

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



---

**Solicitation Title:** BJA FY24 Comprehensive Opioid, Stimulant and Substance Use Program (COSSUP) Overdose Fatality Review (OFR) Training and Technical Assistance (TTA)

**Assistance Listing Number:** 16.838

**Grants.gov Opportunity Number:** O-BJA-2024-172158

**Solicitation Release Date:** May 24, 2024

**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on July 17, 2024

**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on July 24, 2024

---

## Contents

Synopsis.....	3
Program Description Overview.....	3
Eligibility.....	3
Agency Contact Information.....	4
Pre-Application Information Session.....	4
Application Submission Information.....	4
Registration.....	4
Submission.....	4
Program Description.....	6
Program Description Overview.....	6
Statutory Authority.....	6
Specific Information.....	6
Solicitation Goals and Objectives.....	8
Goals.....	8
Objectives.....	8
Federal Award Information.....	8
Awards, Amounts, and Durations.....	8
Continuation Funding Intent.....	9
Availability of Funds.....	9
Type of Award.....	9
Cost Sharing or Matching Requirement.....	9
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 .....	24
Review Criteria .....	24
Review Process.....	25
Federal Award Administration Information.....	25
Federal Award Notices .....	25
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).....	27
Other Information.....	27
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	27
Provide Feedback to OJP .....	27
Performance Measures.....	27
Application Checklist.....	28
Pre-Application .....	28
Application Step 1 .....	28
Application Step 2 .....	29
Review, Certify, and Submit Application in JustGrants .....	30
Standard Solicitation Resources .....	31

# 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 a training and technical assistance (TTA) provider to help jurisdictions prevent and reduce overdose deaths as part of the Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP). COSSUP provides funding and TTA to state, local, and tribal governments to develop, implement, or expand comprehensive programs in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances. This COSSUP Overdose Fatality Review (OFR) TTA Program provides training and supports collaborations that prevent and reduce overdose deaths. This program helps jurisdictions build and enhance multidisciplinary collaborations, collect and use multisector data, and conduct confidential individual death reviews in order to identify trends, incidents, and gaps in prevention efforts and services to inform innovative, community-specific overdose prevention and intervention strategies.

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
- 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

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.

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.

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

BJA will hold a webinar on this solicitation on June 27, 2024, at 1:00 pm 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 and no later than 5 p.m. ET on June 25. Submit questions to [bjanttac@usdoj.gov](mailto:bjanttac@usdoj.gov) with the subject “Questions for BJA FY24 Comprehensive Opioid, Stimulant and Substance Use Program (COSSUP) Overdose Fatality Review (OFR) Training and Technical Assistance (TTA) Solicitation Webinar.” The session will be recorded and available on <https://bja.ojp.gov/events/funding-webinars>.

### **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

BJA, in collaboration with the Department of Health and Human Services' Centers for Disease Control and Prevention (CDC), works to build national capacity to reduce overdoses by providing funding to state, local, and tribal jurisdictions to support OFRs. OFRs involve multidisciplinary teams that review aggregate data and conduct in-depth confidential death reviews in order to identify overdose prevention and intervention strategies. The [CDC's Overdose Response Strategy \(ORS\)](#) is a public health-public safety partnership between the CDC Foundation and the High Intensity Drug Trafficking Areas (HIDTA) Program, designed to help communities reduce overdoses by connecting public health and public safety agencies, sharing information and pertinent intelligence, and supporting innovative and evidence-based strategies. ORS facilitates data sharing across jurisdictions to inform community overdose prevention efforts and provides a mechanism for OFR teams to contribute to the national understanding of overdose trends.

With this solicitation, BJA seeks a training and technical assistance (TTA) provider to help jurisdictions prevent and reduce overdose deaths as part of the Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP). COSSUP provides funding and TTA to state, local, and tribal governments to develop, implement, or expand comprehensive programs in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances. This COSSUP Overdose Fatality Review (OFR) TTA Program provides training and supports collaborations that prevent and reduce overdose deaths. This program helps jurisdictions build and enhance multidisciplinary collaborations, collect and use multisector data, and conduct confidential individual death reviews in order to identify trends, incidents, and gaps in prevention efforts and services to inform innovative, community-specific overdose prevention and intervention strategies.

## Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148-49).

## Specific Information

The opioid crisis was initially declared in October 2017 but remains a significant public health emergency. This crisis continues to take a devastating toll on the lives of individuals, families, and communities across the nation. In recent years, the increase in synthetic opioids in the drug supply has exacerbated and expanded the reach of this devastation, with more than 100,000 drug overdose deaths in 2021, an increase of almost 15 percent from the prior year.<sup>1</sup> Based on 2022 data, this trend appears to be continuing with a provisional rate of overdose deaths that exceeded 110,000 people.<sup>2</sup> What is more, CDC data show that overdose deaths disproportionately impact Black and American Indian/Alaska Native people.

In addition to the impacts of substance use on individuals and families, this crisis also impacts communities, first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. Gathering the diverse perspectives of affected individuals and

---

<sup>1</sup> National Institute on Drug Abuse, Drug Overdose Death Rates, 2019-2021

<sup>2</sup> Centers for Disease Control and Prevention, National Center for Health Statistics, Provisional Drug Overdose Rates

harnessing the expertise of partners supports a comprehensive assessment of trends and commitment to prevent overdoses.

BJA works with the field to expand efforts to respond to illicit substance use and misuse by making COSSUP grants and technical assistance available to reduce overdose and overdose deaths; promote public safety; and support access to prevention, harm reduction, treatment, transitional housing and recovery services in the community and the justice system. COSSUP resources are designed to support efforts that respond to, treat, and support those impacted by this crisis, particularly those who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. These efforts can include community-based prevention programs, diversion from the criminal justice system through law enforcement and other first responder-based actions and court-based programs, as well as programming in jails and prisons to improve access to substance use disorder treatment and recovery services. BJA has supported innovative work in over 600 COSSUP sites to date and anticipates adding more annually. Examples of successful COSSUP projects can be found at the [COSSUP Resource Center](#).

This COSSUP OFR TTA Program will provide training and support specifically to prevent and reduce overdose deaths through the use of multidisciplinary collaborations that collect and review data and develop efforts to prevent and respond to overdoses. According to the [Model Overdose Fatality Review Teams Act](#), the concept of OFR is based on child death reviews, which was first established in 1978 in Los Angeles, California, and is now found in almost every state. The role of child death reviews was originally developed to improve identification and prosecution of fatal child abusers but has evolved into a public health model of prevention through systemic reviews of child deaths from birth through adolescence. Child death reviews help jurisdictions understand the epidemiology and preventability of child death and provide a means of monitoring the effectiveness of prevention strategies. Jurisdictions now use fatality reviews in a variety of situations, including fatalities related to mothers, fetuses and infants, traffic accidents, domestic violence, suicide, and homicide.

Through the blending of public health, public safety, behavioral health, medicolegal death investigations, and other service providers, OFRs collect data on those who have died as a result of an overdose, effectively identifying system gaps to develop data-driven, community-specific overdose prevention and intervention strategies. OFR annual reports summarize the OFR findings, highlight data trends, clarify community needs, and share recommendations identified to address substance use and related deaths in communities.

Governments use OFR as a tool in overdose prevention efforts to identify system gaps and design innovative, community-specific overdose prevention and intervention strategies. OFRs involve a series of confidential, individual death reviews by a multidisciplinary group that examines many aspects of a decedent's life, including substance use history, comorbidities, major health events, social-emotional trauma (such as adverse childhood experiences), encounters with the criminal justice system, and treatment history, to better understand and prevent missed opportunities for prevention and intervention. The groups performing OFRs are referred to by several names, including teams, boards, panels, committees, or commissions. OFR is a useful model to analyze data and trends and garner interdisciplinary support to reduce the number of preventable deaths. By understanding the factors that influence a fatal overdose, the review team can recommend changes in law and policy that will better allow the state, cities, counties, or tribes to prevent future overdose deaths. To date, at least 40 states are conducting

at least one OFR and/or building a state infrastructure to support local OFRs and nearly 300 local OFRs are at various stages of implementation.

The selected TTA provider will assist BJA-selected COSSUP site-based grantees in accomplishing the objectives of the overall program and the objectives of their specific grant-funded projects. Additionally, the provider will be responsible for responding to requests for assistance from non-grantee jurisdictions planning or operating an OFR. Approaches to TTA provision will vary according to the specific needs of the grantee or requestor. Mechanisms for providing TTA may include conference calls, virtual and onsite consultation, video conferencing, webinars, publications, peer-to-peer learning sessions, coaching, communities of practice, customized resources, facilitated sessions, trainings/national conferences, and guided planning, among others.

Please note that this solicitation seeks applicants that propose to deliver nationwide TTA, and a portion of the TTA will involve providing support to active COSSUP grantees. A description of the active grantees and their program profiles can be found at [www.cossup.org](http://www.cossup.org). Additionally, the successful applicant will be required to maintain and update the OFR website. For information on available OFR resources and tools on the OFR website, please visit [www.ofrtools.org](http://www.ofrtools.org).

## **Solicitation Goals and Objectives**

### **Goals**

The overall goal of the COSSUP OFR TTA Program is to support states, local jurisdictions, and tribes with efforts to prevent and reduce overdose deaths through development or enhancement of OFRs that increase access to and use of data and information sharing to enhance prevention of and responses to overdoses.

### **Objectives**

- Build the capacity to develop, enhance, and translate data and knowledge of OFR multidisciplinary teams to analyze and review aggregate data to understand overdose trends and gaps in strategies and services.
- Develop new responses and deploy resources through an accountable implementation framework to address overdose prevention strategy gaps and needs.
- Enhance the quality and reach of services for the field through collaborative approaches to promote and advance the work of the COSSUP TTA providers.
- Track trends and build tools to support translation of knowledge of effective OFR strategies.

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](#).

## **Federal Award Information**

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

Anticipated Number of Awards: 1

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

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 24

Anticipated Total Amount to Be Awarded Under This Solicitation: \$2,000,000



### **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 an award under this funding opportunity as a cooperative agreement, which provides 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](#).

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

# 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 PM, July 17, 2024.

The **full application** must be submitted in JustGrants by 8:59 PM, July 24, 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)
- Curriculum Vitae or Resumes of key personnel who will work on the proposed project.
- Sample Work Products, includes three high-quality products the organization has produced that demonstrate the ability to communicate effectively with stakeholders

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 20 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 challenges grantees and non-grantee face in planning, implementing, or expanding comprehensive efforts in the relevant subject matter area.
  - Define the need for TTA to support OFR efforts, including a clear and concise statement that provides a thorough demonstration of why TTA is important, as well as the scope of its potential resource contributions to the field.
- b. Project Design and Implementation
  - Describe how the applicant will identify and assess the proposed assistance; detail how effective TTA will be delivered.
  - Detail how the applicant will accomplish each of the items listed in the Deliverables section of this solicitation for the identified application subcategory.
  - Provide specific information on any materials to be developed and/or technical assistance to be provided.
  - Provide a complete description of the methods employed for TTA delivery (e.g., adult learning principles, development sources, distance learning, process for information assessment, and revision), including coordination of timelines for training approval.
  - Articulate the applicant's vision of the role of TTA for grantees and non-grantees, if applicable.

- Demonstrate a comprehensive plan for transferring knowledge, best practices, and assistance to the criminal justice field, including a description of how the applicant would work on behalf of BJA and other partners in providing these services.
- Provide a timeline (as an attachment) for completing the deliverables; identify the percentage of time to be dedicated by individuals responsible for those tasks.

c. Capabilities and Competencies

- Provide a detailed description of the capacity of the organization and the key personnel to deliver the required services and perform the key tasks outlined in the timeline.
- Clearly articulate the organization's history of implementation of TTA on a national scale. Illustrate the ability to effectively manage complex TTA and national center programs and projects.
- Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential trainings or projects outlined. Describe how the management structure and staffing will facilitate the delivery of the required services. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the Timeline/Project Plan.
- Describe the qualifications/capabilities of any proposed subrecipient(s). These should tie clearly to any relevant memorandum of understanding or letters of support from partners.
- Illustrate the ability to manage complex training/technical assistance/resource center programs and projects effectively.
- Detail the organization's experience in supporting successful completion of training programs and projects.
- Include résumé(s)/curricula vitae of key project staff demonstrating expertise and experience that is specific to the objective and deliverables proposed.
- Provide specific examples of the organization's experience partnering with other entities to generate products (e.g., TTA, resource centers).
- Attach three examples of high-quality products the organization has produced that demonstrate the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TTA final report with recommendations, graphics).

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

- Describe the process you will use to measure the performance of your project. This should include adhering to project timelines, meeting deliverables schedules, obtaining input from customers, and seeking feedback from stakeholders. Identify the person or group who will be responsible for collecting and reporting the required performance measurement data outlined in the Performance Measures section.
- Describe any baseline data that will be used, the method you will use to store data, and any safeguards you will put in place to protect personally identifiable information. Describe how you will use your findings to improve your program, and how you will share measurable results with customers and stakeholders.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "[Goals and Objectives](#)" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Post award, grant recipients will be required to submit performance metric data semiannually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers>.

The performance measures can be found at: <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

#### 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

The selected TTA provider will engage the field and build capacity to understand and address the topics outlined in this solicitation. As part of this work, they will develop resources for the field at large.

Required deliverables include:

1. Build an approach that is responsive to the needs of assigned grantees and that:



- Assesses grantee needs and develops strategies to expand awareness and build skills and knowledge. Create work plans based on the goals outlined in grantees' funded applications. The work plan should be developed in consultation with the grantee, reviewed by BJA staff, and include tools such as spreadsheets or online dashboards developed and maintained by the TTA provider to track execution of key tasks and progress toward goals. The work plan should be completed within 90 days of budget clearance for the new award.
  - Anticipates, quickly identifies, and addresses challenges that arise during delivery. When challenges arise, engage in strategies like case conferencing to harness the collective knowledge of staff and partners. Report out on challenges and proposed solutions during monthly calls with assigned BJA staff.
  - Includes in all training provided with BJA funding a mechanism for pre- and post-testing of knowledge and other assessment of impact.
2. Proactively work with grantees to support successful implementation, including to:
- Ensure the grantees address governance, program design, performance measures collection, and sustainability throughout the life of their projects.
  - Provide subject matter expertise to support an annual grantee orientation webinar and assist with planning the national COSSUP meeting. This includes identifying speakers and facilitating sessions at the meeting.
  - Assign each grantee a TTA coach. Prior to assigning coaches, the award recipient must provide BJA with a list of TTA coaches/consultants and their expertise. The TTA provider will then assign each grantee a TTA coach to assess and identify grantee TTA needs, devise a plan to address their needs, and coordinate at least quarterly grantee cohort calls to monitor project implementation and solicit input on successful and/or promising practices, challenges, and lessons learned. To improve program performance, the TTA provider will provide a summary of the findings to the grantee and BJA with recommended next steps. Each coach should have the skills, experience, expertise, and time needed to move their assigned grantees toward their goals. TTA coaches should have consistent, scheduled bimonthly calls with each grantee. Assigned TTA coaches must provide follow-up information regarding the grantees' implementation of TTA provider recommendations.
  - Review quarterly BJA progress reports and identification of common needs, to inform the TTA strategy.
  - Assist grantees in the collection of performance measures data for submission to the Performance Measurement Tool (PMT) and JustGrants.
3. The TTA provider will offer ad hoc TTA (onsite and virtual) to states, localities, and tribes and prioritize responses to requests from practitioners and the field, 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 may require 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 requests that are received and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

- Identify the range of TTA services provided based on the level of assistance that is requested/required.
  - Maintain an online TTA tracking system.
4. Build and maintain sufficient technical skill sets and experience to effectively complete the tasks under the award, including:
- A bench of vetted local and national subject experts (practitioners, academics) whose expertise and experience may additionally be accessed as needed.
  - A set of diverse staff, trainers and subject matter experts that 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 subject matter experts 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. All selected TTA providers must have the capacity to provide support to grantees to increase access to treatment and address all aspects of diversity, equity, and inclusion.
  - With BJA's approval, the TTA provider will assign experts and report on and monitor the TTA services provided. The roles of the subject experts will vary across engagements, so the TTA provider must develop protocols to define the scope of the role of the subject experts, when needed (e.g., trainer, development of a product, participating in webinars).
  - Knowledge of and a plan to manage BJA approval and reporting processes, including for conferences, training for the field, publications, and online tools.
5. The TTA provider must proactively build field knowledge and capacity in the areas outlined in the subcategories of this solicitation.
- Coordinate and support a presence at national meetings and conferences via workshops, panel presentations, and briefings.
  - Review trends from requests and TTA needs assessments; propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.
  - Provide support for national and federal partners on related projects and any external evaluators selected or approved by BJA to assess COSSUP programs.
6. The TTA provider must participate in ongoing collaboration and coordination. It should emphasize and actively engage in cross-organizational coordination, including:
- Coordination in local jurisdictions. The TTA provider must be both aware of and in touch with other key, complementary initiatives and TTA providers in the jurisdictions in which it is providing assistance.
  - Coordination with other COSSUP TTA collaborative partners and the COSSUP Resource Center. The TTA provider must coordinate, as necessary, with other COSSUP TTA providers to fully address TTA requests received from both grantees and the field, including collaboration with the COSSUP Data/Information Sharing and Research/Evaluation Support TTA provider to ensure all grantees have access to TTA to support and foster researcher-practitioner partnerships.
  - The TTA provider is also expected to collaborate on products with other COSSUP TTA providers as appropriate.
  - All COSSUP TTA providers will be required to meet virtually at least quarterly. They must also participate in biweekly and monthly calls with BJA staff and the

- other COSSUP TTA providers. Finally, they must participate in one in-person meeting annually with BJA and other COSSUP TTA providers in Washington, D.C.
- TTA providers must be aware of work of other federal agencies within their subject area, include federal partners in their work, and support BJA's activities with other federal partners.
  - Coordination across stakeholder groups. The TTA provider must schedule 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).
  - Collaboration with BJA fellows and BJA supported evaluators to ensure evidence-based programs and principles are included within the program design.
  - Coordination and collaboration with federal and national partners, specifically the Center for Disease Control and Prevention related to interagency agreement activities. The TTA provider must serve as a coordinator with federal partners and support strategies as defined with BJA staff.
7. The TTA provider must serve as a thought leader and information clearinghouse for relevant research and best practices. All products must be made available on the [COSSUP Resource Center](#). The TTA provider must:
- Create educational products (e.g., fact sheets, webinars, publications, other media) that focus on expanding OFR knowledge and distribute these materials through the COSSUP Resource Center and BJA's networks. This includes the identification of knowledge gaps for the field at large and/or for specific practitioners and addressing the identified gaps through a variety of products or resources.
  - Provide, at a minimum, the following tools in their assigned area, using clear and concise language, appropriate tone, and captivating visuals or formatting where applicable: content for a minimum of four webinars and one podcast per year, including development of written materials and identification of speakers, and a minimum of two brief articles (approximately one page) every other month for the COSSUP newsletter and two substantive articles per year (approximately four to six pages) for each year of the grant on topics identified in collaboration with BJA.
  - Maintain subject matter expertise to support the enhancement of virtual training program. This training program will be part of the Online Learning Center housed under the COSSUP Resource Center.
  - Convene practitioner learning communities, communities of practices, and forums, based on their respective projects/programs, to explore best practices and lessons learned. Forums will include state infrastructure to support local OFR events, state agency staff communities of practice, state meet and greets, OFR data user group, annual OFR national forum, and tribal-specific events (e.g., focus groups, communities of practice, meetings). The annual OFR national forum costs will include conference meeting space to accommodate approximately 350 attendees, audiovisual equipment and services, conference materials, planning, and presenters.
  - 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. Grantees should present at a minimum of three national events and budget for attendance of three COSSUP grantees at each.

- Offer OFR training opportunities on topics such as planning, implementation, enhancement, data systems, and others as needs arise from the field.
  - Administer the [OFR Mentor Program](#).
  - Maintain the [OFR website](#).
8. In order to further OJP's mission to advance community safety, build community trust, and strengthen the community's role as coproducer of safety and justice, OJP added a funding priority for those COSSUP Site-based grantees that will provide services to historically marginalized and underserved populations. As a result, COSSUP TTA providers must demonstrate the knowledge, skills, and proposed innovative strategies they will employ to support COSSUP grantees as they bridge the gap to service delivery for historically marginalized and underserved populations in the following areas:
- Accessing onsite and virtual training and technical assistance
  - Dissemination of webinar, podcast, newsletters, curricula, and other related content
  - Equal access to medication-assisted treatment and ancillary services
  - Transitional housing assistance and community reintegration
  - Peer learning or best practice information exchanges
  - Connection to and engagement with national organizations and grassroots partners
9. The TTA provider must maintain a contact list 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.
10. Quarterly reporting to BJA on the implementation status of assigned grantees, with a particular emphasis on grantees that are experiencing successes and on those in need of programming or administrative support.
11. The TTA provider will be expected to prepare and submit end of year annual reports, in addition to other reporting required. The template will be provided and submitted for BJA review. The report will include best practices and success stories, including site-based activity. These reports are for the calendar year and are due 30 days after the end of the year.

Program objectives and deliverables should be included in one timeline.

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

Applicants should consider the most effective and efficient ways for reaching the field in proposing approaches to the work. Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year. The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.

### ***Funding Restrictions***

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

Note that grantees are prohibited from using federal funds to support activities that violate the Controlled Substances Act.

#### [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.

#### [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

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

#### [Costs Associated With Language Assistance \(if applicable\)](#)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

#### [Unmanned Aircraft Systems](#)

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

#### [Budget/Financial Attachments](#)

##### [Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

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

##### [Indirect Cost Rate Agreement \(if applicable\)](#)

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

#### Consultant Rate (if applicable)

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

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

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

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

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [Application Resource Guide](#) for information.

#### ***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.

#### Letters of Support (if applicable)

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

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

#### 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.

#### [Sample Work Products](#)

Applicants should provide three examples of high-quality products the organization has produced that demonstrate the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TA final report with recommendations, graphics, etc.).

#### [Research and Evaluation Independence and Integrity Statement \(if applicable\)](#)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

#### [Disclosures and Assurances](#)

The applicant will address the following disclosures and assurances.

##### [Disclosure of Lobbying Activities](#)

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

##### [Applicant Disclosure of Duplication in Cost Items](#)

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

##### [DOJ Certified Standard Assurances](#)

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

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

##### [Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and

conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## **Application Review Information**

### **Review Criteria**

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

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must 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 (10%): 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 (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, 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 insert 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**

Post award, grant recipients will be required to submit performance metric data semiannually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers>.

The performance measures can be found at: <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

## Application Checklist

### BJA FY 2024 Comprehensive Opioid, Stimulant and Other Substance Use Program Overdose Fatality Review 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#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 is within the allowable limit(s) of \$2,000,000.

##### *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](#))
- Disclosure of Process related to Executive Compensation (see [Application Resource Guide](#))

### **Additional Application Components**

- 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)
- Letters of Support (if applicable)
- Resumes of key personnel (if applicable)
- Sample Work Products
- 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.