

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



BJA FY 23 National Initiatives: Law Enforcement Training and Technical Assistance Solicitation

Assistance Listing Number # 16.738

Grants.gov Opportunity Number: O-BJA-2023-171799

Solicitation Release Date: June 22, 2023 4:00 PM ET

Step 1: Application Grants.gov Deadline: August 01, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: August 08, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to create and implement training and technical assistance programs for criminal justice stakeholders that support local law enforcement and prosecutorial agencies in the development of violence reduction strategies, training of law enforcement officers, and implementation of ethical technological strategies that build digital trust and promote community engagement. This program furthers DOJ's mission by supporting and assisting state, local, territorial, and tribal jurisdictions in improving the criminal justice system and enhancing efforts to prevent, investigate, and respond to crime.

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00106-PROD	Category 1	1	\$800,000	10/1/23 12:00 AM	24
C-BJA-2023-00107-PROD	Category 2	1	\$1,400,000	10/1/23 12:00 AM	36
C-BJA-2023-00108-PROD	Category 3	1	\$2,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00109-PROD	Category 4	1	\$500,000	10/1/23 12:00 AM	36
C-BJA-2023-00110-PROD	Category 5	1	\$500,000	10/1/23 12:00 AM	36
C-BJA-2023-00111-PROD	Category 6	1	\$500,000	10/1/23 12:00 AM	36

Eligible Applicants:

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

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

BJA may elect to fund applications submitted under this FY 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. 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. 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://www.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. 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.

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Program Description

Overview

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

With this solicitation, BJA seeks to fund six national in scope training and technical assistance (TTA) efforts to support law enforcement and criminal justice stakeholders in key criminal justice operations.

Statutory Authority

Categories 1, 2, 4, and 6 are authorized pursuant to Pub. L. No. 90-351, Title I, Sec. 506 (b) (codified at 34 U.S.C. 10157(b)). The Edward Byrne Memorial Justice Assistance Grant (JAG) Program authorization provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 may be granted, among other reasons, for one or more of the purposes specified in 34 U.S.C. § 10152 upon a determination that it is necessary “to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime.” 34 U.S.C. § 10157(b)(1). Categories 3 and 5 are authorized pursuant to the Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4534-35).

Specific Information

This solicitation contains six separate categories. Each category is seeking applications for a separate national initiative. Applicants can apply to more than one category but must submit a separate, complete application for each.

Category 1: Smart Policing Initiative National Training and Technical Assistance Program

Category 2: Rural and Small Department Violent Crime Reduction Training and Technical Assistance

Category 3: De-escalation and Crisis Intervention Model Training Curriculum Development Initiative

Category 4: Violent Crime Reduction Playbook

Category 5: Virtual Reality De-escalation Training and Technical Assistance Initiative

Category 6: Mass Violence Advisory Initiative

Goals, Objectives, and Deliverables

Goals

The overarching goal is to deliver national TTA to local jurisdictions that supports their efforts to reduce violent crime, train law enforcement, and enhance community trust. Specifically, the goals for each category are as follows:

Category 1: To provide resources and opportunities to enable law enforcement agencies that receive Smart Policing Initiative (SPI) grants to identify and define their most pressing crime problems, as well as institute lasting operational and organizational changes that foster reliance on and effective use of evidence-based practices, data, and technology.

Category 2: To improve communication and collaboration between state, local, and tribal law enforcement agencies and the communities they serve to address the unique criminal justice challenges facing rural and small law enforcement agencies.

Category 3: To support the development of standards and a model curriculum that improves law enforcement interactions with individuals experiencing a mental health crisis through de-escalation.

Category 4: To support the delivery of TTA to requests made in response to the Violent Crime Reduction Playbook.

Category 5: To support the delivery of TTA to agencies receiving funding under the Virtual Reality De-escalation Training Initiative.

Category 6: To provide advisory assistance to jurisdictions that experience extraordinary acts of violence that result in mass casualties under the Mass Violence Advisory Initiative (MVAI).

Objectives

Category 1: Deliver training, technical assistance, and guidance that addresses the management, organization, and project implementation needs of SPI grantees.

Category 2: Assist rural and/or small law enforcement agencies with the development of violence reduction plans that address the unique needs of their communities.

Category 3: Develop consensus guidance that improves law enforcement responses to individuals experiencing a mental health crisis, develop a model Crisis Response Intervention Training curriculum, and advance the goals of the Law Enforcement De-escalation Training Act of 2022.

Category 4: Assist local jurisdictions with enhancing their capacity to reduce violent crime through implementation of strategies identified in the Violent Crime Reduction Playbook.

Category 5: Deliver TTA to state and local law enforcement agencies that supports their efforts to implement strategies and/or programs that de-escalate interactions between law enforcement and community members, with a focus on safely serving individuals with mental health issues and intellectual and developmental disabilities.

Category 6: Develop and deliver resources to support the delivery of peer-to-peer assistance

and related resources to law enforcement executives in jurisdictions that experience incidents of mass violence.

Deliverables

For all categories, TTA providers must:

- Use a diverse range of vetted local and national subject matter experts (SMEs), including practitioners, academics, persons with lived experience, and federal partners. Ensure there is equitable representation of diverse gender, race, and ethnicity in the selected project participants as SMEs, speakers, project advisors, et cetera.
- Coordinate all activities and products with BJA's National Training and Technical Assistance Center (NTTAC).
- Maintain an online project tracking tool that both the TTA provider and BJA can access and contribute to.
- Work collaboratively and share information with the BJA National Law Enforcement Knowledge Lab (<https://bja.ojp.gov/program/law-enforcement-knowledge-lab/overview>).

Category 1: Smart Policing Initiative National Training and Technical Assistance Program

- Develop a plan to assess and support new SPI grantees and their research partners' TTA needs (where applicable) that demonstrates their capacity to engage in sophisticated crime data analysis.
- Assist current and new SPI sites with the enhancement of their existing SPI strategy and/or development of an SPI strategy that addresses the nature and extent of crime and drivers of crime, including assistance with development and subsequent review/ongoing monitoring of SPI grantee action plans.
 - Action plans document the projects' problem analysis, summary of strategies and intended outcomes, refined evaluation methodology, and requests for related TTA. Action plans should support individual SPI initiatives, document TTA requests, and prevent significant delays to grantees' implementation processes.
- Assist current and new SPI sites with the implementation of strategies that enhance and promote improved relationships between law enforcement and community stakeholders to facilitate ongoing collaboration in violence reduction efforts that increase public safety.
- Work with current and new SPI sites and their research partners on an evaluation methodology, research partnership management, identification and application of promising and evidence-based practices, and strategic communication planning for SPI strategy implementation.
- Develop strategic opportunities for SPI sites to build peer-to-peer support networks, to include support of nationwide, onsite peer-to-peer learning opportunities, and share promising and best practices with one another and among criminal justice agencies that have a role in preventing and investigating crime within their jurisdictions.
- Provide site-specific technical assistance to SPI grantee organizations in establishing robust crime analysis capabilities in support of their SPI initiatives. TTA may include individual site assessments to determine analytical gaps and needs; development of recommendations for addressing the identified gaps and needs; identification of technical solutions that enable real-time sharing of crime data and analytical products; provision of comprehensive training for crime analysts in analytical skills, product

- development, and real-time analysis; and/or the evaluation of organizational composition and workflow.
- Recruit, maintain, and leverage a cadre of diverse SMEs with expertise in a wide range of topics such as technology-driven information sharing program implementation, including initiatives related to data linking and identity management; mobile technology operation; data repository integration; social network analysis; violent crime reduction; crime analysis and data analysis capacity building; investigative practices; evidence-based approaches to support responses to individuals with substance use and/or mental health disorders; research partnership development; evaluation design, methodology, and advanced data analysis; and multi-agency and multi-sector collaboration to enhance public safety to assist SPI grantees with implementation of their strategy.
 - In close coordination with BJA, plan and conduct national and/or regional meetings, workshops, or other educational sessions for existing SPI and other sites during the project period. Ensure there is equitable representation of diverse gender, race, and ethnicity in the selected speakers.
 - Manage the SPI website (<https://www.smart-policing.com/>) to include continuous monitoring of the field to identify emerging trends, promising practices, and model programs that effectively and efficiently address chronic crime problems.
 - Provide online resources, materials, and limited assistance (via phone or email) that is available to both SPI sites and the general public regarding SPI, lessons learned, and related issues to include social media outreach, quarterly publication of online newsletter, webinars, and blogging opportunities.

Category 2: Rural and Small Department Violent Crime Reduction Training and Technical Assistance

- Provide site-specific technical assistance to small and/or rural agencies selected to receive grant funding under the Rural Violent Crime Reduction Initiative (RVCRI) to reduce violent crime and/or enhance their capacity to address problems associated with violent crime in small and/or rural communities.
- Provide analytical support to RVCRI sites in assessing the nature and extent of local crime and drivers of crime. Also support current local initiatives and resources through the collection and analysis of data and evaluation of local violent crime strategies to aid in the development of RVCRI sites' TTA plans in keeping with the Violent Crime Reduction Operations Guide (VCROG).
- Plan and conduct regional and topical meetings across RVCRI site localities on crime analysis for crime prevention; strategic problem solving and violence reduction; people-, place-, and people/place-based strategies; and community engagement. Ensure there is equitable representation of diverse gender, race, and ethnicity in the selected speakers.
- Establish and maintain an online toolkit to allow RVCRI sites and other interested parties to search and access any knowledge products (e.g., reports, research briefs, webinars, or podcasts) created by the TTA provider and other relevant existing knowledge products related to rural and/or small agency efforts to reduce violent crime.
- Recruit, maintain, and leverage a cadre of diverse SMEs with expertise in a wide range of topics such as technology-driven information-sharing program implementation,

including initiatives related to data linking and identity management; mobile technology operation; data repository integration; social network analysis; violent crime reduction; crime analysis and data analysis capacity building; investigative practices; advanced data analysis; and multi-agency and multi-sector collaboration to enhance public safety to assist grantees with implementation of their strategy.

- Create and manage a website targeted to rural entities to include continuous monitoring of the field to identify emerging trends, promising practices, and model programs that effectively and efficiently address crime problems in rural areas.
- Create communities of practice for rural grantees along topic areas and host quarterly virtual learning opportunities. Host a rural convening of up to 70 people in Washington, DC. Plan and execute all aspects of the event in coordination with BJA.
- Identify model learning sites through a competitive process in coordination with BJA. Once the learning sites are identified, facilitate peer exchanges, including the costs of travel, for up to 15 visitors.
- Create and deliver resources, guides, and materials on topic areas pertaining to VCROG and grantees' activities.

Category 3: De-escalation and Crisis Intervention Model Training Curriculum Development

- Provide TTA that builds on the national Crisis Response Intervention Training (CRIT) launched in 2022 by BJA and the Office of Community Oriented Policing Services' network of Regional De-escalation Training Centers.
- Assist BJA and its partner agencies in the development of consensus standards and a model de-escalation training curriculum based upon the requirements established by the De-escalation Training Act that can be used to evaluate curricula at the national and local levels.
- Develop this scenario-based de-escalation tactics and alternatives to use of force curriculum/training in keeping with adult education principles and consensus standards using innovative multimedia tools. The training should be classroom-based and should be scalable to differing department sizes.
- Host numerous focus groups, in-person meetings, and listening sessions to further refine standards and vet the developed curriculum necessary.
- Pilot the new curriculum in a minimum of three locations of varying size and geography.
- Create a train-the-trainer curriculum and training implementation toolkit for departments to use when implementing the training.
- Provide marketing tools for agencies to use for the training.
- Develop a checklist and/or self-assessment tools for agencies to use to compare existing in-house de-escalation training to the consensus standards and model curricula/training.
- Develop a cadre of diverse SMEs who, by request of state and local law enforcement agencies, can review the agency's de-escalation protocols and training and provide recommendations for enhancing the training to align with the consensus standards and model curriculum/training in preparation for certification.
- Provide marketing tools agencies can use to communicate the importance and implementation of new and/or enhanced de-escalation training to the community that will build trust and motivate officers.

Category 4: Violent Crime Reduction Playbook

The Violent Crime Reduction Playbook is an effort by OJP to organize the resources it offers—funding, reports, research, and TTA—to assist jurisdictions in preventing and reducing violence. The Playbook organizes these resources in alignment with the Council on Criminal Justice’s “Ten Essential Actions Cities Can Take to Reduce Violence Now” report. The Violent Crime Reduction Playbook will be available beginning in Summer 2023.

- Provide training and technical assistance to jurisdictions in the implementation of strategies and/or programs outlined in the Violent Crime Reduction Playbook that can be used by localities to reduce violence in their communities in response to TTA requests submitted to BJA’s National Training and Technical Assistance Center.
- Develop a cadre of diverse SMEs with expertise in working with community-based organizations and law enforcement to implement collaborative strategies to reduce gun violence.
- Assist requesting jurisdictions with implementing anti-violence strategies through the provision of SMEs and other TTA providers to deliver comprehensive TTA that addresses each community’s unique needs and drivers of violence.
- When requested, assist local jurisdictions with implementation of one or more of the 10 essential elements that will be outlined in the Violent Crime Reduction Playbook to aide with development of a strategic plan that aligns local, state, and federal antiviolence priorities and engages key local stakeholders such as city officials, law enforcement, community-based organizations, and more in the implementation of evidence-based, trauma-informed approaches that reduce violent crime and promote community trust.
- Conduct an initial and ongoing inventory analysis of OJP resources, funding opportunities, TTA resources, published guides, and reports that are aimed at reducing violent crime with an emphasis on gun violence and enhanced community engagement.
- In partnership with BJA, develop, maintain, and continuously update Violent Crime Reduction Playbook website that includes OJP resources, funding opportunities, TTA resources, published guides, and reports that are aimed at reducing violent crime with an emphasis on gun violence and enhanced community engagement.

Category 5: Virtual Reality De-escalation Training and Technical Assistance Initiative

- Provide site-specific TTA to grantees awarded funding under the Virtual Reality De-escalation Training Initiative, which supports state and local law enforcement agencies in their efforts to implement strategies and/or programs that de-escalate interactions between law enforcement and community members with a focus on safely serving individuals with mental health issues and intellectual and developmental disabilities.
- Provide assistance to research partners and sites on standardized data collection across the site-based awardees.
- Develop resources for sites implementing crisis response virtual reality training.
- Work with sites to ensure the training is evidence based and appropriately focused.
- Plan and implement an in-person grantee meeting.

Category 6: Mass Violence Advisory Initiative

- In close coordination with BJA, develop a national peer-to-peer mentoring and response program to assist law enforcement leaders in jurisdictions affected by an incident of mass violence.
- Using a trauma-informed approach, provide ongoing assistance, information, and resources to help law enforcement and communities bring about community healing and ensure overall officer and community safety and wellness.
- Develop a toolkit/guide for agencies affected by incidents of mass violence and make this available on a public-facing website to include input from victims with lived

- experience.
- Recruit, maintain, and leverage a cadre of SMEs and operational resources needed to assist law enforcement agencies following an incident of mass violence.
 - Establish a notification network of law enforcement contacts, public information, and other sources to track incidents of mass violence.
 - Establish policies and protocols for sending SMEs to assist in the field when appropriate and when requested by an affected agency.
 - Host focus groups, in-person meetings, and listening sessions to further understand the problem and refine resources and protocols to be as responsive as possible, including a meeting of other similar efforts for mayors, school leadership, city managers, et cetera.
 - Develop and provide online resources, materials, and limited assistance (via phone or email) that are available to law enforcement agencies seeking to prepare for and respond to incidents of mass violence.
 - The TTA provider will work in coordination with BJA and the Office of Victims of Crime [National Mass Violence Victimization Resource Center](#).

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."

Priority Areas

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

For applications under Category 1 or Category 2, the following Priority Consideration areas are applicable.

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

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

- A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically

underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project (s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

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

Federal Award Information

Solicitation Categories

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C-BJA-2023-00111-PROD	Category 6	1	\$500,000	10/1/23 12:00 AM	36

Awards, Amounts and Durations

Anticipated Number of Awards

6

Anticipated Maximum Dollar Amount of Awards

Varies

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

Varies

Anticipated Total Amount to be Awarded Under Solicitation

\$5,700,000

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

Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. They should explain how costs are intended to meet the objectives of the program and show all calculations. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project. Applicants must set aside an adequate amount of funding to implement a data collection plan.

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.

Unmanned Aircraft Systems

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

Eligibility Information

For eligibility information, see the solicitation cover page.

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

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.)

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.

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 12 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. Applicants may include tables, chart, and graphs in a legible font smaller than 12-point, but they will still be considered part of the page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Describe why this project/these proposed activities are necessary (significance/value) 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 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.

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

c. Capabilities and Competencies

For all categories, the applicants must:

- Clearly articulate the applicant's history of involvement with implementation and technical assistance coordination of a national scope. Illustrate the ability to effectively manage complex training, technical assistance, and national programs and projects.
- Describe the management structure, staffing, and in-house or contracted capacity to complete the objectives and associated deliverables.
- Attach three examples of relevant products the applicant has produced that exemplify high quality products to communicate effectively with stakeholders (e.g., website, fact sheet, research brief, link to archived webinar, technical assistance final report with recommendations, infographics, etc.).
- Include résumé(s)/curriculum vitae of key project staff. Describe in detail staff competency and work experience within a law enforcement agency or having a work history within a criminal justice organization/association.
- Describe how the proposed management structure and staffing of the project will facilitate the delivery of the TTA services. The management and organizational structure should match the staffing needs necessary to accomplish the tasks outlined in the timeline/project task plan. Information regarding the personnel assigned to these tasks and whether their résumés and role descriptions are included will contribute to the assignment of points relative to this criterion.

Category-specific Capabilities and Competences:

Category 1: SPI National Training and Technical Assistance Program

- Describe the applicant's expertise and experience in managing training and technical assistance for evidence-based law enforcement programs that are national in scope.
- Describe the applicant's experience working with local jurisdictions to implement evidence-based strategies to select law enforcement sites.

Category 2: Rural and Small Department Violent Crime Reduction Training and Technical Assistance

- Describe the applicant's expertise and experience in managing training and technical assistance for evidence-based law enforcement programs that are national in scope.
- Describe the applicant's experience working with small and/or rural agencies to implement evidence-based strategies that addresses the unique needs of small and/or rural communities.

Category 3: De-escalation and Crisis Intervention Model Training Curricula Development

- Describe the applicant's expertise in working with local and state law enforcement agencies on the implementation of de-escalation/CRIT training to improve interactions with individuals experiencing a mental health crisis.

Category 4: Violent Crime Reduction Playbook

- Describe the applicant's expertise and experience in understanding and addressing drivers and effective responses to violent crime, including through data-driven strategies and collaborative multiple stakeholder efforts.
- Describe the applicant's expertise and experience providing TTA to various stakeholders such as law enforcement, community organizations, and city and local agencies that are national in scope.

Category 5: Virtual Reality De-escalation Training and Technical Assistance Initiative

- Describe the applicant's expertise in working with local and state law enforcement agencies and various other stakeholders, including community organizations and city and local agencies, in the development of virtual/on-line trainings that are national in scope.

Category 6: Mass Violence Advisory Initiative

- Describe the applicant's expertise in working with local and state law enforcement agencies and various other stakeholders in response to mass violence events including community organizations and city and local agencies, that are national in scope.
- Describe the applicant's expertise in providing guidance to local and state law enforcement agencies and various other stakeholders related to the specific elements of mass violence incidents that can be used to prevent and/or respond more effectively to incidents of mass violence.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the

culturally specific organization.

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 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 for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

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

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

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

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants. Attach three examples of relevant products the applicant has produced that exemplify high quality products to communicate effectively with stakeholders (e.g., website, fact sheet, research brief, link to archived webinar, technical assistance final report with recommendations, infographics, etc.).

Curriculum Vitae or Resumes

Include résumé(s)/curriculum vitae of key project staff. Describe in detail staff competency and work experience within a law enforcement agency or having a work history within a criminal justice organization/association.

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.

Letters of Support

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

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 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 July 31, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by August 07, 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 (15%) - 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 (15%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (20%) - 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 performance measure questions for this program can be found at <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

Application Checklist

BJA FY 23 National Initiatives: Law Enforcement Training and Technical Assistance Solicitation

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)
- 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 the Scope Requirement

- The federal amount requested is within the allowable limit(s) of:
 - Category 1: \$800,000
 - Category 2: \$1,400,000

Category 3: \$2,000,000

Categories 4–6: \$500,000

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**
- 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 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](#))

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
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- Three examples of relevant products that exemplify high quality products to communicate effectively with stakeholders (e.g., website, fact sheet, research brief, link to archived webinar, technical assistance final report with recommendations, infographics, etc.).

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 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.