

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



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**Solicitation Title:** BJA FY24 Justice Reinvestment Initiative: State-level Training and Technical Assistance

**Assistance Listing Number:** 16.827

**Grants.gov Opportunity Number:** O-BJA-2024-172152

**Solicitation Release Date:** May 23, 2024

**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on July 18, 2024

**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on July 25, 2024

## Contents

Synopsis .....	3
Program Description Overview.....	3
Eligibility .....	3
Agency Contact Information .....	3
Application Submission Information .....	4
Registration.....	4
Submission .....	4
Program Description .....	5
Program Description Overview.....	5
Statutory Authority.....	5
Specific Information.....	5
Solicitation Goals and Objectives .....	6
Goals .....	6
Objectives .....	7
Priority Areas.....	7
Federal Award Information .....	8
Awards, Amounts, and Durations .....	8
Continuation Funding Intent.....	8
Availability of Funds.....	8
Type of Award.....	8
Cost Sharing or Matching Requirement.....	8
Eligibility Information .....	9
How To Apply.....	10

Application Resources.....	10
How To Apply .....	10
Registration.....	10
Submission .....	10
Submission Dates and Time .....	11
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers).....	11
Application and Submission Information .....	12
Content of Application Submission and Available Surveys .....	12
Content of the SF-424 in Grants.gov .....	13
Content of the JustGrants Application Submission.....	13
Application Review Information .....	23
Review Criteria .....	23
Review Process .....	24
Federal Award Administration Information .....	24
Federal Award Notices .....	24
Evidence-Based Programs or Practices .....	25
Information Regarding Potential Evaluation of Programs and Activities.....	25
Administrative, National Policy, and Other Legal Requirements .....	25
Civil Rights Compliance.....	25
Financial Management and System of Internal Controls .....	26
Information Technology Security Clauses .....	26
General Information About Post-Federal Award Reporting Requirements .....	26
Federal Awarding Agency Contact(s).....	26
Other Information .....	26
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a) .....	26
Provide Feedback to OJP.....	26
Performance Measures .....	26
Application Checklist .....	27
Pre-Application .....	27
Application Step 1 .....	27
Application Step 2.....	28
Review, Certify, and Submit Application in JustGrants.....	29
Standard Solicitation Resources .....	30

# Synopsis

## Program Description Overview

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

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

With this solicitation, BJA seeks to support training and technical assistance (TTA) providers assisting states and jurisdictions to use the Justice Reinvestment Initiative (JRI) to enhance the fairness, effectiveness, and efficiency of their criminal justice system. JRI's flexible, tailored, and data-driven approach helps states identify and implement policies that are customized to address each state's specific challenges and the unique structure and dynamics within each of their systems. This program reduces crime and recidivism by helping states more effectively and equitably allocate resources to address pressing criminal justice challenges and improve system outcomes.

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

## Eligibility

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

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.

BJA may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Agency Contact Information

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

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

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

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

## **Application Submission Information**

### **Registration**

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

The SAM.gov registration is required for a person applying on behalf of a small business (company). The business should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

### **Submission**

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

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

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

# Program Description

## Program Description Overview

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 training and technical assistance (TTA) providers assisting states to use the Justice Reinvestment Initiative (JRI) to enhance the fairness, effectiveness, and efficiency of their criminal justice system. JRI's flexible, tailored, and data-driven approach helps states identify and implement policies that are customized to address each state's specific challenges and the unique structure and dynamics within each of their systems. This program reduces crime and recidivism by helping states more effectively and equitably allocate resources to address pressing criminal justice challenges and improve system outcomes.

## Statutory Authority

Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 147).

## Specific Information

JRI uses a data-driven process to help states achieve fairer, effective, and efficient criminal justice systems. Since 2007, 44 states, including more than 30 using federal dollars, have used JRI to assess pressing challenges, and develop and implement corresponding policy changes. JRI's flexible, tailored, and data-driven approach results in policies that are customized to address the unique challenges faced by each state and the structure and dynamics within their criminal justice systems. Since the program's inception, JRI policies are estimated to have eliminated over \$3 billion in corrections costs, reinvested over \$650 million into strategies that improve outcomes, and averted prison population growth by nearly 70,000 people across the nation. JRI policies have helped states and localities achieve better public safety outcomes through investments in system improvements, including alternatives to incarceration.

Today, states can benefit from using the JRI process to address high recidivism rates, manage rising correctional populations, and problem-solve around the significant behavioral health needs of justice-involved individuals while addressing racial disparities across the justice system. State leaders—governors, legislators, and agency officials—play a critical role in ensuring public safety by setting priorities, identifying policies and programs to achieve them, and allocating finite resources that impact every area of the justice system. The JRI process provides a structure to accomplish their goals.

Through this intensive, data-driven TTA model, JRI will continue to help states and their respective state leaders assess system-level challenges, and facilitate multi-branch and bipartisan policy solutions, and implement the associated policy and practice changes. To that end, applicants should propose to provide a neutral, third-party analysis of criminal justice system data; wide-ranging stakeholder engagement; cross-system, consensus-driven policy development; and implementation support to ensure fidelity.

TTA provided to states through JRI must meet both longstanding and emerging challenges with data-driven solutions in ways that leverage existing human and financial resources. This

includes, for example, helping criminal justice leaders coordinate with state boards managing opioid settlements and contemplate partnerships and investments in community-based organizations whose services are essential to reducing recidivism. Long-standing challenges require data-driven strategies to reduce crime and recidivism, including how to prioritize prison space and manage lengths of stay effectively for people convicted of serious and violent crimes; expand front-end interventions and behavioral health strategies to address underlying causes of justice-system involvement; increase the capacity and effectiveness of community supervision; and align reentry supports with needs of people returning to diverse communities across the nation.

Data-driven approaches facilitated by the JRI process can also address emerging challenges. For example, 45 states received National Opioid Settlement dollars to spend over the next two decades, with the other five states receiving settlement/award dollars from opioid-related entities. A minimum of 70% of each state's National Opioid Settlement funds must be spent on programs or practices that address the misuse and abuse of opioid products. Given the prevalence of opioid use disorder among justice-involved individuals, JRI can help states leaders and stakeholders ensure these resources address that population's underlying needs and reduce recidivism.

As part of the JRI program, TTA providers may make financial subawards to states to support implementation of policy changes through investments in local, community-based organizations that work to address key needs such as prevention, housing, treatment, social supports, and more. These subawards leverage the knowledge, experience, and investment—both literal and figurative—of community leaders in impacting change that decreases crime and recidivism, improve connections to needed resources, and enhance criminal justice outcomes. To qualify, states must codify policy changes and propose investments to implement them. Applicants should propose to administer subawards in line with this approach.

Finally, applicants should propose to operate—either independently or in collaboration with another organization—the [JRI Assessment Center \(JAC\)](#) to assess states' readiness for JRI and provide on-demand TTA. States alternately may have urgent and discreet analysis and facilitation needs, but those needs may or may not be a fit for a full JRI engagement. For example, criminal justice agencies at all levels of government are struggling with a staffing crisis, which has had wide-ranging impacts on their operations, including in the area of data collection, analysis, reporting, and dissemination. JRI TTA can bring needed analytical resources to states and/or provide direct facilitation of meetings and discussions among key leaders and stakeholders across the different levels of government to identify and address pressing criminal justice challenges. During initial engagement with each interested state, TTA providers will serve a diagnostic role, enabling state leaders to determine a possible fit with JRI and proof of concept for the utility and focus of a JRI engagement in each state where leaders are interested.

## **Solicitation Goals and Objectives**

### **Goals**

The goal of this program is to offer states a facilitated, data-driven process to develop bipartisan, common sense policy solutions that address pressing challenges impacting public safety. This includes understanding and making the most effective use of finite resources, limiting the use of incarceration to prioritize space for people convicted of serious, chronic, and

violent criminal activity, reducing disparities in justice system involvement, and addressing underlying needs that perpetuate cycles of justice system contact.

## Objectives

The objectives of the JRI State-level TTA Program are to:

- Assist state leaders and stakeholders in identifying factors driving trends, challenges, and resource consumption within the criminal justice system, including the driver(s) of crime, incarceration, and recidivism.
- Improve states' (and agencies therein) capacity to prevent and respond to crime, including reducing the risk for recidivism (as measured by arrests for new crimes, convictions for new crimes, incarcerations for new crimes, and revocations based on technical violations).
- Strengthen state-level responses for people with behavioral health needs that increase access to treatment to appropriately divert people who do not pose a public safety risk, mitigate individuals' risks for recidivism, facilitate safe reentry, and support related substance use and mental health needs.
- Improve public safety through a reallocation of resources in effective crime- and recidivism-reduction efforts.

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: 2

Anticipated Maximum Dollar Amount per Award: Awards will be up to \$8,106,761

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 48

Anticipated Total Amount To Be Awarded Under This Solicitation: \$16,213,522

While the maximum allowable funding amount is \$8,106,761, 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 JRI goals and objectives.

### **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.

A small business, in addition to obtaining the SAM.gov registration, should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The person applying for an award will submit the EIN value as the Tax Identification Number (TIN). The applicant should not submit their social security numbers. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

### 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 8:59 p.m. Eastern Time on July 18, 2024

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on July 25, 2024

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

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

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.

- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant’s submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant’s Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

## **Application and Submission Information**

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

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Timeline/Task Plan
- Documentation of Proposed Subrecipients
- Resumes of Key Personnel
- Work Product Examples

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

### **Content of the SF-424 in Grants.gov**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

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

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

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

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

#### ***Standard Applicant Information***

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

#### ***Proposal Abstract***

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

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

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

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

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

### [Brief Applicant Entity Questionnaire](#)

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

### [Proposal Narrative](#)

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

a. **Description of the Issue**

Describe the current criminal justice challenges faced by states that can be addressed through JRI, including, but not limited to: crime, changing or emerging trends and demands on various areas of the criminal justice system, behavioral health treatment, reentry, and recidivism.

Applicants should demonstrate a thorough understanding of the JRI process (see an outline of this process at [justicereinvestmentinitiative.org/launching-jri](http://justicereinvestmentinitiative.org/launching-jri)) and the unique way it can be used to improve criminal justice system outcomes at the state and local levels. Applicants may also propose strategies to enhance the effectiveness, reach, or impact of the JRI process, provided that the fundamental principles of JRI remain intact. Finally, describe the need for TTA, including how data analysis, implementation assistance, the JAC, and other components of JRI bolster states' abilities to identify, develop, and implement more effective use of criminal justice resources and policies.

b. **Project Design and Implementation**

Describe how the applicant will deliver the proposed TTA, including the specific attributes, qualities, or connections that the applicant brings that will enhance the effectiveness of their work with state and localities. In this section, applicants should outline in detail how they will operationalize the JRI process in states and localities, including, but not limited to, how they will deliver intensive TTA to:

- Conduct and track initial engagement(s) and assessment with state and local leaders
- Assess the availability and quality of necessary data
- Gauge and build support and buy-in from state and local leaders
- Assist the state in identifying or establishing a JRI working group
- Analyze and present data to drive the identification and refinement of policy proposals in areas that include, but are not limited to:
  - Reducing crime and recidivism, including how to prioritize prison space and manage lengths of stay effectively for people convicted of serious and violent crimes.
  - Expanding front-end interventions and behavioral health strategies to address underlying causes of justice-system involvement, including by high utilizers of multiple systems.
  - Increasing the capacity and effectiveness of community supervision.
  - Aligning reentry supports with needs of people returning to diverse communities across the nation.
- Ensure that findings and related policy recommendations are shared with BJA and other key partners in a timely manner during the JRI process
- Implement policy and practice changes that are codified with coordination across agencies and localities
- Administer financial subawards to states as seed funding for their implementation efforts
- Conduct performance measurement of those changes

Following BJA approval, TTA providers will pass financial subawards through to participating states to be used in partnership with local, community-based organizations that work to address key needs such as housing, treatment, mentorship and other social supports, and more. These subawards leverage the knowledge, experience, and investment—both literal and figurative—of community leaders in impacting change that decreases crime and recidivism, improve connections to needed resources, and enhances criminal justice outcomes.

Applicants should also provide a project task timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for those tasks. BJA recognizes the project task timeline may be subject to change based on readiness and engagement of interested states. The task timeline should also account for how the applicant will deliver TTA to states and jurisdictions through the JAC, described above in the Program Description and in greater detail under Deliverables below. More information on the JAC can also be found at <https://justicereinvestmentinitiative.org/justice-reinvestment-initiative-assessment-center>.

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 capabilities and competencies as they relate to providing TTA through JRI, including, but not limited to:

- Successfully engaging with state and local policymakers, agency leaders, and criminal justice system stakeholders to establish and build trust, as well as define and work towards shared goals
- Receiving, analyzing, and visualizing large, case-level criminal justice datasets to unpack complex, system-wide problems and educate and respond to criminal justice stakeholders
- Leveraging data and analysis to inform the development of policy options that effectively address pressing questions and challenges faced by states
- Assisting state or local agencies in operating a task force or equivalent inter-branch, multi-agency body charged with reviewing analyses and developing policy options for consideration by state leaders
- Analyzing relevant state-level laws and administrative policies and identifying gaps and improvements
- Implementing policy and related practice changes across agencies and localities within a state
- Effectively administering a cooperative agreement(s) with a Federal agency
- Administering pass-through (subaward) funds for other organizations, states, or localities. If applicable, describe the capabilities, competencies, and role(s) of any partner organizations joining or supporting the applicant's work on JRI. Specifically outline and demonstrate the capability of the lead organization and any partners (subrecipients) to complete each deliverable.

This section should also specifically address the applicant's (or their partners') expertise and skills regarding pertinent areas of state and local criminal justice policy and operations, including:

- Data sharing agreements with state and local agencies for analysis including identifying complex multi-agency challenges and performance assessment
- Comprehensive criminal justice data analysis across agencies with unique identifiers
- Population projections using criminal justice data
- Criminal justice case processing decision points and tools
- Medicaid expansion administration, especially as it relates to in-reach and reentry policies and practices for people in, or exiting, prisons and jails, as well as people on community supervision
- Behavioral health issues relating to:
  - Statewide implementation of the "988" suicide prevention hotline, as well as overall crisis response.
  - Increasing access to FDA-approved medications for the treatment of opioid use disorder in justice settings.
  - Supporting the establishment and maintenance of justice and behavioral health collaboration through longer-term governance frameworks (e.g., state opioid settlement implementation); and facilitating the continuum of



prevention, treatment, and recovery support services for justice-involved people with opioid use disorder and stimulant misuse and use disorders.

- Technological innovations within states and their impact on the justice system (e.g., artificial intelligence, machine learning, optimization)
- State budget analysis
- Comparative state legislative and statutory analysis

In addition to the expertise outlined above, applicants should address their capabilities and competencies in areas including, but not limited to:

- Staff's background and experience working in state or local criminal justice agencies, government bodies, or other organizations that routinely engage with elected leaders and policymakers, agency leaders and staff, non-governmental organizations, and others active in making or implementing criminal justice policy.
- How the applicant plans to staff JRI projects, both full, state-level engagements as well as more limited engagements through the JAC, including the roles that the applicant envisions for staff of various levels or backgrounds.
- The organization's or staff's history or experience collaborating with other organizations on cooperative operation of key aspects of TTA programs.
- Staff's knowledge, experience, and strengths in initiating, building, and maintaining strong relationships with policymakers and leaders that enhance trust and transparency. Staff's ability to relay complex information in a manner that is easily understandable for policymakers, state and local leaders, and other stakeholders who may not be as familiar with the use of data to drive or develop policy.
- Staff's experience and knowledge in developing, editing, and designing comprehensive reports, presentations, overviews, and summary documents.
- Staff's experience and knowledge designing or operating a public-facing website.

Outside JRI-specific TTA, applicants should also describe the organization's general ability to, and experience in, provide/ing proactive, intensive, and user-friendly TTA to complete the deliverables, and provide examples of the organization's experience in using those TTA strategies and completing similar deliverables. Assessment of the organization's competencies in this area may include resources, skills, or approaches used in other TTA programs that may have a nexus to the work of JRI.

List the consultants with whom the applicant plans to work to deliver TTA services (see Appendix 2). Additionally, where partnership may be necessary to build out capacity, please denote potential collaborations with other entities.

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 for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included 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](http://www.ojp.gov/performance) for more information on performance measurement activities.

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

BJA will require award recipients to submit performance measure data in the TTA Reporting Portal and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

[Note on Project Evaluations](#)

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

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

The applicant will submit JRI’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

BJA seeks up to two entities to provide intensive TTA to help four states use the JRI process and operate (potentially collaboratively) the JAC. The JRI process—stakeholder engagement, data analysis, policy development, implementation planning and execution, sustainability—must be applied to develop data-driven strategies to help states reduce crime and recidivism, including to expand front-end interventions and behavioral health strategies to address underlying causes of justice-system involvement; increase the capacity and effectiveness of community supervision; and align reentry supports with needs of people returning to diverse communities across the nation. BJA will evaluate the problem statement of any state before accepting it into JRI.

TTA providers will:

- Operate the JAC:
  - Receive and triage requests from the field, and recommend a response to BJA, and upon approval from BJA, effectuate that response.
  - Assess the needs and opportunities of states interested in full JRI engagements and provide recommendations to BJA.
  - Collaborate with potential partners or other organizations to ensure the efficient and effective operation of the JAC, including with regard to communication, information-sharing, transparency, and other aspects of meaningful collaboration.
- Deliver intensive, agency-spanning TTA to states approved for JRI engagements:
  - Leverage expertise (see capabilities and competencies section above) within the applicant’s organization or from partner organizations to conduct intensive and objective agency-spanning data analyses that states could not otherwise procure on their own.
  - Provide results of the data analyses to the states and BJA to create a shared understanding of priority issue areas by making the behavioral health, crime, corrections, and recidivism data analyzed through JRI available to all criminal justice partners.
  - Build the collaboration necessary to make changes to statewide policy and practice, based on the data, while taking into account all aspects of the criminal justice system, including local perspectives.
  - Craft innovative and research-based solutions to improve public safety, including contemplating policies that are working well in other states to cut crime, recidivism, and costs. They will provide policy and practice recommendations to the states and BJA.
  - Develop detailed implementation plans to help states put into place the adopted policy and practice changes.
  - Strengthen access to treatment for behavioral health (e.g., substance use disorder, mental illness) across the continuum and ensure better collaboration between behavioral health and criminal justice agencies and stakeholders.
  - Ensure that victim needs and community safety are addressed in policies that aim to increase public safety while holding people accountable.

- Administer subaward funds in the amount of \$500,000 to each state as seed funding to support implementation.
- Monitor states' performance and outcomes and provide those data to the states and BJA.
- Produce resources for use with states engaged in JRI and to share outcomes and lessons of JRI with the field, and disseminate those resources.
- Maintain and update the JRI website at <https://justicereinvestmentinitiative.org>.
- Propose national or regional convenings on a biennial basis to better understand the needs of the field and further state leaders' awareness, support, and desire to utilize JRI.
- Coordinate with other relevant federally funded initiatives as directed by BJA.

Program objectives and deliverables should be included in one timeline.

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

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

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

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

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

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

If the applicant is seeking priority consideration under Priority 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.

### Unmanned Aircraft Systems

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

### 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)

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

#### Tribal Authorizing Resolution (if applicable)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

#### 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](#).

#### Work Product Examples

Deliverables or completed products that demonstrate the applicant’s ability to meet the goals, objectives, and deliverables sought in this solicitation.

#### **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 request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

#### ***Merit Review Criteria***

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

- Statement of the Problem/Description of the Issue (15%): 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 (30%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

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

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

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

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

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

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

#### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

### **Federal Award Administration Information**

#### **Federal Award Notices**

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.



### **Evidence-Based Programs or Practices**

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

### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

### **Civil Rights Compliance**

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

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

services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

### **General Information About Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the “[Program Description](#)” section, all award recipients under this solicitation will be required to submit certain reports and data.

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**

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data. A link to the specific performance measures required in the TTA reporting portal can be found here:

<https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

## Application Checklist

### BJA FY24 Justice Reinvestment Initiative: State-level Training and Technical Assistance

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).
- 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#6g3y8> (see [Application Resource Guide](#)).

##### *Review the Overview of Post-Award Legal Requirements*

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of \$8,106,761.

##### *Review Eligibility Requirement*

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

#### Application Step 1

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

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

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

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

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

## **Application Step 2**

Submit the following information in JustGrants:

### **Application Components**

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

### **Budget and Associated Documentation**

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

### **Additional Application Components**

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))

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

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

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

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

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

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

## **Standard Solicitation Resources**

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

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