

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



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BJA FY 2023 Invited to Apply- Prison Rape Elimination Act (PREA) Reallocation Funds Program

**Assistance Listing Number #** 16.738

**Grants.gov Opportunity Number:** O-BJA-2023-171782

**Solicitation Release Date:** June 30, 2023 4:00 PM ET

**Application Grants.gov Deadline:** August 11, 2023 8:59 PM ET

**Application JustGrants Deadline:** August 14, 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 funding to provide information, support, and assistance to state, local, and tribal correctional agencies and facilities to prevent, detect, and respond to sexual abuse and sexual harassment, as well as implement the National Prison Rape Elimination Act (PREA) Standards. This program furthers the Department's mission of supporting crime victims and protecting the public from crimes by decreasing the likelihood that inmates, residents, and detainees are sexually victimized in confinement facilities prior to being released to communities across the nation. Reductions in prison rape also create safer work environments for staff members in prisons and jails, juvenile confinement facilities, community confinement facilities, and police lockups.

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:**

Other

## **Other**

In general, OJP expects that a prospective applicant that is sent an OJP Invitation Letter will be eligible to receive funding as described in the invitation. (Under certain circumstances, however, OJP ultimately may determine that an invited applicant is not, in fact, legally eligible to receive an award.)

Applicants are limited to eligible State Administering Agencies (SAAs) for states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, Guam, and American Samoa that have submitted an assurance to DOJ that at least 5 percent of Edward Byrne Memorial Justice Assistance Grant (JAG) funding will be used to achieve full compliance with the PREA Standards per 34 U.S.C. §30307(e)(2)(E). The list of eligible SAAs and award amounts can be found in appendix A.

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

## **Contact Information**

For assistance with the requirements of this solicitation, contact contact Ania Dobrzanska, BJA Grants Management Specialist, by telephone at 202–598–7476 or by email at [Ania.Dobrzanska@usdoj.gov](mailto:Ania.Dobrzanska@usdoj.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 an 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 then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants 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.

# Contents

Overview	1
Contact Information	2
Program Description	6
Overview	6
Specific Information	6
Goals, Objectives, and Deliverables	7
Evidence-Based Programs	9
Information Regarding Potential Evaluation of Programs and Activities	9
Federal Award Information	9
General Guidance for Federal Award	9
Awards, Amounts and Durations	10
Type of Award	10
Financial Management and System Controls	10
Budget Information	10
Cost Sharing or Matching Requirement	10
Pre-agreement Costs (also known as Pre-award Costs)	10
Limitation on Use of Award Funds for Employee Compensation: Waiver	11
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	11
Costs Associated with Language Assistance (if applicable)	11
Availability of Funds	11
Eligibility Information	11
Application and Submission Information	11
Content of Application Submission	11
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	12
Standard Applicant Information (JustGrants 424 and General Agency Information)	12
Proposal Abstract	12
Proposal Narrative	12
Goal, Objective and Deliverables	14
Budget and Associated Documentation	14
Budget Worksheet and Budget Narrative (Web-based Form)	14
Indirect Cost Rate Agreement (if applicable)	14
Employee Compensation Waiver	14

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)	14
Disclosure of Process Related to Executive Compensation	14
Additional Application Components	15
Timeline Form	15
Research and Evaluation Independence and Integrity Statement	15
Disclosure and Assurances	15
Disclosure of Lobbying Activities	15
DOJ Certified Standard Assurances	15
Applicant Disclosure of Duplication in Cost Items	15
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing	15
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	16
How to Apply	16
Submission Dates and Time	17
Application Review Information	18
Review Process	18
Federal Award Administration Information	19
Federal Award Notices	19
Administrative, National Policy, and Other Legal Requirements	19
Information Technology (IT) Security Clauses	19
General Information about Post-Federal Award Reporting Requirements	19
Federal Awarding Agency Contact(s)	20
Other Information	20
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	20
Provide Feedback to OJP	20
Performance Measures	20
Application Checklist	21
Standard Solicitation Resources	24
Appendix A	24

## 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.

With this solicitation, BJA seeks to support efforts across the nation to establish cultures of “zero tolerance” related to sexual abuse and sexual harassment in confinement facilities.

**Statutory Authority:** Pub. L. No. 108-79, sec. 8(e) (codified at 34 U.S.C. 30307(e); Pub. L. No. 90-351, Title I, Part E, Subpart 1 (codified at 34 U.S.C. 10151–10158)

### Specific Information

The Prison Rape Elimination Act provides that a state whose governor does not certify full compliance with the National [PREA Standards](#) is subject to the loss of 5 percent of DOJ grant funds that it would receive for prison purposes, unless the governor submits an assurance that such 5 percent will be used only to enable the state to achieve and certify full compliance with the Standards in future years; see [34 U.S.C. §30307\(c\)](#). The JAG Program is one of the DOJ grant programs that is subject to this requirement in fiscal year (FY) 2023, which began on October 1, 2022, and ends on September 30, 2023.

Pursuant to the PREA statute, the governor has the following options:

- (1) Submit a certification that all confinement facilities under the governor’s operational control are in full compliance with the PREA Standards.
- (2) Submit an assurance that gives the governor the option to use not less than 5 percent of impacted DOJ funds to work toward and achieve full compliance with the PREA Standards in the future, resulting in a reallocation of impacted DOJ grant funds.
- (3) Submit neither (1) nor (2) and accept a 5 percent reduction in such grants.

The deadline for the submission of a certification or assurance by the Governor was October 15, 2022.

Pursuant to PREA Standard 115.501(a), governors shall make their certifications of compliance taking into consideration the results of the most recent PREA audit results. DOJ intends these audits to be a primary, but not the only, factor in determining

compliance. For example, audit results for a particular period may show the selected one-third of audited facilities in compliance; however, the governor may have determined that other facilities under the governor's control are, in fact, not in compliance with the Standards.

Other than the standard described earlier requiring governors to "consider" the audit findings, neither the PREA statute nor the PREA Standards restrict the sources of information governors may use in deciding whether or how to certify compliance.

It is important to note that if a governor submits an assurance to DOJ that no less than 5 percent of the state's impacted DOJ funding for prison purposes will be used to support implementation of the PREA Standards, the state will not lose the funds, but the funds will be reallocated to a PREA-specific award.

BJA will administer the PREA Reallocation Funds Program from the JAG Program funds awarded to the eligible SAAs. The 5 percent reduction is assessed against the state's 60 percent share of JAG funding plus the less than \$10,000 allocation but excludes the mandatory variable pass-through amount. States must pass through these reallocation funds to the designated PREA contact agencies.

OJP strongly encourages SAAs working to fulfill their obligations related to PREA to continue working expeditiously to comply with the Standards in order to better protect individuals from sexual abuse and sexual harassment in confinement facilities. BJA will continue to provide training and technical assistance and other resources to jurisdictions to support these efforts.

PREA audits are a crucial component of successful PREA implementation, and in August 2017, BJA released the PREA [Auditor Handbook](#). This document articulates DOJ's expectations for all DOJ-certified PREA auditors, establishes requirements for auditor conduct and audit methodology, provides transparency to all stakeholders regarding the expected audit methodology, and serves as an easy-to-use reference guide for conducting high-quality, objective, comprehensive, and reliable PREA audits. BJA is committed to ensuring that such audits are carried out nationwide.

BJA makes available targeted technical assistance (TA) to jurisdictions in receipt of FY 2023 PREA reallocation funds. This TA is intended to support the efforts of these jurisdictions to use their reallocation funds to prevent, address, and respond to sexual abuse and sexual harassment in confinement facilities, and to achieve compliance with the Standards. Once the FY 2023 reallocation awards are made, BJA will work to identify the jurisdictions that are interested in receiving this assistance and connect them with an expert TA provider. Grant recipients interested in TA should contact their BJA State Policy Advisor to be connected with the TA provider.

For more information, please go to [PREA FAQs](#).

## Goals, Objectives, and Deliverables

### Goals

Applicants are strongly encouraged to leverage the available PREA reallocation funds to implement policies, procedures, and practices that are required by the PREA Standards. BJA expects applicants to use the available funds to:

- Increase staff capacity for preventing sexual abuse in confinement facilities.
- Promote integration of the PREA Standards into agency policies and procedures and the day-to-day operations of confinement facilities.
- Create cultures of “zero tolerance” of sexual abuse in confinement facilities.

The Standards apply to federal, state, and local confinement facilities (including adult prisons and jails, juvenile facilities, lockups, and community confinement facilities) and can be found at [28 C.F.R. Part 115](#). Applicants should identify the specific PREA Standards they plan to address.

### 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.

All confinement facilities covered under the Standards must be audited at least once during each 3-year audit cycle to be considered compliant with the Standards, with one-third of each facility type operated by an agency, or private organization on behalf of an agency, audited each year. These include adult prisons and jails, juvenile facilities, lockups (housing detainees overnight), and community confinement facilities, whether operated by DOJ or a unit of a state, local, corporate, or nonprofit authority. Each agency seeking PREA compliance is responsible for contracting with or otherwise securing the services of one or more DOJ-certified PREA auditors to schedule audits for each of its facilities during the 3-year audit cycle.

In addition to supporting activities related to PREA audits that are consistent with the requirements in the PREA [Auditor Handbook](#), applicants may propose strategies to achieve and/or maintain compliance with one or more [PREA Standards](#). The Standards include requirements related to:

- Preventing and responding to sexual abuse and sexual harassment in confinement facilities.
- Training staff and educating inmates/residents/detainees.



- Screening inmates/residents/detainees for risk of sexual victimization and abusiveness.
- Reporting sexual abuse and sexual harassment.
- Investigating allegations of sexual victimization.
- Disciplining staff members and inmates/residents/detainees.
- Providing medical and mental health care.
- Collecting and reviewing data related to sexual victimization.
- Auditing and undergoing corrective action.

### **Deliverables**

Audits funded under this grant program must be high quality, objective, comprehensive, and reliable, and they must comply with DOJ's auditing requirements in the PREA Auditor Handbook. Applicants should identify the specific PREA Standards they plan to address. Applicants should be aware that costs associated with the confinement facility audits required by the PREA Standards (see [§§ 115.401–405](#)), as well as activities related to achieving and maintaining compliance with one or more PREA Standards, are allowable costs.

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**

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 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**

#### **General Guidance for Federal Award**

Anticipated number of awards BJA expects to make: 26  
Anticipated maximum dollar amount for each award: \$424,806  
Period of performance start date: October 1, 2023  
Period of performance duration: 24 months  
Anticipated total amount to be awarded under solicitation: \$2,568,379

### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

### **Awards, Amounts and Durations**

#### **Type of Award**

BJA expects to make awards under this solicitation as grants. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

#### **Financial Management and System 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**

If you delegate all program activities to another entity, that delegation will generally be considered a subaward. Most pass-through entities on your awards are programmatic and substantive and therefore should be classified in your budget as subawards, under the subaward budget category. Grantees must show breakdown of costs for subaward(s) and all computations.

Grant funds may not be used for administrative costs; unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV); or all accompanying accessories to support UAS or UAV.

#### **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.

### **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.

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or matching requirements, see the Federal Award Information section.

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

### **Application and Submission Information**

#### **Content of Application Submission**

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) 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 subject to [Executive Order 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 their SPOC to find out about, and comply with, the state’s process under E.O. 12372. On the SF-424, an applicant whose state appears on the SPOC list must 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 their Authorized Organization 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.

## **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 10 numbered pages.

The Proposal Narrative must include the following sections:

a. Description of the Issue: Describe why this project/these proposed activities are necessary (significance/value) and/or address a need. Include supporting information.

b. Project Design and Implementation: Describe the strategy to address the needs identified in the Description of the Issue. List the program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

c. Capabilities and Competencies: Describe the capabilities and competencies required to accomplish the goals and objectives of the project.

d. Plan for Collecting the Data Required for This Solicitation's Performance Measures: Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that each award recipient 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.

An applicant 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.

BJA will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, at the time of award. A list of performance measure questions for

this program can be found [here](#).

### **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 PREA goals, objectives, deliverables, and timelines in the JustGrants web-based form. The projected fiscal year and quarter the objectives and deliverables will be completed is also entered into the form. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

### **Budget and Associated Documentation**

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

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information. Breakdown of costs must be provided. If funds are subawarded and not directly used by the legal applicant, they must be listed under subaward budget category.

#### **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 additional information.

#### **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 additional information and the link to the questionnaire.

#### **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 requested documentation in JustGrants.

### **Timeline Form**

Applicants must provide a project timeline that identifies each objective, activity, expected completion date, and responsible person or organization by uploading the document as an attachment in JustGrants. Applicants that received previous year PREA Reallocation funds must describe their progress in obtaining full compliance with the Standards and demonstrate how the FY 2023 PREA Reallocation funds will continue these efforts.

### **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](#).

### **Disclosure 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; and 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; and Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; 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 an **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://www.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 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 8:59 PM ET on August 11, 2023.

The **full application** must be submitted in JustGrants by 8:59 PM ET on August 14, 2023.

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 a request 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](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto: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](mailto: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](mailto: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 who does not provide documentation of a technical issue or who 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 Process**

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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, at its option, 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 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 (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.

### **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), and contact information for Grants.gov and 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 performance measure questions for this program can be found at [PREAMeasures.pdf](#).

## Application Checklist

### BJA FY 2023 Invited to Apply—Prison Rape Elimination Act (PREA) Reallocation Funds 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 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/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 Scope Requirement:**

- The federal amount requested is within the allowable limit(s) (see Appendix A for PREA Formula Reallocation amounts).

**Review Eligibility Requirement:**

- Applicants are limited to eligible State Administering Agencies (SAAs) for states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, Guam, and American Samoa that have submitted an assurance to the Department of Justice that at least 5 percent of Edward Byrne Memorial Justice Assistance Grant (JAG) funding will be used to achieve full compliance with the PREA Standards per 34 U.S.C. §30307(e)(2)(E). The list of eligible SAAs and award amounts can be found in appendix A.

**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**
- Submit Intergovernmental Review (if applicable)

*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 Worksheet and Budget Narrative (attachment)
- 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**

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

### **Disclosures and Assurances**

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

### ***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.



Appendix A

**Prison Rape Elimination Act (PREA)**

**Reallocation Funds Eligible Award Amounts**

State/Territory	Amount	BJA Grants Management Specialist Contact
America Samoa	\$26,690	Kim Williams
Arkansas	\$67,037	Ania Dobrzanska
California	\$424,806	Kim Williams
Colorado	\$85,050	Kim Williams
Connecticut	\$67,412	Ania Dobrzanska
Guam	\$39,835	Kim Williams
Idaho	\$35,583	Ania Dobrzanska
Illinois	\$146,447	Kim Williams
Indiana	\$89,530	Ania Dobrzanska
Massachusetts	\$147,287	Ania Dobrzanska
Michigan	\$161,195	Ania Dobrzanska
Minnesota	\$78,092	Kim Williams
Mississippi	\$49,314	Kim Williams
Nevada	\$24,823	Kim Williams
New Mexico	\$63,999	Kim Williams
North Carolina	\$165,371	Kim Williams
Oregon	\$68,283	Ania Dobrzanska
Puerto Rico	\$136,058	Kim Williams
South Carolina	\$76,002	Kim Williams
South Dakota	\$28,419	Ania Dobrzanska
Texas	\$319,830	Ania Dobrzanska
U.S. Virgin Islands	\$39,835	Kim Williams
Washington	\$83,090	Ania Dobrzanska
West Virginia	\$48,026	Ania Dobrzanska
Wisconsin	\$81,704	Kim Williams
Wyoming	\$15,661	Ania Dobrzanska