, it must provide a letter or MOU outlining the agreed-upon details of how it will work with the proposed fellow during the award period.

### **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 upload documentation of its research and evaluation independence and integrity 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. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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

### **Applicant Disclosure and Justification - DOJ High Risk Grantees**

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; 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**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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

## **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by June 29, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by July 6, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

## **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline.



However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov - contact the SAM Help Desk (Federal Service Desk), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the Grants.gov Customer Support Hotline, 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be 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

#### 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. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - evaluate the applicant's administrative and technical capacity 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, strategic priorities ( specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains 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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a

satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization 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 entity.

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

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 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 more information.

### 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), contact information for Grants.gov, and 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.

## Performance Measures

A list of the performance measures questions for this program can be found [here](#).

# Application Checklist

## BJA FY 2023 Visiting Fellows Program

This application checklist has been created as an aid in developing an application. For more information, reference [the OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### Pre-Application

#### ***Before Registering in Grants.gov:***

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

#### ***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](#))

#### ***Find the Funding Opportunity***

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

#### ***Review the Overview of Post-Award Legal Requirements***

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)" in the [OJP Funding Resource Center](#).

#### ***Review the Scope Requirement***

- The federal amount requested is within the allowable limit(s) of \$350,000.

#### ***Review Eligibility Requirement:***

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

### **Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

*Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:*

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

*If no Grants.gov receipt and validation email is received, or if error notifications are received:*

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

### **Application Step 2**

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract\***
- **Proposal Narrative\***

Budget and Associated Documentation

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- **Letter of Support from Host Agency if Applicant is an Agency or Organization\***
- **Curriculum Vitae (CV) or Résumé of the Potential Fellow \***

#### 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](#))

***\*Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

*If no JustGrants application submission confirmation email or validation is received, or if error notification is received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Standard Solicitation Resources**

[OJP Grant Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training Page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.