

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



Solicitation Title: BJA FY24 Reimagining Justice: Testing a New Model of Community Safety
Assistance Listing Number: 16.738
Grants.gov Opportunity Number: O-BJA-2024-172125
Solicitation Release Date: May 9, 2024
Step 1: Application Grants.gov Deadline: July 01, 2024 8:59 PM ET
Step 2: Application JustGrants Deadline: July 08, 2024 8:59 PM ET

Contents

Synopsis	4
Program Description Overview.....	4
Funding Category	4
Eligibility	4
Agency Contact Information	5
Pre-Application Information Session	5
Application Submission Information	6
Registration.....	6
Submission	6
Program Description	7
Program Description Overview.....	7
Statutory Authority.....	7
Specific Information.....	7
Solicitation Goals and Objectives.....	10
Goals	10
Objectives	11
Priority Areas.....	11
Federal Award Information	12
Awards, Amounts, and Durations	12
Continuation Funding Intent.....	12
Availability of Funds.....	12
Type of Award.....	13
Cost Sharing or Matching Requirement.....	13

Eligibility Information	13
How To Apply.....	14
Application Resources.....	14
How To Apply	14
Registration.....	14
Submission	14
Submission Dates and Time	15
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers).....	15
Application and Submission Information	16
Content of Application Submission and Available Surveys	16
Content of the SF-424 in Grants.gov	16
Content of the JustGrants Application Submission.....	17
Application Review Information	34
Review Criteria	34
Review Process	36
Federal Award Administration Information	36
Federal Award Notices	36
Evidence-Based Programs or Practices	36
Information Regarding Potential Evaluation of Programs and Activities.....	36
Administrative, National Policy, and Other Legal Requirements	36
Civil Rights Compliance.....	37
Financial Management and System of Internal Controls	37
Information Technology Security Clauses	37
General Information About Post-Federal Award Reporting Requirements	37
Federal Awarding Agency Contact(s).....	38
Other Information	38
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)	38
Provide Feedback to OJP	38
Performance Measures	38
Application Checklist	39
Pre-Application	39
Application Step 1	40
Application Step 2.....	40
Review, Certify, and Submit Application in JustGrants.....	41

Standard Solicitation Resources42

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 the development and testing of new or innovative approaches to improving community safety and trust that are alternatives to traditional enforcement mechanisms for neighborhoods experiencing high rates of less serious and low level criminal offenses. This model will involve coordination with law enforcement entities to improve public safety and community residents' perceptions of law enforcement and procedural fairness and legitimacy. This solicitation also supports funding for national training and technical assistance (TTA) to support site-based grants and the field in building capacity and partnerships essential to this work.

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-2024-00043-PROD	Category 1: Reimagining Justice Project Sites	2	Up to \$2,000,000	10/1/2024	36
C-BJA-2024-00044-PROD	Category 2: Reimagining Justice Training and Technical Assistance	1	\$1,000,000	10/1/2024	36

Eligibility

Category 1:

- Public- and State-controlled institutions of higher education
- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Other: Local non-law enforcement government agencies

Category 2:

- Public- and State-controlled institutions of higher education
- Private institutions of higher education

- Native American tribal organizations (other than Federally recognized tribal governments)
- Native American tribal governments (Federally recognized)
- 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

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

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. 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. 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. 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 on this solicitation on May 29, 2024, at 2 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions.

Preregistration is required for all participants. Register by clicking [on this link](#) and following the instructions. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance to grants@ncjrs.gov with the subject “Questions for BJA FY 2024 Reimagining Justice: Testing a New Model of Community Safety Webinar.” The session will be recorded and available on the BJA [Funding Webinars](#) page.

Samples of previous, successful applicants can be found at <https://bja.ojp.gov/funding/successful-applications>.

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 [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

With this solicitation, BJA seeks to support the development and testing of new or innovative approaches to improving community safety and trust that are alternatives to traditional enforcement mechanisms for neighborhoods experiencing high rates of less serious and low level criminal offenses. This model will involve coordination with law enforcement entities to improve public safety and community residents' perceptions of law enforcement and procedural fairness and legitimacy. This solicitation also supports funding for national training and technical assistance (TTA) to support site-based grants and the field in building capacity and partnerships essential to this work.

Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 506(b) (codified at 34 U.S.C. 10157(b)). The Edward Byrne Memorial Justice Assistance Grant (JAG) Program authorization provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 may be granted, among other reasons, for one or more of the purposes specified in 34 U.S.C. § 10152 upon a determination that it is necessary "to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime." 34 U.S.C. § 10157(b)(1).

Specific Information

BJA's Reimagining Justice: Testing a New Model of Community Safety Program seeks to build collaborative networks of community-based organizations and institutions as well as local non-law enforcement government agencies focused on preventing and responding to increases in less serious/lower-level crimes that impact community safety and health at the neighborhood and local levels. This will be done through the delivery of coordinated programs and services in order to avoid any unnecessary criminal justice system involvement. This approach may include:

- A community-centric approach to case resolution,
- Resolving low-level offenses outside of the traditional legal system while seeking to address the root causes of offenses and creating an innovative framework to address such behavior while preventing future offenses, and
- Fostering a culture of accountability, restoration, and community engagement while providing a tailored solution that addresses the unique circumstances of each case.

Reimagining Justice seeks new community safety models that invest in developing community-led responses to the needs and objectives of community leaders, residents, and other stakeholders through a community engagement process. This approach can include coordination with law enforcement entities, where appropriate, in order to focus on a locality or one or more neighborhoods experiencing a precipitous increase in less serious crime and related issues which impact quality of life in these communities.

Public safety and order structures have long relied almost exclusively on traditional law enforcement and court mechanisms such as arrest, prosecution, sentencing, incarceration, and supervision. While these enforcement functions play a necessary and critical role in responding to violence and threats of violence, the criminal justice system is often tasked with addressing broader community safety and health challenges. This can include a range of public nuisance

and minor offenses that can divert critical resources away from addressing serious and violent crime. These include, but are not limited to, the impact of abandoned properties that invite criminal activities, incidents motivated by local gangs or groups, and auto thefts.

These challenges are intensified in historically marginalized communities with limited resources. The criminal justice system alone cannot create safe, healthy, and thriving communities, and law enforcement and courts may not have the tools to appropriately and effectively resolve all the underlying issues or meet individuals' needs. Unnecessary justice system involvement and mistrust between law enforcement and the communities they serve can lead to negative outcomes for individuals, communities, and law enforcement alike.

Recently, new models and strategies centered around community leadership and participation of community-based partners have emerged as a possible alternative and/or complementary approach to traditional justice system approaches for reducing crime and improving safety. For example, new strategies have adopted power-shifting models that increase resources to networks of community-based organizations and local non-law enforcement government agencies rather than relying solely on law enforcement or criminal justice interventions. These networks collaborate with community leaders and residents to address lower-level crimes by providing strategies including application of civil remedies (such as nuisance abatement, etc.), access to resources that address drivers of risk for crime such as behavioral health treatment and recovery support, vocational and educational programs and services, as well as promoting accountability through restorative practices, and other approaches. Through coordination with police and other criminal justice partners, these strategies allow community-based organizations to focus on and strengthen their responses to more serious and violent crimes. Increasing resources in areas with high crime rates and building capacity among community entities may be better suited than the criminal justice system to build places that are healthy, better able to respond to other challenges in the community, and find ways to support residents. These approaches can improve law enforcement's legitimacy and its perception by the community in ways that increase cooperation and lead to sustainable and lasting community safety.

BJA will fund a TTA provider to support Reimagining Justice project sites, their partnering agencies, and the field. The TTA will help build trust and coordination between community-based crime prevention and reduction efforts and enforcement strategies. The TTA provider will assist grantees in planning and implementing data-driven, cross-sector strategies to address less serious/lower-level crimes. The TTA provider will document lessons learned and share the results of the Reimagining Justice sites' efforts widely to help other communities improve their crime reduction efforts.

Funding Category Description

Category 1

Proposals to develop and test new or innovative approaches for improving community safety and providing alternatives to traditional enforcement mechanisms for less serious and low-level criminal offenses in neighborhoods/ communities experiencing high rates of crime and related quality of life issues. Applicants are expected to design a plan that includes the following components:

- Propose one or more locations with set boundaries in one or more economically disadvantaged neighborhoods experiencing a precipitous increase in crime, or type(s) of

crime, in which to develop and test the model. Provide data that supports the reason for focusing on this particular location.

- Build and implement a process for identifying and recruiting partner organizations and entities that operate programs within the locality or neighborhood(s) to implement the plan, and provide technical assistance and oversee any subawards to these organizations and entities.
- Lead a strategy to engage community residents, leadership, local government agencies such as social service and community development agencies, local institutions such as schools and faith-based institutions, and those most impacted by community safety strategies, including those with lived experience within the criminal justice system and victims of crime, in the target area(s) in the development and implementation of a community-based safety model that will build capacity in community-based organizations, institutions, and service providers to address the identified precipitous increase(s) in the identified crimes and quality of life issues to be addressed.
- Describe how the partners will work together, including subrecipients, to engage stakeholders in developing the community safety model within the first year of the award.
- Once the community safety model has been developed, detail how the applicant will engage with all of the stakeholders to plan and implement the strategy.
- Description of any mechanism that will be used to resolve issues or cases, including details on how these issues or cases will be referred to the community-based alternative program and any relevant referral process to facilitate the deflection of these matters entirely out of the traditional legal system. The program design should specify who has the ultimate legal authority in the jurisdiction and document their support the project. It should also describe who will be responsible for making decisions if and when an arrest might occur versus referrals are made to community based service provider, how transparency in the referral and decision-making process will be ensured, what accountability measures will be put in place, and the roles and responsibilities of all key stakeholders. Additionally, the program should specify the extent of community input and representation in the proposed program. These agreements and approaches must be community-centric and reflect restorative justice principles.

The resulting community safety model should include, but is not limited to, the development of a close and active collaboration that implements new programs, enhance and/or expands existing programs, builds partner organization capacity, and/or expands the role of local government agencies to address less serious and lower-level criminal offenses. The model is an adjunct to traditional enforcement processes and functions, working in tandem with law enforcement while handling less serious and low-level criminal offenses.

Role and Responsibilities of the Intermediary Organization

Applicants must identify a lead applicant (intermediary organization) who would be awarded the grant, and work with the partners to plan and implement the project. Given the planned subawards, the intermediary organization must describe their plan for coordinating across the collaborating entities, planning and implementing the deliverables and administering the subawards. The collaborating entities should collectively possess the range of skills and expertise necessary to lead the project. For example, an intermediary organization may include partnerships with other entities delivering TTA on organizational capacity building that is culturally specific or supporting the development and implementation of community safety

strategies, in addition to other areas of expertise relevant to the goal of this program. BJA plans to make between two to three awards depending on the scope proposed, demonstrated capacity and reach, and resources. These providers should also plan to work with, and support translation of their work with a new national Reimagining Justice TTA provider to be selected in category 2, who will support intermediary organization as well as the field, build broader training tools, and translate the lessons and successes of this project to the field.

The applicant will be expected to determine its project partners either through the application or once awarded through a process they describe in the application. Project partners will receive TTA from the intermediary organization throughout the length of the project and in partnership with community-based organizations, local non-law enforcement government agencies, or other community entities located in the selected site(s), some or all of whom may receive subawards. The group will collaborate to engage with the community stakeholders, plan and develop the community safety model, and then to implement it, including the delivery of any services or provision of resources set forth in the model.

The applicant serving as the intermediary organization may be a national, regional, or more localized organization with expertise in community safety strategies and an established capacity to work with site-based community organizations, entities, and non-law enforcement government agencies, particularly those focused on underserved communities. The subrecipients may use the funding to increase their capacity for community safety efforts in the chosen site(s) and should be able to sustain them once federal funding ends.

Applicants will identify a researcher in the application who will collaborate with the site-based partners and the intermediary organization to collect data on the nature and extent of crimes in the site(s) and their residents' perceptions of law enforcement and safety, procedural fairness, and legitimacy to inform the development of the safety model at regular intervals throughout its implementation. The researcher will also conduct regular assessments of these data during the model's implementation and report findings to the intermediary organization and site partners to learn whether any adjustments are needed during the implementation process. The research partner will work with BJA and the TTA partner to be selected in this program to share qualitative and quantitative data.

Category 2

BJA will fund one organization to support Reimagining Justice project sites, their partners, and the field by delivering a wide range of TTA services designed to support them in all stages of their projects. The selected TTA provider will support all current Reimagining Justice grantees to plan and implement data-driven, cross-sector strategies to address less serious/lower-level crimes. The TTA will provide support to grantees in helping their partner organizations build capacity to support their community-based strategies, and it will assess these strategies and use this experience to also develop online tools and resources for the field. The TTA provider will document lessons learned, and the results of the Reimagining Justice sites' efforts will be shared widely to assist other communities with improving and enhancing their community safety efforts.

Solicitation Goals and Objectives

Goals

To improve community safety and quality of life by identifying, implementing, and testing promising new or innovative community safety strategies that will reduce and prevent crime,

address quality of life, improve community residents' perceptions of procedural fairness, and build capacity via TTA to sustain and translate these lessons to the field.

Objectives

To develop and test an effective community-based safety model to serve as an alternative to traditional enforcement processes for addressing lower-level types of crime and quality of life issues that will improve community safety.

To increase community safety and build trust and credibility between law enforcement and residents by partnering with community-based organizations, local government agencies, and other entities within the proposed area(s) to enhance the model's capacity and sustainability. Engaging residents, local leaders, and other community stakeholders in economically disadvantaged neighborhoods in designing and refining the safety strategy, with the community stakeholders participating as partners.

To design and deliver TTA and funding to support project sites and build the capacity of the project sites and the field at large in reducing and preventing less serious/low-level offenses and enhance community engagement in these partnerships.

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. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will 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. Project activities under this consideration may include, but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

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).

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:

Category 1 anticipated number of awards: 2

Category 2 anticipated number of awards: 1

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

Category 1 anticipated maximum amount: \$2,000,000

Category 2 anticipated maximum amount: \$1,000,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount to Be Awarded Under This Solicitation: \$5,000,000

Additional Information: While the maximum allowable funding amount is \$ 2,000,000 for Category 1 and \$1,000,000 for Category 2, 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 the development and testing of new or innovative approaches to improving community safety and trust that are alternatives to traditional enforcement mechanisms for neighborhoods experiencing high rates of less serious and low level criminal offenses.

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

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

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

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 01, 2024 8:59 PM ET.

The **full application** must be submitted in JustGrants by July 08, 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.
- JustGrants: contact the JustGrants Service Desk at 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 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 (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)

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 subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting "Program is subject to E.O. 12372 but has not been selected by the State for review."

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.

The abstract must include:

- Applicant's name and the project's title.
- Dollar amount of federal grant funds requested.
- How you plan to use and analyze data to assess and address crime in the targeted locality.
- What are the project's goal and key activities.

- Identification of specific crime issues to be addressed by the project.
- Identification of other resources that will support the project
- Proposed key partners on the project (if applicable)
- For Category 1, please include:
 - a) City and state where the project will take place. For tribes, provide the boundaries or relevant counties and state.
 - b) Identification of the target locality/neighborhood/project boundaries, population of the target area, and ZIP code(s).

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:

Category 1: Reimagining Justice Project Sites

- a. Description of the Issue
Describe the location, such as neighborhoods, to be targeted with this model.

Describe the recent history of the community and how persistent and increasing types of crime have significantly impacted it. What are the neighborhood's assets? What challenges and experiences have restricted or limited opportunities for community and economic development? Are there issues of mutual trust or mistrust between residents

and law enforcement? What is the impact on efforts to make the neighborhood safer or better?

Identify the geographic boundaries of the proposed target locality and/or neighborhood(s), the ZIP code(s), as well as the population size and demographic makeup of both the overall jurisdiction and the target neighborhood(s) where the strategy is proposed.

Describe the nature and scope of crime in the targeted community, including where crime, or type(s) of crime, is concentrated. How does this compare with the crime rate for the overall jurisdiction? Provide any local/state data and trend analysis for the target area (including [National Incident-Based Reporting System/Uniform Crime Reporting data](#), FBI [violent crime rates](#), [property crimes](#), calls for service, and survey results from target area residents) to support the application. Crime data must be provided for at least 3 years or longer to demonstrate a systemic or chronic low-level crime problem. Note that applicants should provide data that is verifiable and part of an official records system, along with additional information about what is causing the crime in the hotspots. BJA and peer reviewers will use this information to understand the crime trends and confirm that the target area experienced persistent and increasing types of crime that had a significant impact on the community over a minimum of 3 years.

Provide information that describes the gaps in existing alternatives and/or complements to traditional law enforcement and justice system approaches to addressing crime and its root causes and risk factors, particularly for less serious offenses. The applicant must provide verified sources for the data that support the description of the issue.

Describe the specific challenges the applicant is interested in addressing and how they align with the application's focus area. Describe how the project addresses: (a) a systemic or chronic low-level crime problem that can be addressed through alternative approaches and (b) current levels of community satisfaction and trust in law enforcement in areas experiencing high rates of less serious and low-level crimes. Include any relevant data, background, and other information to show the significance and importance of the issue, making sure they are related to understanding the identified problem. Describe the need to test the proposed strategy in the field and gaps in capacity to address the issue.

b. Project Design and Implementation

Describe how the project will be implemented, including planning and start-up, engagement, strategy development, implementation and assessment in the intended partner site or sites that will be the focus for this project. Applicants should outline how they plan to engage with criminal justice system actors (such as police, judges, defense, prosecutors, etc.) to reach a consensus on the types of lower-level crimes that will be handled by the proposed project and the mechanism to identify and/or deflect these matters to the program proposed. How will the strategy address the precipitous increase in crime or type(s) of crime that will be addressed by the proposed approach?

Clearly describe the plan for engaging residents, leaders, and other stakeholders in the proposed communities in developing a community-based safety strategy and model.

Applicants proposing a new or innovative community-based safety strategy must provide details on which offenses it will address and how such offenses will be referred, who will be responsible for making decisions about referrals, how transparency in the process will be ensured, what steps will be taken to ensure accountability, and the roles and responsibilities of all those involved. Additionally, the program should describe how community stakeholders will be involved in the proposed project. Attach a Memorandum of Understanding (MOU) or a letter of support/interest (LOS) signed by all key stakeholders, with the responsibilities outlined for each. Describe how the applicant will work with its key partners, community residents, and entities to achieve the project's success and sustainability. Provide proof of partners' commitment to participating in this project by one or more representatives of the site(s), at least one of whom must be a non-law enforcement local government agency, via either an MOU or LOS, which should also be attached to the application. In addition, the narrative description of this collaboration should be clearly tied to the description in the attached MOU or LOS.

Describe how the applicant has or will identify and select as subrecipients the community-based organizations, non-law enforcement local government agencies, and other entities within the partner site(s); will provide TTA to subrecipients to utilize a community engagement strategy for the development of the site's community safety model; and support the implementation of the model including coordinating with the national TTA partner.

Identify a research partner who will collaborate with the applicant and subrecipients to collect all relevant data, assess the nature and extent of crime rates in the site(s), and regularly assess the progress of the implementation, as well as any recommended changes or adjustments throughout implementation. No more than 20% of funds can support this work.

Detail in the time task plan the proposed timeline for selecting subrecipients, implementing the community engagement strategy, developing the community safety approach, and implementing the model.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) 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. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

Fully describe the applicant's capabilities to implement the project, including its partners' capabilities. Describe the competencies of the staff assigned to the project and the organization overall. Describe the management structure and its roles and responsibilities, including decision making, as well as the roles of any co-applicants or partners, if applicable. Demonstrate, including giving specific examples, the organization's expertise and experience in planning, developing, implementing, and

managing community engagement strategies, community safety planning, providing TTA, and managing subawards to small, locally based organizations and entities.

Attach résumés/curricula vitae and/or job descriptions for any proposed staff or key partners who will be funded under the project, which should clearly tie their expertise to the design.

Applicants should submit proposals that describe projects where they have experience implementing community safety and crime prevention. Applicants are expected to have direct experience in developing relationships with underserved and marginalized communities, including specific experience working with racial and ethnic minority communities and economically disadvantaged areas experiencing high rates of crime. These organizations must demonstrate deep knowledge and experience in community safety strategies.

The applicant should also show their ability and experience to serve as the intermediary organization for a set of subawards, including, but not limited to, stakeholder outreach, programmatic and financial review of the application for subawards, and application evaluation. The applicant must demonstrate their ability to administer subawards, including providing ongoing TTA to subrecipients, reviewing financial and performance reports, collecting and reporting performance reports, and maintaining adequate records management. The requirements for subrecipient monitoring are described in 31 U.S.C. § 7502 and 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 [DOJ Grants Financial Guide](#).

Describe how the applicant will monitor subrecipients that, at a minimum, must include a plan for (a) reviewing financial and performance reports submitted by the subrecipients; (b) following up and ensuring the subrecipients act to address deficiencies found through audits, onsite reviews, and other means; and (c) issuing a management decision based on the audit findings pertaining to the subaward.

Identify the research partner and describe their experience completing the following activities:

- Developing a "theory of change."
- Collecting and analyzing criminal justice and public safety data and using data to identify criminal justice and public safety-related problems.
- Ability to work through barriers to research-driven problem solving.
- Identifying and proposing proven strategies/interventions to address problems.
- Documenting program operations and processes.
- Measuring program outcomes.
- Using data to determine program effectiveness.
- Assessing implementation fidelity.
- Regularly presenting findings and conclusions, both orally and in written form, to an implementation team, as well as making recommendations for program improvement.
- Developing "real-time" products and resources for strategic decision making.
- Working with the team to develop a sustainability plan.

- Communicating with a wide variety of public sector, private, and community members; for example, organizations may be called on to present their evaluation findings, conclusions, and recommendations to individuals such as prosecutors, law enforcement leadership and line officers, clergy representatives, funding agency representatives, legislators, city council members, and persons in the criminal justice system.

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
Describe the methodology that will be used to collect and report outcome data, including the criteria to be used, and how the information will be analyzed to assess project effectiveness, how the information will be used to guide the provision of TTA as well as communicated to inform BJA of the project’s effectiveness. Demonstrate how the data will be used to enhance the project’s implementation and how it could guide replication. Discuss the role of the site partners in supporting this process. Discuss how the project will be sustained after the federal funding ends.

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](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for Category 1 can be found [here](#).

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

Category 2: Reimagining Justice TTA

- a. Description of the Issue

Describe why these TTA activities are important to the goals and objectives of this solicitation and the Remaining Justice Program, and how they will help accomplish planned deliverables.

Describe the overall challenges facing communities in the United States related to concentrations of low-level, less serious crimes and quality of life issues, and their impact on the community; trends in these kinds of crime issues nationally; correlation, if any, to serious and violent crime and other indicators or needs in communities. Describe the gaps in existing alternatives and/or complements to traditional law enforcement and justice system approaches to addressing these defined crimes and quality of life issues.

Explain their root causes and risk factors and provide context on how variance in communities can impact the proposed models and TTA, particularly for less serious offenses. The applicant should provide supporting data, demonstrate the size and scope of the problem, and document the effects of the problem. Any data or research referenced in the narrative should include the source of the data and/or a citation.

Provide information that describes the gaps in existing alternatives and/or complements to traditional law enforcement and justice system approaches to addressing crime and their root causes and risk factors, particularly for less serious offenses. Provide any data, gap analysis, or research to support.

Describe the need for the funded sites to develop, implement, and enhance strategies consistent with these issues. Describe strategies to leverage expertise of the intermediaries to enhance capacity, scan for innovation and assess practice and impact, and work to build cross effort tools like assessment of needs and scan of issues and practice; foundational training; targeted training for transferring knowledge and providing training to other locations; disseminating information in such a way to reduce the time to promote long term adoption of practice and maintaining fidelity; targeted TTA to address sites of models and sites, and research to enhance operations and translate knowledge.

Identify and describe the specific challenges that have led the applicant to apply for this grant and describe how the project addresses: (a) a systemic or chronic crime problem that can be addressed through alternative approaches and (b) current levels of community satisfaction and trust in law enforcement in areas experiencing high crime rates. Include any relevant data, agency and partner background, and other information to show the significance and importance of the issue, making sure they are pertinent to understanding the identified problem. Describe the need to test the proposed strategy in the field and gaps in capacity to address the issue.

Describe the challenges of using data and research to develop effective community-oriented strategies consistent with Reimagining Justice. Describe any research or evaluation studies that relate to the problem and contribute to understanding its causes and potential solutions. Describe any previous or current attempts to address the problem, as well as identify current gaps in programming/services.

b. Project Design and Implementation

Describe the overall project design to be implemented, including planning and start-up, engagement, strategy development, implementation and assessment of Reimagining Justice project sites and intermediary partners that will be the focus of this project. Define how the strategy will address the precipitous increase in crime or type(s) of crime that will be addressed by the sites proposed approaches.

Identify how the proposed design will accomplish the program goal and objectives. Describe the vision for the plan to implement the project consistent with the goal and scope of the program. How will this vision address the problems identified in the Description of the Issue? Ensure each objective is precise and measurable. Address how this TTA will accommodate them and be tailored to address the range of local capacity. Where possible, describe how it will continue to enhance the skills of intermediaries and their project partners.

Attach a comprehensive time task plan or project plan that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity. Provide a detailed description of the method(s) to be used to carry out each activity. The plan should clearly connect to the proposed design and strategy.

Demonstrate a well thought-out plan for transferring knowledge and lessons learned from Reimagining Justice strategies and related community-based programs to the field.

Describe how the applicant will identify and assess the TTA needs of the targeted recipients. Describe how the TTA partner will work with the intermediaries to leverage on the ground expertise and TTA they provide to accomplish the deliverables.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) 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. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

Describe the applicant's history of involvement with the development and/or implementation of programs designed to accomplish the goals and objectives similar to this solicitation.

Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for assessing and delivering technical assistance, as well as tracking, evaluation, and follow-up.

Describe the expertise of the applicant and any subject matter experts (SMEs) to provide technical assistance to local sites in implementing data-driven, research-based assessment and planning processes. This should include information on the applicant's plan to include a diverse team of staff, trainers, and/or SMEs that reflect a mix of experiences and perspectives to effectively reach the communities and practitioners they will serve. Discuss plans to engage existing experts, including leaders and research partners, to support this effort. List the consultants or partners with whom the

organization plans to deliver TTA services. For each consultant or partner, include a MOU or LOS.

Describe the organization's expertise in delivering and implementing TTA on community-based crime prevention and violence reduction, Reimagining Justice strategies, community engagement and trust building, Crime Prevention Through Environmental Design (CPTED), nuisance and code tools, revitalization, and community-oriented strategies.

Provide examples of the organization's experience using TTA strategies, including developing tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.

Describe the management structure and outline the organization's ability to conduct individual activities. Describe the staff's experience and how the organization will recruit and partner with individuals and other organizations with the expertise to enhance the experience in developing and providing TTA. Attach résumés/curricula vitae and/or job descriptions for any proposed staff or key partners who will be funded under the project.

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
Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining customer input, and seeking stakeholder feedback.

Identify what data will be collected, who will be responsible for collecting and reporting the data, who is responsible for the accuracy of the performance data, how the data will be stored, how any personally identifiable information will be protected, and how the information will be used to guide the provision of TTA.

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](#) at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for Category 2 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](#)

Category 1:

Reimagining Justice Project Sites

Create or identify and test an effective community-based safety model to serve as an alternative to traditional enforcement processes for addressing lower-level types of crime and quality of life issues that will improve community safety and result in increased trust and legitimacy between law enforcement and residents by implementing projects that will:

- Identify and engage organizations, local government agencies, and other entities within site(s) that will serve as partners and subrecipients to enhance this strategy's capacity and sustainability.
- Work together to engage residents, leaders, and other stakeholders in a defined location, such as one or more economically disadvantaged neighborhoods within a county, tribal land or city, where less serious low-level crimes and related quality of life issues are persistent and concentrated.

- Engage the residents and stakeholders in a process to design and refine a community-based safety model and ensure meaningful engagement of communities as coproducers of safety.
- Enhance potential for success through the provision of technical assistance and funding via subawards to project partners to support the implementation of the community safety model.
- Work with a research partner to assess needs, document implementation, and develop tools to support further implementation in the field, build knowledge, and enhance approaches.

Category 2: Reimagining Justice TTA

- Support the Reimagining Justice project sites with the development, implementation, and testing of new or innovative approaches and translation of knowledge gained from these sites to the field for tailored replication in other locations.
- Design and deliver TTA to support project sites and enhance their capacity to implement and lead Reimagining Justice strategies, including activities designed to build community capacity to manage and sustain efforts in the long term, including working with research partnerships to assess outcomes using qualitative and quantitative data.
- Increase investment in and build the capacity of the project sites and the field at large in reducing and preventing less serious/low-level offenses and enhance community engagement in these partnerships. The TTA provider will also collaborate with other organizations and federal agencies as BJA deems necessary.

Deliverables Expected by Successful Applicants

Category 1: Reimagining Justice Project Sites

The awardee under Category 1 will undertake the following as part of the sub-awardee process:

- Post award, in collaboration with BJA, develop a solicitation or request for proposals with agreed upon selection criteria and in accordance with the solicitation's requirements. The solicitation or request for proposals must assess and make selections based on data or information that documents the applicants are experiencing a precipitous increase in crime, or type(s) of crime, focusing on lower-level offenses (minor offenses or misdemeanors) and related quality of life issues.
- Develop and execute, in collaboration with BJA, a pre-application outreach strategy to build awareness of the funding opportunity among potential applicants.
- Conduct a partnership selection process, in collaboration with and approval from BJA, to identify and award collaborating organizations and entities located within the site(s) as part of a subaward process. BJA will approve a plan that includes the defined application process, selection criteria, and selection of subrecipients recommended by the applicant.
- Develop a detailed action plan for engaging residents and leaders; develop the community safety approach with the partner organizations, agencies, residents and other stakeholders within the first year of the award. The action plan must include a description of the community safety challenge(s) to be addressed and the data that led to its identification, an explanation of how it expects to develop the strategy and the project's expected result(s), and the plan for the research partner's regular assessment of the project's implementation. The Final Action Plan must be submitted and approved by BJA within 9 months from the award date. This plan will serve as a guide to track the project's progress toward achieving its objectives. The award recipients are expected to

collaborate with the provider selected under Category 2: Reimagining Justice TTA to develop their action plans and receive the necessary training and technical support.

- Fund and administer subawards. The intermediary organization is expected to competitively select and administer subawards, lead the community engagement and planning process in the first year of the award, provide TTA support to subrecipients, coordinate the implementation of safety strategies in the site(s), and work with the research partner to document each phase of the project. The process and design should recognize and serve the capacity limitations of smaller entities to apply for and administer grant funding and suggest methods to build capacity while also ensuring accountability to reach the desired project outcomes.
- Deliver intensive, site-specific technical assistance to subrecipients to support their implementation of the proposed community engagement strategy and development of the community safety model and its implementation. This should include the development of guidance materials and resources to support the subrecipients in implementing the proposed approach that could be translated to other localities. Coordinate with the national partner to coordinate these efforts, leverage expertise from other sites, and serve as a peer expert to translate efforts to the field.
- Develop and disseminate products to translate the knowledge of what the site has learned (e.g., fact sheets, webinars, articles, etc.) to build awareness of the implementation of both how the site engaged the community to develop and implement the community safety model and document lessons learned.
- Design and conduct the analysis and evaluation planned with the research partner in collaboration with the site-based partners.
- Complete a final report no later than 90 days after the program end date that includes: (a) a summary report on the community engagement strategy and the community safety model piloted by awardee and subrecipients, (b) an assessment of programmatic community safety outcomes, including identification of community-driven metrics on public safety and/or community satisfaction with public safety, (c) an identification of promising or effective practices, (d) a discussion of themes, lessons learned, and challenges encountered, and (e) implications and/or recommendations for future community safety initiatives.

Category 2: Reimagining Justice TTA

The awardee under Category 2 will work with BJA to provide knowledge, resources, and project management guidance to all Reimagining Justice grantees to meet the objectives and deliverables of their projects.

Specifically, TTA providers will be expected to provide ongoing TTA (both remote and onsite) to Reimagining Justice grantees throughout the duration of their grant awards, including:

- Develop an individualized TTA work plan for each grantee based on the goals outlined in its application. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. The work plan should include a checklist to help each grantee execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed TTA plans, protocols, or strategies in advance of disseminating them to and implementing them with the grantees.
- Support Reimagining Justice grantees in developing an action plan and ensure the grantees address governance, program design, performance measures collection, and

sustainability. The action plan must include details on engaging residents and community stakeholders, and develop the community safety approach with the partner organizations, agencies, residents and entities. The plan should also identify the community safety challenge(s) to be addressed, explain the data that led to its identification, describe how the strategy will be developed, and outline the expected results of the project. Additionally, the plan should include a schedule for the research partner's regular assessment of the project's implementation.

- Assign each grantee a TTA coach to assess and identify its TTA needs. The coach will prepare a summary of the findings and recommended next steps for the grantee in order to improve program performance which will be shared with BJA. Each coach should have the skills and time to support their assigned grantees to achieve their goals. They should have consistent, scheduled monthly calls with their assigned grantees, although email check-ins may be substituted occasionally, as logistics require. The assigned coaches must provide follow-up information regarding the grantees' implementation of the recommendations. Prior to assigning coaches, the TTA provider must provide BJA with a list of TTA coaches/consultants and their expertise for BJA approval.
- Undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA provider should engage in strategies like case conferencing to harness the collective knowledge of its TTA coaches.
- Include in all training provided with BJA funding a mechanism for pre- and post-testing of knowledge and other impact assessments.
- From the grantees, collect and document lessons learned and other useful examples for the field, then disseminate this information via web content, publications, and conference presentations. Assist grantees in disseminating information and updates about their projects within their departments or agencies throughout the life of their projects. Work to leverage their expertise in providing assistance to the field.

Have staff with sufficient subject matter expertise to assist grantees in the execution of their projects. Staff members should have the necessary technical skill sets and experience to effectively coach grantees and assist them in reaching their goals, including:

- A set of diverse staff, trainers, and/or SMEs who reflect a mix of experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.
- A diverse set of providers, models, and/or SMEs with the skills to ensure culturally responsive programming for those who are in the criminal justice system who would benefit from the TTA strategies and related interventions.
- Knowledge of and a plan to manage BJA's approval and reporting processes for conferences, training for the field, publications, and online tools.
- When needed, an external expert. To this end, the TTA provider must choose from a range of vetted local and national SMEs, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of SMEs whose expertise and experience best fit the needs of the grantees. With BJA's approval, the TTA provider will assign these experts to assist grantees and report on and monitor the TTA provided. The roles of the SMEs will vary across engagements, so the TTA provider must develop protocols to define the scope of their roles when needed (e.g., advisor to TTA provider, direct assistance to grantees, participating in webinars).

- Grounding all strategies with a trauma-informed approach and using [restorative justice principles and strategies](#) that center the needs and elevate the voices of the individuals most directly involved in an incident of harm, as well as focusing on issues of equity in the justice response.
- Written reports to BJA on the TTA provided and the status of ongoing activities.

Participate in active, ongoing collaboration and cross-organizational coordination, including:

- Coordination in local jurisdictions. The TTA provider must be both aware of and in touch with other key, overlapping initiatives and TTA providers in the jurisdictions in which it is providing assistance.
- Coordination with federal partners. The TTA provider must serve as a coordinator with federal partners on the support strategies defined in collaboration with BJA staff.
- Coordination across interest groups. The TTA provider must develop regular meetings (e.g., quarterly stakeholder meetings, annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, and special interest groups (e.g., peer support community).

Prioritize responses to requests from practitioners and assist unfunded applicants, in consultation with BJA. Not all ad hoc requests require an extensive response, some might require referral to resources or connection with other agencies for collaboration, but a limited number will require a more thorough exploration and response. In consultation with BJA, the TTA provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage the requests it receives and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

Serve as a thought leader and information clearinghouse for relevant research and best practices. It must:

- Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks. All products must be [508 compliant](#).
- Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
- Convene an in-person or a virtual one-day training for the field to explore best practices and lessons learned. Activities includes developing an agenda, identifying speakers, and creating materials.
- Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.
- Host webinars related to site-based grants, including an orientation webinar to onboard new grantees within 60 days of receiving awards, and fieldwide webinars to market new funding opportunities.

Proactively build field knowledge and capacity in the areas outlined in the solicitation. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. The provider must also:

- Assist grantees in the collection of performance measures data for submission into the Performance Measurement Tool and JustGrants.

- Propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends based on the performance reporting trends and TTA needs assessments.
- Maintain a listserv of grantees, subgrantees, and key contacts responsible for undertaking grant and related activities, including interested state, local, and tribal contacts, and federal and national partners.
- Prepare and submit end-of-year annual reports, in addition to other required reporting. BJA will provide the template for the provider to fill out and submit for BJA review. The report will include best practices and success stories, including site-based activity. These reports are on the calendar year and due January 31, 2024.
- Final report that includes: (a) a summary report on the community engagement strategy and the community safety model piloted by Reimagining Justice project sites, (b) an assessment of programmatic community safety outcomes, including identification of community-driven metrics on public safety and/or community satisfaction with public safety, (c) an identification of promising or effective practices, (d) a discussion of themes, lessons learned, and challenges encountered, and (e) implications and/or recommendations for future community safety initiatives.

Program objectives and deliverables should be included in the timeline.

Budget and Associated Documentation

Funding Restrictions

Applicants should budget funding for three members of the project team to travel to peer-learning events (such as a national conference). Estimate the costs of travel and accommodations for three staff members to attend one meeting per year in Washington, D.C. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem.

Under this solicitation, unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV are not an allowable expense. The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

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 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 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.

[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.

[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 \(if applicable\)](#)

The application must include resumes of key personnel who will work on the proposed project, and/or job descriptions and skills needed.

[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.

[Memoranda of Understanding \(MOUs\) and Other Supportive Documents \(if applicable\)](#)

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) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

[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](#).

Human Subjects Protection

Human Subjects Protection paperwork should be submitted as a separate attachment (documentation and forms related to Institutional Review Board [IRB] review). See <https://nij.ojp.gov/funding/human-subjects-protection>. Note: Final IRB approval is not required at the time an application is submitted.

Privacy Certificate

Privacy Certificate should be submitted as a separate file (for further guidance see <https://nij.ojp.gov/funding/confidentiality-and-privacy-protections> and <https://nij.ojp.gov/funding/model-privacy-certificate>).

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 under Category 1 that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Description of the Issue (20%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): 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).

Applications in Category 2 that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
- Capabilities and Competencies (35%) - 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 <http://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.

Required reports. 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 Category 1 can be found at [here](#).

A list of performance measure questions for Category 2 can be found at [here](#)

Application Checklist

BJA FY24 Reimagining Justice: Testing a New Model of Community Safety

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.
 - Category 1
 - Category 2
- 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/financialguidedo/iii-postaward-requirements#6q3y8> (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 may range from \$1,000,000 to \$2,000,000 based on the scale of the proposed project.

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**
- 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 [“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](#))
- Memorandum of Understanding (if applicable)
- Resumes and Position Description of key personnel (if applicable)

- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- Time Task Plan*
- Subaward Policies and Procedures

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 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.