

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



---

**Solicitation Title: BJA FY24 Matthew Shepard and James Byrd, Jr. Hate Crimes Program**

**Assistance Listing Number:** 16.040; 16.048

**Grants.gov Opportunity Number:** O-BJA-2024-172097

**Solicitation Release Date:** April 25, 2024

**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on July 25, 2024

**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on August 1, 2024

---

Synopsis.....	4
Program Description Overview .....	4
Funding Category .....	4
Eligibility .....	4
Agency Contact Information .....	4
Pre-Application Information Session.....	5
Application Submission Information.....	5
Registration .....	5
Submission.....	5
Program Description.....	6
Program Description Overview .....	6
Statutory Authority .....	6
Specific Information .....	6
Solicitation Goals and Objectives .....	9
Goals.....	9
Objectives .....	9
Deliverables .....	9
Priority Areas .....	9
Federal Award Information .....	10
Awards, Amounts, and Durations.....	10
Continuation Funding Intent .....	11
Availability of Funds .....	11
Type of Award .....	11
Cost Sharing or Matching Requirement .....	11

Eligibility Information .....	11
How To Apply .....	12
Application Resources .....	12
How To Apply .....	12
Registration .....	12
Submission.....	12
Submission Dates and Time .....	13
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers) .....	13
Application and Submission Information.....	14
Content of Application Submission and Available Surveys .....	14
Content of the SF-424 in Grants.gov .....	14
Content of the JustGrants Application Submission .....	15
Application Review Information .....	23
Review Criteria .....	23
Review Process .....	24
Federal Award Administration Information.....	24
Federal Award Notices .....	24
Evidence-Based Programs or Practices .....	24
Information Regarding Potential Evaluation of Programs and Activities .....	24
Administrative, National Policy, and Other Legal Requirements.....	25
Civil Rights Compliance .....	25
Financial Management and System of Internal Controls .....	25
Information Technology Security Clauses.....	26
General Information About Post-Federal Award Reporting Requirements .....	26
Federal Awarding Agency Contact(s) .....	26
Other Information .....	26
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	26
Provide Feedback to OJP .....	26
Performance Measures .....	26
Application Checklist.....	27
Pre-Application .....	27
Application Step 1 .....	27
Application Step 2 .....	28
Review, Certify, and Submit Application in JustGrants .....	29

Standard Solicitation Resources.....30

# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

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

With this solicitation, BJA seeks to support efforts by state, local, and tribal law enforcement and prosecution agencies and their partners in conducting outreach, educating practitioners and the public, enhancing victim reporting tools, and investigating and prosecuting hate crimes committed on the basis of a victim's perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00035-PROD	Category 1: City or County Demonstration Projects	9	\$725,000	10/1/2024	48
C-BJA-2024-00036-PROD	Category 2: State or Regional Initiatives	2	\$2,000,000	10/1/2024	48
C-BJA-2024-00037-PROD	Category 3: Strategic and Resiliency Planning	4	\$150,000	10/1/2024	24

## Eligibility

- Other: State, local, and tribal law enforcement and prosecution agencies. Tribal law enforcement and prosecution agencies must be from Federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior).

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

## Agency Contact Information

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

### **Pre-Application Information Session**

BJA will hold a webinar to provide a detailed overview of this solicitation and allow interested applicants to ask questions. Once available, a link to register will be included on the [Funding Webinars webpage](#). The session will be recorded and available on the BJA website once ready.

### **Application Submission Information**

#### **Registration**

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

#### **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

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

With this solicitation, BJA seeks to support efforts by state, local, and tribal law enforcement and prosecution agencies and their partners in conducting outreach, educating practitioners and the public, enhancing victim reporting tools, and investigating and prosecuting hate crimes committed on the basis of a victim's perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Statutory Authority

Pub. L. No. 111-84, Div. E, Sec. 4704 (codified at 34 U.S.C. 30503); Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 149).

## Specific Information

### Matthew Shepard and James Byrd, Jr.

In the autumn of 1998, Matthew Shepard was robbed, tortured, tied to a fence along a country road, and left to die by two men who offered him a ride home from a local bar. The investigation into Matthew Shepard's death found strong evidence that his attackers targeted him because he was gay.

That same year, James Byrd, Jr., a 49-year-old African American man living in Jasper, Texas, accepted a ride home from three men. They drove him to the remote edge of town where they beat him severely, tied him by the ankles to the back of a pickup truck, and dragged him to his death. The three men responsible for his killing were well-known white supremacists.

The Matthew Shepard and James Byrd Jr. Hate Crimes Prevention Act was signed into law by President Barack Obama in 2009. The Shepard-Byrd Hate Crimes Prevention Act enables the U.S. Department of Justice (the Department) to prosecute crimes motivated by race, color, religion, and national origin without having to show that the victim was engaged in a federally protected activity. The law also empowers the Department to prosecute hate crimes committed because of a person's sexual orientation, gender, gender identity, or disability. In addition, the law authorized BJA's grant program supporting state and local investigations and prosecutions of hate crimes.

On the 5-year anniversary of the signing of the Shepard-Byrd Hate Crimes Act, Judy Shepard, Matthew's mother, said, "On the long road to passing this law, Dennis and I always kept in mind the true purpose, which was to not only see that justice is done for hate crime victims and their loved ones, but more importantly to educate the public about the sheer size of this problem and the community about the exact ways it can protect them."

## **Program Information**

The Matthew Shepard and James Byrd, Jr. Hate Crimes Program at BJA (Shepard-Byrd Hate Crimes Program) supports state, local, and tribal law enforcement and prosecution agencies in their outreach to and education of the public, victims, and their staff and partners on hate crimes. This program also supports the investigation and prosecution of hate crimes. Hate crimes (sometimes called bias-motivated crimes) are criminal offenses motivated by some form of bias toward a victim on the basis of their perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

In response to the increase in hate crimes over the last several years, BJA is seeking applications that employ a comprehensive approach to prevent and address hate crimes, including outreach and education efforts for the victims, the communities most impacted by hate incidents and hate crimes, and the public. Applications may also include education and training for law enforcement, prosecutors' offices, and their partners in responding to, investigating, and prosecuting hate crimes. Funding can also be used to address serial violent hate crime offenses by the same person(s).

This funding is designed to assist jurisdictions in addressing hate crimes and to assist victims and communities that are facing an increase in hate crimes. The Shepard-Byrd Hate Crimes Program explores opportunities to support and encourage the establishment of partnerships between law enforcement and prosecution agencies and community-based organizations to prevent discrimination, bullying, harassment, and hate crimes. It also seeks to improve victim reporting of hate incidents and crimes and law enforcement reporting of hate crimes. Finally, this program may be used to address the unique needs of schools, colleges, and universities in preventing and addressing hate crimes and incidents.

## **Prevalence and Data Resources**

Hate crimes are chronically underreported to and under identified by law enforcement. Tools such as the [U.S. Bureau of Justice Statistics' National Crime Victimization Survey \(NCVS\)](#) and the [Federal Bureau of Investigation's Uniform Crime Reporting \(UCR\) program](#) can shed some light on trends among those hate crimes reported to law enforcement or via the NCVS.

Though these crimes are often underreported, in recent years, there have been alarming spikes in hate crimes and threats of violence across the country, often fueled by online hate forums. In 2021 and 2022, there were a number of attacks on houses of worship and threats against historically Black colleges and universities. Hate also continues to drive many acts of mass violence, including the Tops grocery store mass shooting in Buffalo, New York, and the Club Q shooting in Colorado Springs, Colorado, where hate-fueled violence claimed many lives and left many others injured.

Though many jurisdictions are facing significant increases in hate crimes, [recent research from the National Institute of Justice \(NIJ\)](#) indicates that many state and local police agencies do not have adequate tools to identify, investigate, and respond to hate crimes. In that survey of law enforcement agencies, 81 percent of responding agencies reported that they do not have personnel or units dedicated to investigating hate crimes. Barely more than 50 percent of responding agencies have either agency-level written policy guidelines for investigating hate crimes or specialized hate crimes training delivered in the past 2 years. Furthermore, only 29

percent of responding agencies had conducted outreach to local advocacy groups on hate crimes.

Hate crimes can be more violent and involve greater victim injury as compared to other victimizations, yet they are substantially underreported. Victim reluctance to contact law enforcement may arise from perceptions of police bias, distrust of law enforcement or the criminal justice system, or barriers such as language or concerns about their immigration status. As law enforcement agencies use data to inform their strategies and allocation of resources, this underreporting can pose a unique challenge in addressing hate crimes. Law enforcement and prosecutors may also lack the appropriate understanding and training needed to identify, report, or charge these crimes or to effectively investigate and prosecute these cases. Research supported by NIJ found that only 23 percent of police agencies that responded to the survey reported any hate crime investigations in 2018.

Hate crimes have a devastating effect beyond the harm inflicted on any one victim. They reverberate through families, communities, and the entire nation as others fear that they too may be threatened, attacked, or forced from their homes because of what they look like, who they are, where they worship, who they love, or whether they have a disability. As with most other crimes, the vast majority of hate crimes in the United States are investigated under state law and prosecuted by local, state, and tribal authorities.

### **Category One: City or County Demonstration Projects**

Category one is designed to support hate crimes prevention, intervention, investigation, and prosecution initiatives focused on serving one jurisdiction for a maximum of \$100,000 per year. Agencies that serve only one jurisdiction are eligible for an additional \$325,000 for demonstration programs that include a heavy emphasis on increasing victim reporting and/or on ensuring accurate reporting of data to the FBI's National Incident Based Reporting System (NIBRS). Category one applications that include the demonstration program focuses are eligible for a maximum award of \$725,000.

### **Category Two: State or Regional Initiatives**

Category two is designed to support hate crimes prevention, intervention, investigation, and prosecution initiatives that includes coordination among multiple jurisdictions. Category two includes applications from single agencies (including county agencies) that serve multiple municipalities. Applications under this program are eligible \$100,000 per year per jurisdiction served for a maximum award amount of \$2,000,000.

### **Category Three: Strategic and Resiliency Planning**

Category three is designed to support jurisdictions in strategic and resiliency planning to address hate crimes. This category can help facilitate the development of a coordinated approach to preventing and investigating hate crimes across federal, state, local, education, and community partners.



## **Solicitation Goals and Objectives**

### **Goals**

The goals of this program are:

- Support state, local, and tribal law enforcement and prosecution agencies in their efforts to increase reporting of hate crimes and identification of hate crimes and to increase agency capacity to investigate and prosecute hate crimes.
- Establish a more advanced level of preparedness at state, local, and tribal law enforcement and prosecution agencies for addressing hate crimes.

### **Objectives**

The objectives of this program include:

- Support comprehensive efforts to prevent and respond to hate crimes that incorporate relevant community stakeholders.
- Increase the number of agencies with strategic plans for addressing hate crimes.
- Increase the capacity of agencies to identify, report, investigate, and prosecute hate crimes.
- Expand the tools available to justice agencies to improve case outcomes for victims and communities impacted by hate crimes.
- Increase and enhance partnerships between justice agencies, impacted communities, and culturally responsive service organizations.

### **Deliverables**

BJA will deliver the following:

- Resources, guides, and lessons learned from jurisdictions that actively work to address hate crimes.
- Tailored support for grantees to establish interagency working groups to establish strategic plans for addressing hate crimes.
- Written and multimedia reports increasing awareness of hate crimes and highlighting grantee success.

BJA will also work with grantees to collect and compile a report to include information from each awarded agency summarizing the law enforcement activities or crime reduction programs conducted by the agency to prevent, address, or otherwise respond to hate crime, as required by the Jabara Heyer No HATE Act.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).

## **Priority Areas**

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** [Not Applicable].

**1B.** 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 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population, and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

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

**2.** BJA will offer priority consideration to programs that propose funded partnerships with community stakeholder organizations to include community-based organizations, civil rights organizations, and/or K–12 schools.

**3.** BJA will offer priority consideration to programs that actively seek to address hate incidents on college and university campuses. Priority will be given to applicants that include Memoranda of Understanding (MOUs), letters of support, and/or funded partnerships with local colleges and universities.

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**

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

Anticipated Number of Awards: 15

*Category 1: 9*

*Category 2: 2*

*Category 3: 4*

Anticipated Maximum Dollar Amount per Award: Up to \$2,000,000

*Category 1 anticipated maximum amount: Up to \$725,000*

*Category 2 anticipated maximum amount: Up to \$2,000,000*

*Category 3 anticipated maximum amount: Up to \$150,000*

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 48 (24 for Category 3)

Anticipated Total Amount to Be Awarded Under This Solicitation: \$11,100,000

Additional Information: While the maximum allowable funding amount is \$2,000,000, organizations that are new or that have never before received a federal award may wish to submit a proposed budget at a lower amount to support hate crimes prevention and investigation initiatives.

### **Continuation Funding Intent**

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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**

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

### **Cost Sharing or Matching Requirement**

This funding opportunity does not require a match.

### **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For the purposes of this notice of funding opportunity, "local" includes towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State.

# How To Apply

## Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 25, 2024 8:59 PM ET

The **full application** must be submitted in JustGrants by August 1, 2024 8:59 PM ET

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- 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 (including all information listed above), 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 [Application Resource Guide](#).

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Financial Management and System of Internal Controls Questionnaire, including applicant disclosure of high-risk status (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

### **Content of the 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 [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 funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

## **Content of the JustGrants Application Submission**

### ***Entity and User Verification (First Time Applicant)***

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### ***Standard Applicant 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

#### ***Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status)***

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application](#)



[Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

#### **Brief Applicant Entity Questionnaire**

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

#### **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 size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

a. **Description of the Issue**

Describe the proposed project's jurisdictional boundaries and the history, nature, and extent of hate crimes in this target area, including overall demographic data on the residents. Provide summary information and data on hate crime incidents and trends and any groups particularly impacted by them. Describe the challenges in the reporting, identification, and charging of potential cases and summarize current efforts to identify, investigate, and prosecute these cases.

If applicable, describe the agency's current efforts to report hate crimes through the FBI's Uniform Crime Report NIBRS or the Summary Reporting System (law enforcement only).

Describe the challenges, including lack of resources, that the applicant faces in planning and implementing strategies to address these hate crimes. Describe the nature and extent of community members underreporting hate crimes to law enforcement. Describe the existing laws in the jurisdiction to pursue these cases. Describe any coordination with federal efforts to address these cases.

Describe the nature of relevant state criminal statutes to include any limitations or challenges in charging and prosecuting hate crimes.

Discuss why the applicant cannot address these issues using existing resources and why these federal funds are needed.

Describe the nature and extent of any increase in the type or types of hate crime that the applicant's jurisdiction faces, including trends in these increases over the last 3–5 years, that will be addressed by the proposed solution. Identify the period of time during which the relevant crime type increased. Provide data to support this claim.



b. Project Design and Implementation

Describe how the applicant will respond to the issue defined in the application, including the increase in the type or types of hate crime. Outline the strategies to conduct outreach and educate the public and groups or persons at risk for hate crimes. Describe the community-based partnerships to be created or enhanced with groups that will support this work and overcome barriers to reporting and identifying hate crimes and preventing future hate crimes, including schools, colleges, and universities.

Applicants under Category 1 must describe the proposed activities to increase victim reporting and to increase law enforcement identification of hate crimes.

Applicants under Category 2 should describe how proposed activities will be implemented statewide or across multiple jurisdictions and define how many jurisdictions with which they plan to work.

Describe the strategies to enhance reporting of hate crimes, including education and other efforts to assist staff and partners to identify hate crimes, as well as investigative strategies to ensure that hate crimes are identified and charged as hate crimes.

Describe the strategies to effectively investigate and prosecute hate crimes, including how the applicant will work to enhance the cooperation of witnesses and enhance success in addressing the challenges of pursuing these investigations and prosecutions. Describe the collaboration with federal, state, local, and tribal partners to implement the project design.

Attach a timeline that details when activities or program milestones are to be accomplished and supports the project design outlined in this section.

c. Capabilities and Competencies

Describe the applicant's management structure and outline its ability to conduct the individual activities based on its and its staff's expertise. Identify all key partners to this project and describe their role in implementing the proposed project design. The management and organizational structure should match the staff and partners needed to accomplish the tasks outlined in the solicitation, and they should be consistent with the budget detail worksheet and the budget narrative.

Describe how the applicant and its partners will implement the proposed design, including gathering and analyzing information, developing a plan, and implementing efforts by staff and partners to conduct outreach, train and educate stakeholders and staff, and identify, track, investigate, and prosecute these cases.

Applicants in Category 3 should clearly describe the partners (including federal partners) that will participate in the strategic planning process. Applicants should coordinate prevention and resiliency plans with the United Against Hate programs at the U.S. Attorney's Offices in their jurisdictions, with FBI hate crimes initiatives, and with other stakeholder organizations. Successful applicants will include letters of support/intent and/or MOUs from proposed partners.

Discuss the expertise of the applicant and its partners to effectively implement the proposed program design, including outreach, education, reporting, investigation, and prosecution of these incidents.

Document the plan to ensure the applicant has a set of diverse staff, partners, and/or subject matter experts who reflect a mix of experiences and perspectives to effectively reach the communities and practitioners that they will serve.

BJA will offer priority consideration to programs that propose funded partnerships community stakeholder organizations to include community-based organizations, civil rights organizations, and/or K–12 schools (Priority 2). BJA will also offer priority consideration to programs that actively seek to address hate incidents on college and university campuses. Priority will be given to applicants that include MOUs, letters of support, and/or funded partnerships with local colleges and universities (Priority 3). Applicants requesting Priority 2 or 3 should include letters of support, letters of intent, or MOUs from partners proposed in the application.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

- d. Plan for Collecting the Data Required for This Solicitation's Performance Measures  
Applicants should describe what success may look like and how success may be measured or conveyed to a broader audience.

Applicants may choose to determine measures of success during the project period and should describe the process for engaging partners and collaboratively identifying these measures.

All applicants should indicate their willingness and ability to collect and report performance and outcome data through BJA's reporting tools (no personally identifiable information will be collected). Successful applicants are expected to report on behalf of any subawardees.

Describe the process for measuring the project's performance. Identify how information will be collected, who is responsible for reporting this information, and how the information will be used to guide or make adjustments to the program.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section.

Applicants can visit [OJP's performance measurement page](#) for more information on performance measurement activities.

A list of performance measure questions for this program can be found [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

#### [Note on Project Evaluations](#)

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "[Note on Project Evaluations](#)" section in the [Application Resource Guide](#).

#### [Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

#### [Deliverables Expected by Successful Applicants](#)

Successful applicants should expect to provide the following deliverables:

- Convene or enhance a task force or collaborative working group (this may be an existing group) that meets regularly throughout the project period to lead the project, identify and address service gaps and barriers, and use funding for focused strategies to support those who are at the highest risk for experiencing hate crimes.
- For successful applicants under Category 1, execute a set of program activities designed to improve reporting of hate crimes, identification of hate crimes, and/or active participation in the UCR's Hate Crimes Statistics Program.
- For successful applicants under Category 2, develop and implement a cross-jurisdictional strategy to increase public awareness, encourage reporting, and investigate hate crimes.
- For successful applicants under Category 3, develop and distribute a prevention and

resiliency plan to address hate crimes.

- In coordination with BJA and the Training and Technical Assistance provider, develop a project action plan that outlines the specific approach that will be taken to address hate crimes. BJA, the Training and Technical Assistance provider, and the grantee will use this action plan to guide and track progress on the project's objectives.
- As applicable, develop resource guides, trainings, public awareness campaigns, or other education and outreach materials. Materials should be translated as appropriate and distributed broadly. Establish targeted outreach and engagement activities specific to impacted communities.

Documentation of activities and lessons learned during the project period, including a final report. This information will be publicly shared to assist peer agencies.

Program objectives and deliverables should be included in one timeline.

### ***Budget and Associated Documentation***

#### ***Funding Restrictions***

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

#### ***Budget Detail and Narrative Web-Based Form***

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the "[Application Resource Guide](#)" section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

Applicants in Category 2 should clearly identify the jurisdictions that will be served under the proposed project.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

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

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services

or benefits for individuals with limited English proficiency may be allowable. See the [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.

#### Budget/Financial Attachments

##### Pre-Agreement (Pre-Award) Costs (if applicable)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

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

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

##### Consultant Rate (if applicable)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

##### Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

##### Disclosure of Process Related to Executive Compensation (if applicable)

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

### ***Additional Application Components***

The applicant will attach the additional requested documentation in JustGrants.

#### **Curriculum Vitae or Resumes (if applicable)**

Provide resumes of key personnel who will work on the proposed project.

#### **Tribal Authorizing Resolution (if applicable)**

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 [Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Letters of Support (if applicable)**

Applicants may include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

#### **Research and Evaluation Independence and Integrity Statement (if applicable)**

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 [Application Resource Guide](#).

### ***Disclosures and Assurances***

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

#### **Applicant Disclosure of Duplication in Cost Items**

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

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

### **Application Review Information**

#### **Review Criteria**

##### ***Basic Minimum Review Criteria***

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

##### ***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:

- Statement of the Problem/Description of the Issue (25%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (30%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

##### ***Other Review Criteria/Factors***

Other important considerations for OJP 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

### ***Risk Criteria/Factors***

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

### **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. 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 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

### **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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”



### **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 [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards”](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

### **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 [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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.

Award recipients 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 [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 Synopsis.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)**

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

#### **Provide Feedback to OJP**

See the [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/sites/g/files/xyckuh186/files/media/document/Shepard-Hate-Crimes-Performance-Measures.pdf>. Some measures are presented as examples, but others are the exact measures that every recipient will be expected to address.

## Application Checklist

### BJA FY24 Matthew Shepard and James Byrd, Jr. Hate Crimes 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*

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

##### *Register in Grants.gov*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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 [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoji/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of \$725,000 for Category 1; \$2,000,000 for Category 2; \$150,000 for Category 3.

##### *Review Eligibility Requirement*

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

#### Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

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

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

- A submission receipt.
- A validation receipt.
- A grantor agency retrieval receipt.
- An agency tracking number assignment.

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

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see “[Application Resource Guide](#)” section on Experiencing Unforeseen Technical Issues).

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***

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract\*
- Proposal Narrative\*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### ***Budget and Associated Documentation***

- Budget Detail Narrative and web-based form\*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

### ***Additional Application Components***

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of Support (if applicable)
- Resumes 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 [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

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

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

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

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

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

## **Standard Solicitation Resources**

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.