

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



BJA FY23 Advancing Women Officers in State and Local Law Enforcement: Technical Assistance and Microgrant Program

Assistance Listing Number # 16.738

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Step 1: Application Grants.gov Deadline: August 07, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: August 14, 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 an organization to support the implementation of the 30x30 Initiative (the Initiative) to advance women in policing in state, local, and tribal law enforcement agencies, provide technical assistance to law enforcement agencies participating in the 30x30 Pledge (the Pledge), and administer a competitive microgrant program to these agencies. This program furthers the DOJ's mission of promoting the safe and fair administration of justice by supporting a diverse, equitable, and inclusive police workforce.

Launched in March 2021, the 30x30 Initiative began as a grassroots effort of police leaders, researchers, policymakers, and police professional organizations to advance women in policing. Women make up only 12 percent of sworn officers and 3 percent of police leaders in the U.S.—numbers that have remained stagnant for decades. This lack of representation is particularly problematic given the growing body of research that demonstrates the unique value of women officers, including that they: use less force and excessive force, are associated with better outcomes for crime victims, are perceived by communities as more trustworthy and compassionate, are named less often in community complaints and lawsuits, and fire their service weapon a third as often, among other benefits.

Through the Pledge, the 30x30 Initiative identified a series of evidence-informed, no- and low-cost actions law enforcement agencies can take to improve the representation of women across the ranks while simultaneously improving retention of women in sworn positions. These actions span the lifecycle of an officer's career, from recruitment and assessment to promotion and separation. There currently are over 250 agencies participating in the Pledge, from major metropolitan departments to mid-sized, small, rural, and university departments.

Importantly, the President's Executive Order on Advancing Effective, Accountable Policing issued May 25, 2022, called on DOJ to support state, tribal, local, and territorial law enforcement agencies in their recruitment and retention of highly qualified, service-oriented officers. Many of the strategies promoted through the 30x30 Initiative advance this directive. Accordingly, BJA established a collaboration with 30x30 to better support recruitment and retention efforts with an eye toward advancing gender equity in policing. Through this solicitation, BJA is supporting the administration of efforts to improve the representation and experiences of women in policing and directly supporting programs and strategies in participating agencies.

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:

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, Other

Other

Institutions of higher education (including tribal institutions of higher education) that have experience in managing and delivering training and technical assistance on complex criminal justice technology implementations at the national and local levels.

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.

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 an organization that will collaboratively administer the 30x30 Initiative in state, local, and tribal law enforcement agencies; provide technical assistance to participating agencies; improve the rigor of data and insights generated through 30x30 participation; collect and disseminate promising practices and other relevant resources; and oversee a competitive microgrant program for participating agencies.

Statutory Authority

Any awards under this solicitation will be made under the Department of Justice Appropriations Act, 2023 (Public Law 117-328; 136 Stat. 4459, 4542)

Specific Information

The Advancing Women Officers in State and Local Law Enforcement: Technical Assistance and Microgrant Program supports the collaborative administration of the 30x30 Initiative in state, local, and tribal law enforcement agencies; provides technical assistance to participating agencies; administers surveys and oversees agency reporting; collects promising practices and generates publicly available resources; and supports the administration of a microgrant program for participating agencies. BJA will work closely with the grantee to determine how best to maximize technical assistance resources across the large number of participating agencies. BJA will prioritize opportunities to learn lessons that can be applied broadly to other agencies engaged in gender equity work.

The selected applicant must demonstrate a strong familiarity and working knowledge of the 30x30 Initiative and evidence-based knowledge and practices related to advancing women in policing, namely the unique value of women officers, what works, and what matters to advance women in the workplace. The selected applicant also must have demonstrated experience in supporting the administration of a multisite program; providing technical assistance to law enforcement agencies, preferably with a particular focus on workforce diversity and equity; administering surveys and focus groups in law enforcement agencies and generating actionable guidance; building capacity for complex data collection and analysis in law enforcement agencies; and generating accessible practitioner publications, webinars, and other resources for law enforcement audiences.

In addition, the selected applicant will be responsible for designing and administering the competitive funding program that will distribute the microgrants in close collaboration with BJA. Agencies will use these microgrants to advance the objectives of the 30x30 Pledge. Microgrants may support a variety of activities such as the development of novel and innovative recruitment campaigns, validation of physical fitness and other assessments, establishment of mentoring

programs to support the professional development of under-represented groups, facilitation of researcher–practitioner partnerships, creating appropriate spaces for nursing mothers returning to the workplace to express breast milk, building data systems and infrastructure to support diversity and inclusion efforts, establishing regional communities of practice, and accessing professional development services and training to support the career advancement of under-represented groups.

BJA will work with the grantee to establish selection criteria for microgrants. The applicant must demonstrate the ability and capacity to administer a microgrant program. If necessary, BJA encourages partnerships with other organizations that may provide complementary services to the lead applicant. The applicant should be aware that the administration of microgrants carries the responsibility of assuring that recipients are in compliance with all relevant grant conditions. In general, oversight of recipients should ensure that (a) the funding is used for authorized purposes and is implemented in compliance with applicable federal law (statutes and regulations), and (b) the terms and conditions of the funding are detailed in the recipient agreement and achieve the outlined performance goals. Further details can be found in the DOJ Grants Financial Guide in the Subrecipient Monitoring discussion.

For the purposes of this solicitation, “participating agencies” refers to any nonfederal law enforcement agencies that are actively participating in the 30x30 Initiative and are in good standing with the Initiative’s reporting requirements.

Goals, Objectives, and Deliverables

Goals

This program’s goals are to support the administration of the 30x30 Initiative, provide technical assistance to participating agencies, improve the rigor of data and evidence generated from participating agencies, and oversee the administration of a targeted microgrant program for participating agencies. BJA also expects the grantee to identify and disseminate promising practices and innovations in the field related to advancing women in policing, as well as generate publicly available resources to support agencies engaged in gender equity work.

Objectives

The applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

The program’s key objectives are as follows:

1. Support the administration of the 30x30 Pledge in state, local, and tribal agencies. In close coordination with BJA, onboard participating agencies, provide new agencies with a suite of existing 30x30 resources, and answer basic questions about Pledge participation. Facilitate agency periodic reports as required by the Pledge and monitor compliance.
2. Build on existing 30x30 technical assistance offerings by creating and disseminating guidance and related resources in priority areas identified by participating agencies. If funding permits, establish a mechanism for addressing ad hoc technical assistance requests from participating agencies.
3. Improve the rigor of data collection and analysis associated with Pledge participation, improve the existing 30x30 optional survey template for participating agencies in close collaboration with BJA, and leverage insights from submitted data templates and progress

- reports to identify trends and priority needs across participating agencies. Use these insights to inform technical assistance offerings and related resources.
4. Compile promising practices, relevant policies, and field innovations identified through agency reports, and work collaboratively with BJA to disseminate these through the Initiative's website, newsletters, and periodic webinars. Leverage these insights to generate publications and participate in practitioner conferences to raise awareness about the importance of women in policing and how agencies can improve the representation and experiences of women across ranks.
 5. Collaboratively develop the selection criteria for a microgrant program for participating agencies and oversee microgrant administration, including ensuring all micrograntees are in compliance with program requirements.

Deliverables

- Onboarding and managing agencies: In close consultation with BJA, develop a streamlined system for onboarding participating agencies, sharing existing resources, and responding to basic questions about program participation.
- Agency reports: In consultation with BJA, assume oversight of participating agency progress reports and:
 - Develop a reporting template that leverages existing 30x30 report models, with a focus on improving the rigor and consistency of reports across agencies and ensuring results can be leveraged to inform technical assistance offerings.
 - Develop and implement a process for monitoring compliance.
 - Generate a report analyzing trends identified through agency reporting at least once during the project period.
- Technical assistance for participating agencies: Coordinating closely with BJA and with meaningful input from participating agencies:
 - Develop and disseminate at least five thematic technical assistance resources, with a focus on improving the effectiveness of recruitment strategies to reach under-represented groups, retention of and support for parents and caregivers returning to the workplace, and cultures of accountability for workplace harassment, among other priorities identified by participating agencies.
 - Partner with BJA on at least four technical assistance webinars for 30x30 participating agencies per year.
 - If funding allows, develop and administer a system for receiving and responding to ad hoc requests for technical assistance from participating agencies.
- Data collection and research support for participating agencies: Coordinating closely with BJA:
 - Refine existing data collection templates and provide technical assistance to agencies for compiling and analyzing data and leveraging insights to improve policies and practices.
 - Create a system to improve the utility of the data templates to support cross-agency learning and identify trends over time.
 - Building on the existing 30x30 survey template, improve the rigor and quality of the survey template, and provide guidance to agencies on administering surveys. Where possible, encourage agencies to share aggregated results with the grantee, and analyze results across agencies for trends.

- Promising practices, relevant policies, and field innovations:
 - Scan agency reports for promising and innovative practices, and coordinate with agencies to develop topline summaries of the most promising approaches.
 - Solicit and compile policies from participating agencies in critical areas such as pregnancy, parental leave, and part-time and job-sharing for parents and caregivers returning to the workplace.
 - Coordinate with BJA to publish promising approaches and policies on the 30x30 website and through the Initiative's monthly newsletters.

- Broad field engagement and dissemination:
 - Participate in at least two practitioner-focused conferences per year to share promising practices and strategies for advancing women in policing.
 - Draft and publish at least two practitioner-focused publications or op-eds explaining the unique value of women officers and explaining how agencies can improve the representation and experiences of women officers across ranks.
 - If data allows, generate at least one peer-reviewed publication in a scientific journal.

- Microgrant program: Coordinating closely with BJA:
 - Develop an application process, including defining the scoring criteria and weighting algorithm to review the applications and defining an appropriate scope for grant requests. (Note: No microgrant shall exceed \$25,000 or be granted for less than \$10,000.)
 - Design and maintain an interactive tracking system to monitor and report on the micrograntees' progress in achieving key project milestones.
 - Partner with BJA to develop and host a pre-application solicitation webinar for participating agencies. This webinar will fully explain the purpose of the microgrant program, define allowable and unallowable costs, and describe the financial and programmatic reporting.

- Regular progress and update calls with BJA: Plan and host, at a minimum, monthly calls with BJA to discuss progress including project deliverables, timeline variances, and micrograntees' progress.
 - Provide the meeting agenda in advance.
 - Provide meeting notes within 3 days of meeting.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this

solicitation. For additional information and applicable documentation to be included in the application, see the OJP Grant Application Resource Guide section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$1,000,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$1,000,000

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

Applicants may allocate no more than 90 percent of the total budget for program administration, technical assistance, and related activities. The remaining funds must be allocated for microgrants to participating agencies. While indirect costs and/or direct administrative costs are allowable under the program, the applicant is expected to provide at least \$100,000 of the total funds requested as pass-through awards to selected micrograntees. Each microgrant must be for at least \$10,000 and at most \$25,000, resulting in no more than 10 microgrants and no fewer than 4.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

Organizations that apply for this opportunity are expected to have demonstrated experience and expertise in: (a) supporting the administration of a multisite program, (b) providing technical assistance to law enforcement agencies, with a particular focus on diversity, equity, and inclusion, (c) administering surveys and focus groups in law enforcement agencies and generating actionable guidance, (d) building capacity for complex data collection and analysis in law enforcement agencies, and (e) generating accessible practitioner publications, webinars, and other resources for law enforcement audiences. The applicant must demonstrate aptitude in

working with and managing subawardees and the distribution of grant funds.

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 20 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. Tables, charts, and graphs may be included in the proposal narrative and may be formatted using single spacing in a legible font smaller than 12-point. Tables, charts, and graphs will count toward the 20-page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

- Address why advancing women in policing is critical for improving public safety outcomes. Highlight the likely factors contributing to stagnant representation.
- Highlight relevant research on what works and what matters to advance women in the workplace, with a focus on the police context.
- Demonstrate familiarity with the 30x30 Initiative and how it seeks to improve the representation and experiences of women in policing.
- Describe current 30x30 systems of support for participating agencies and highlight opportunities for expansion. Describe current reporting requirements and mechanisms, methods for engaging participating agencies, and existing data and survey templates (and the limitations thereof).

b. Project Design and Implementation

- Describe the strategy for addressing the needs identified in the Description of the Issue.
- List the activities and describe how they relate to each of the stated programmatic objectives.
- Provide a detailed description of the method(s) to be used to carry out each activity.
- Provide a timeline in the JustGrants web-based form for completing the deliverables.

c. Capabilities and Competencies

- Describe the capabilities and competencies of the applicant to accomplish the goals and objectives of this program. Provide examples of prior work that demonstrate this expertise and capacity. Specifically, the applicant must demonstrate that they have:
 - Working knowledge of the current 30x30 Initiative.
 - Demonstrated experience supporting the administration of a multisite program.
 - Demonstrated experience providing technical assistance to law enforcement agencies, preferably with a particular focus on diversity, equity, and inclusion.
 - Demonstrated experience providing technical assistance to law enforcement agencies to build capacity for complex data collection and analysis, especially with regard to sensitive demographic data.
 - Demonstrated experience designing surveys and partnering with law enforcement agencies on scientific research, with a focus on generating actionable results for the field.
 - A history of generating accessible practitioner publications, resources, webinars, and other resources for law enforcement audiences.
- Describe the approach and capability to administer a microgrant program, including developing and overseeing the application process, overseeing micrograntees' progress, retaining appropriate records, and monitoring compliance. The requirements for subrecipient/micrograntee monitoring are described in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200, including, but not limited to, the sections on "Subrecipient Monitoring and Management" contained in Subpart D and audit requirements applicable to subrecipients contained in Subpart F, and the OJP Financial Guide. If the applicant is partnering with a subrecipient to administer microgrant funding, the qualifications/capabilities of the subrecipient must be clearly described.
- Describe the management structure, staffing, and in-house or contracted capacity to complete each of the program's objectives. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the Goals, Objectives, Deliverables and Timeline web-based form.
- Include the résumé(s)/curricula vitae of key project staff members that demonstrate their expertise and experience specific to the proposed objectives and deliverables. These résumés may be included in a separate attachment and do not count toward the proposal narrative's page limit.

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

- Describe the process you will use to measure project performance. This should include adhering to the project timeline, meeting deliverables schedules, obtaining input from participating agencies, coordinating with BJA, and seeking feedback from stakeholders. Identify the person or group who will be responsible for collecting and reporting the required performance measurement data.
- Describe how the applicant will collect, store, assess, and report performance data from micrograntees.

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.

BJA will require the award recipient to submit performance measures 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](#).

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.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent 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. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

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](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 August 07, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by August 14, 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 (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (5%) - 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.

Application Checklist

BJA FY23 Advancing Women Officers in State and Local Law Enforcement: Technical Assistance and Microgrant Program

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

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/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 \$1,000,000

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)

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.