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

Solicitation Title: BJA FY24 Office of Justice Programs Community Based Violence Intervention and Prevention Initiative Training and Technical Assistance Program
Assistance Listing Number: 16.045
Grants.gov Opportunity Number: O-BJA-2024-172177
Solicitation Release Date: June 7**,** 2024
Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on July 30, 2024
Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on August 6, 2024

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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, in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the Office of Victims of Crime (OVC), seeks applications to provide a range of training and technical assistance (TTA) to grantees and the field at large under the Community Based Violence Intervention and Prevention Initiative (CVIPI). This will build on the portfolio of existing providers and add new expertise in the following areas: trauma-informed practices and workforce development for Community Violence Intervention (CVI) organizations and staff, mass casualty shooting reviews, law enforcement engagement with CVI programs, TTA network support and coordination, and strategic communications.

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

Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00065-PROD	Category 1: TTA Network Support and Coordination	1	$3,500,000	10/1/2024	36 months
C-BJA-2024-00066-PROD	Category 2: TTA on Trauma-Informed Practices and Workforce Development for CVI Organizations and Staff	1	$2,500,000	10/1/2024	36 months
C-BJA-2024-00067-PROD	Category 3: Mass Casualty Shooting Review TTA	1	$1,500,000	10/1/2024	36 months
C-BJA-2024-00068-PROD	Category 4: Law Enforcement Engagement TTA	1	$1,000,000	10/1/2024	36 months
C-BJA-2024-00069-PROD	Category 5: Strategic Communications	1	$600,000	10/1/2024	36 months

Eligibility

Categories 1-5:

- Public- and State-controlled institutions of higher education
- Private 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
- 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. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the "How To Apply" section, Experiencing Unforeseen Technical Issues.

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

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

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 by the JustGrants application deadline. See the Submission Dates and Time section for application deadlines.

Program Description

Program Description Overview

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

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With this solicitation, BJA, in coordination with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the Office of Victims of Crime (OVC), seeks applications to provide a range of training and technical assistance (TTA) to grantees and the field at large under the Community Based Violence Intervention and Prevention Initiative (CVIPI). This will build on the portfolio of existing providers and add new expertise in the following areas: trauma-informed practices and workforce development for Community Violence Intervention (CVI) organizations and staff, mass casualty shooting reviews, law enforcement engagement with CVI programs, TTA network support and coordination, and strategic communications.

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

Statutory Authority

Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 149).

Specific Information

OJP is funding a growing network of TTA providers to support both grant funded CVIPI projects and the field at large. In FY22, OJP funded a national TTA provider for site-based grantees and two providers to support the CVIPI Field Resource Center. In addition, OJP funded intermediary organizations in both FY22 and FY23 to provide resources and TTA to smaller, grassroots CVI programs. To learn more about these resources, see information about Categories 5, 6, and 7 in the FY22 CVIPI solicitation and Category 4 in the FY23 CVIPI solicitation.

The network was expanded in FY23 to include TTA to support Researcher-Practitioner partnerships and violent crime analysis funded by the National Institute of Justice (NIJ). To learn more about these resources, see information about Categories 1 and 2 in the FY23 NIJ Research, Evaluation, and Associated TTA Support solicitation.

This solicitation is funding five new categories of TTA providers as follows:

Category 1: TTA Network Support and Coordination will facilitate the coordination of the OJP CVIPI network of TTA providers that will provide TTA to grant-funded CVIPI projects and the broader CVIPI field. This will include management of a centralized website, planning and coordination for the annual CVIPI grantee conference, development of a data dashboard for site-based awards, coordination of communication and collaboration within the network of TTA providers, and support for development of consistent, high-quality publications and resources for the field. The provider will support the other CVIPI TTA partners in capturing the progress and impact of the TTA on the field, as well as lessons learned.

This CVIPI TTA Network Support provider will support and complement the activities and expertise of the existing TTA providers, as well as the TTA providers funded under Categories

2-5 of this solicitation, by coordinating resources and materials across the portfolio into one online central resource center available to state, local, and tribal entities and their community partners nationwide. The provider will facilitate coordination and collaboration of the network of CVIPI TTA providers and intermediary organizations to share lessons learned and information about knowledge sharing resources and tools. This will include management of a centralized website that will facilitate easy access to TTA provider resources, coordination of communication and collaboration between the network of TTA providers, and support for the development of consistent and high-quality publications and resources for the field. The provider will also serve as the lead to plan, coordinate, and execute the annual CVIPI grantee conference. This conference of about 800 people brings together teams from CVIPI grantees to learn about strategies to reduce and prevent community-based gun violence and participate in skills-based training and peer-to-peer learning opportunities. The provider will also develop a data dashboard for site-based awards that will combine information from multiple sources to provide easy access for both OJP and the field to information about the site-based projects and status of the work they are doing.

OJP is seeking a TTA provider to support infrastructure development for this growing network of CVIPI TTA providers. This includes providing logistical support associated with online and in-person training, data collection, national events, resource center, website management, and publications. The CVIPI TTA Network provider teams will assume the lead for all subject matter specific content and the selected CVIPI TTA Network Support provider will deliver the content, coordinate onsite TTA, coordinate national meetings, and disseminate written newsletters and publications.

Category 2: TTA on Trauma-Informed Practices and Workforce Development for CVI Organizations and Staff will provide support to CVIPI grant-funded projects to promote trauma-informed health and wellness for CVI staff. This will include assistance with development of agency wellness plans and program policies, development of toolkits and other guidance resources, support for a hotline and/or referral services for CVI workers in crisis, and support for training and peer-to-peer learning on how to provide trauma-informed support for CVI staff. This will also include TTA for development of job skills such as computer literacy and social media use that would assist in current job duties and would also be transferable to other careers. This will include assessing and identifying strategies for long-term employment of CVI workers.

'Vicarious trauma' describes the cumulative effects of exposure to information about traumatic events and experiences, potentially leading to distress, dissatisfaction, hopelessness, and serious mental and physical health problems (Monash Gender and Family Violence Prevention Centre, DV Vic & DVRCV, 2021). CVI workers experience this ongoing exposure to vicarious trauma as part of their jobs, and many bring with them their own history of trauma. CVI organizations, both small grassroots and larger organizations, often do not have the resources to provide the necessary support for their staff around these issues. Without access to critical supports, the health and wellbeing of CVI staff may suffer. In addition to the individual level impacts, inadequate awareness of and support for vicarious trauma can create organizational challenges for CVI organizations—such as high staff turnover, burnout, and apathy—all of which can reduce the quality of services, hinder program effectiveness, and impede the response to the community.

Promisingly, the field is building knowledge and awareness of vicarious trauma and its effects on the CVI workforce and has developed strategies to address these issues through both individual self-care and organizational approaches. The Office for Victims of Crime (OVC) has produced a number of resources in this area, including webinars and trainings offered through OVC's [TTA Center](#) (i.e., Compassion Fatigue/Vicarious Trauma, Building Resiliency in Child Abuse Organizations) and OVC's [Vicarious Trauma Toolkit (VTT)](#). The field has also grown to recognize the importance of customized organizational approaches to establish protocols, policies, and responses that reflect the unique needs of each CVI organization.

The overall goal of this TTA project is to successfully develop and disseminate community-based approaches that buffer and mitigate the negative effects of vicarious trauma on CVI organizations and their staff. This effort will select a provider to offer TTA support and create resources for CVI programs to promote vicarious trauma-informed strategies that address the health and wellness of their organization and staff. In addition, the provider will assess and develop strategies to better connect these CVI workers with career pathways with opportunities for long term growth. This includes access to training for important work skills, such as computer literacy, as well as exploring the development of connections to other industries that CVI workers might pursue.

TTA efforts will use the VTT's [Five Organizational Strategies](#) as a framework to develop related CVI-focused training and resources.

1. Leadership and Mission: The project should promote approaches for CVI organizations to proactively integrate vicarious trauma-informed strategies into workplace values, operations, and practices. This will include assistance with development of agency wellness plans and program policies, development of resources and guidance on issues around organizational wellness and how to support staff in addressing their own historical trauma as well as the vicarious trauma that comes with the job.

2. Management and Supervision: The project should include the development of protocols to support trauma-informed management and supervision of CVI workers, including protocols to support CVI workers in crisis, and support for training and peer-to-peer learning on how to provide trauma-informed support for CVI staff.

3. Employee Empowerment and Work Environment: The project should include the development and dissemination of practices to promote and maintain a healthy workforce and foster teamwork, encourage collaboration both within and outside the organization, create formal and informal opportunities for staff to connect with one another, and offer opportunities to diversify job tasks.

4. Training and Professional Development: The project should include development of TTA to support job skills-building, such as computer literacy and social media use, that would assist in current job duties and would also be transferable to other roles and career pathways. This should also explore how local partnerships and employers can be engaged to support long-term career paths for CVI workers.

5. Staff Health and Wellness: The project should include the development and dissemination of approaches for CVI organizations that recognize links between health/wellness and staff satisfaction and productivity, devote time and resources to

promoting staff well-being, encourage and provide health and wellness activities, and incorporate wellness into policies and practices.

Category 3: Mass Casualty Shooting Review TTA will focus on the intersection between CVI and Multiple Casualty Shooting (MCS) incidents. CVI street outreach workers are often among the first responders to MCS incidents, but they are frequently left out of official local after-action responses. OJP is seeking a provider to deliver TTA for to up to five CVIPI grantee sites to pilot a multiple stakeholder review process and to develop a toolkit for communities to use in conducting these reviews. The provider will also develop an MCS data system to collect information on these incidents and the recommendations developed in communities conducting MCS Reviews. The provider will be expected to employ a [trauma-informed approach](#) to this work.

Gun violence, particularly MCS, remains a pressing issue in our country, impacting the safety, health and wellbeing of communities nationwide. Multiple casualty shootings, defined as four or more victims injured or killed, have become more prevalent in the United States, jumping from 445 mass shootings in 2019 to 631 in 2020 and holding around 700 in 2021-2023. MCS occur frequently in urban communities with high crime rates, yet these events rarely receive the same level of coordinated response as MCS in schools or large public events. This is due largely on of guidelines and other limitations on traditional mass violence programs, which focus on high profile MCS events in schools and other public arenas. Limited detailed information is known about these events and few prevention/intervention strategies exist to interdict a MCS event. There is a growing body of evidence that multi-stakeholder event reviews help reduce crime and improve community safety. The [Milwaukee Homicide Review Commission](#) was associated with a significant 52% decline in homicides in the intervention districts. A DOJ report found that Milwaukee's Homicidal Review Commission "better positioned criminal justice, social service, and community-based organizations to address high-risk places and people central to recurring homicide problems." The model is cited as "effective" and received the highest rating, by both [Crime Solutions](#) and the [Office of Community Oriented Policing Services](#).

OJP is seeking a TTA provider to work with up to five FY22 and/or FY23 CVIPI sites-based grantees, chosen in collaboration with OJP after award, to pilot a multiple stakeholder review process that builds on existing efforts and effective critical incident review models, and to develop a toolkit for communities to use in conducting these reviews. These efforts will build knowledge and understanding of MCS, while creating a framework to respond to, learn from, and prevent incidents.

Category 4: Law Enforcement Engagement TTA will inform efforts to define the role of law enforcement in working with CVI outreach workers and agencies, including identifying model approaches, enhancing agency culture to support these collaborations, and facilitating the sharing of crime data in ways that are mutually beneficial. The provider will be expected to develop a plan for recommended training and development strategies for law enforcement to support collaborations with local CVI efforts.

CVI providers and law enforcement agencies share a joint mission of saving lives and enhancing public safety. However, there is too often a lack of understanding and trust between CVI workers and law enforcement leaders. Building mutual respect and effective working relationships can help enhance the efforts of both community-based partners and their law enforcement counterparts. Data from law enforcement agencies can help community partners analyze where violence happens, who is specifically involved in violence, what type of violence

is occurring, and when violence most frequently occurs. In turn, partnerships with CVI organizations can help law enforcement agencies strengthen relationships with the community and build understanding of residents' perspectives, experiences, and needs. Additionally, CVI workers have the credibility to reach individuals at highest risk of violence, serving as a critical complement to law enforcement activities and helping agencies achieve the shared goal of violence reduction.

OJP is seeking a TTA provider to develop resources and tools to help facilitate better understanding and relationships between community-based organizations implementing CVI strategies and local law enforcement agencies. This includes the development of educational resources about CVI tailored for law enforcement audiences, joint training opportunities for CVI workers and law enforcement officers on issues around roles and responsibilities, and tools and guidance for data sharing and addressing gaps in trust.

Category 5: Strategic Communications will increase the capacity of the CVI field to build knowledge of and engagement with CVI strategies.

As the CVI field continues to develop and professionalize, it is important for practitioners and organizations to communicate effectively with other criminal justice system stakeholders and with the general public. Although community leaders have been engaged in CVI work in the field for decades, other stakeholders and the general public are often less familiar with CVI strategies and the valuable contribution that they play as part of a comprehensive violent crime strategy in a community. To build public awareness and facilitate the cross-sector partnerships that are critical to the success of CVI work, the CVI field must start by building understanding and of their work among key stakeholders and the public alike. Thus, the ability to effectively communicate the vision, mission, role, impact, and story of CVI is essential to building and sustaining collaborative approaches to community safety.

To facilitate these goals, the provider will examine the CVI current communications landscape to identify strengths, gaps, and areas of opportunity for public education. The provider will use these findings to inform the development of:

1) **Resources, trainings, and tools for strategic communications and narrative change, designed for use by CVI leaders and practitioners.** The provider will engage with CVI leaders to develop a cohesive set of core messages and communications concepts that are culturally responsive and aligned with the perspectives of the field, as well as guidance for tailoring communications to key audiences and partners, such as justice system practitioners, researchers, and the general public. The provider will help the CVI field incorporate research findings into their communications by distilling complex findings into clear, concise, and user-friendly language that is accessible, applicable, and relevant to a range of audiences.

2) **Multimedia communications products that capture the impact and tell the story of the CVI field.** The provider will work with CVIPI grantees to produce and disseminate a cohesive set of multimedia products that help capture the impact and tell the story of the work to a broader audience. Products should include a "story bank" and other visual storytelling resources for CVIPI, as well as other multimedia products that elevate the voices of CVI leaders and practitioners as part of a cohesive public education narrative.

Solicitation Goals and Objectives

Goals

The goal of the CVIPI TTA solicitation is to improve community safety outcomes by equipping CVIPI grantees and the broader CVI field with the resources, knowledge, and support to prevent and intervene in community violence.

Objectives

The objectives of the program include:

- Increase the number of CVI organizations receiving TTA.
- Support and enhance the quality of CVIPI TTA provided to communities implementing CVI strategies.
- Increase CVI organizations' awareness of and competency around evolving issues, including trauma and wellness, MCS, collaboration with law enforcement, and strategic communications.
- Ensure the CVI field, including organizations that have not received CVIPI awards, are benefiting from TTA.

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

Priority Areas

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

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include, but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

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

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

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards
>   Category 1: 1
>   Category 2: 1
>   Category 3: 1
>   Category 4: 1
>   Category 5: 1

Anticipated Maximum Dollar Amount per Award: Awards will be up to $3,500,000
>   Category 1 anticipated maximum amount: $3,500,000
>   Category 2 anticipated maximum amount: $2,500,000
>   Category 3 anticipated maximum amount: $1,500,000
>   Category 4 anticipated maximum amount: $1,000,000
>   Category 5 anticipated maximum amount: $600,000

Period of Performance Start Date: October 1, 2024
Period of Performance Duration (Months): 36
Anticipated Total Amount To Be Awarded Under This Solicitation: $9,100,000

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 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 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 30, 2024.

The **full application** must be submitted in JustGrants by 8:59 PM, August 6, 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.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

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

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

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the Application Resource Guide.

Application and Submission Information

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

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

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

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

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

Intergovernmental Review: This funding opportunity **is 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, the category applicant is applying for, 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
- Provide a thorough understanding of CVI strategies.
- Describe the challenges communities face in planning and implementing CVI strategies and community-oriented cross-sector initiatives and the need for TTA or services relevant to the category applying under.
- Describe the challenges in leveraging tools and strategies across several areas of expertise and responsibility for comprehensively addressing community safety issues that can be a barrier to developing long-term community stability.
- Depending on the category applying under, describe the nature of the issues and challenges related to coordination and integration of multiple TTA providers; trauma, wellness and workforce development for CVI workers; MCS events; law enforcement engagement with CVI programs; or strategic communications in the CVI field.

b. Project Design and Implementation
- Identify strategies for designing and implementing the deliverables.
- Include a comprehensive timeline/project plan that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity. The timeline/project plan should clearly connect to the proposed strategy.
- Demonstrate a well-thought-out plan for transferring knowledge and lessons learned to the field.
- Describe how the applicant will identify and assess TTA needs of the targeted recipients.
- Describe the goals, objectives, and deliverables for providing TTA to existing CVI site-based grantees or interested communities that are not currently receiving a CVI site-based grant; address how this TTA will accommodate them and be tailored to address the range of local capacity (from high capacity to low capacity).

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
For Categories 1-4:
- Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment of need and delivery of technical assistance, as well as tracking, evaluation, and follow-up.

- Describe the expertise of the applicant and any subject matter experts (SMEs) to provide technical assistance to local sites in implementing data-driven, research-based assessment and planning processes. This should include information on the applicant's plan to include a diverse team of staff, trainers, and/or SMEs that reflect a mix of experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.
- Describe the organization's expertise in delivering and implementing TTA on violence reduction, CVI strategies, community engagement and trust building, revitalization, and community-oriented strategies in urban, rural, and tribal jurisdictions. Attachments with examples of prior work should document this expertise. Provide examples of the organization's experience in using TTA strategies that include developing tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.
- List the consultants or partners with whom the organization plans to work to deliver TTA services. For each consultant or partner, include a letter of support.
- Describe the management structure and outline the organization's ability to conduct the individual activities.
- Describe the staff's experience, and how the organization will recruit and partner with individuals and other organizations with expertise to enhance the organization and staff's experience in developing and providing TTA. Include position descriptions for the key positions.

For Category 5:

- Describe the organization's ability to develop and deliver user-friendly strategic communications guidance, tools, and trainings. This should include information on the applicant's plan to include a diverse team of staff, trainers, and/or SMEs that reflect a mix of experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.
- Describe the organization's expertise and experience in developing and disseminating multimedia communications products, including storytelling resources, related to violence reduction, CVI strategies, community engagement and trust building, revitalization, and/or community-oriented strategies.
- List the consultants or partners with whom the organization plans to work. For each consultant or partner, include a letter of support.
- Describe the management structure and outline the organization's ability to conduct the individual activities.
- Describe the staff's experience, and how the organization will recruit and partner with individuals and other organizations with expertise to enhance the organization and staff's experience. Include position descriptions for the key positions.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization

(examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

    d. **Plan for Collecting the Data Required for This Solicitation's Performance Measures**
- Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.
- Identify what data will be collected, who will be responsible for collecting and reporting the data, who is responsible for the accuracy of the performance data, how the data will be stored, how any personally identifiable information will be protected, and how the information will be used to guide the provision of TTA.

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

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "Goals and Objectives" section. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found here. A list of performance measure questions for this program can be found on the BJA website at https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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.
  - **Category 1: TTA Network Support and Coordination**
    To support the growing network of CVIPI TTA providers by coordinating activities and sharing lessons learned between the providers.
  - **Category 2: TTA on Trauma Informed Practices for CVI Organizations and Staff**
    To build the capacity of CVI agencies and partners by providing grantees and the field with resources and technical assistance related to wellness and vicarious trauma.

- o **Category 3: MCSR TTA**
  To understand contributing factors to MCS and develop a toolkit to assist communities in responding to and learning from their MCS.
- o **Category 4: Law Enforcement Engagement TTA**
  To enhance understanding and relationships between CVI outreach workers and local police departments, and develop initial technical assistance strategies to translate this knowledge.
  Category 5: Strategic Communications
  To build the capacity of the CVI field to effectively increase understanding of CVI strategies.
- **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.
  - o **Category 1: TTA Network Support and Coordination**
    - Coordinate communication and activities across a collaborative of CVIPI TTA providers and a growing number of intermediary organizations to enhance the ability of TTA providers to meet the needs of grantees and the field at large.
    - Plan, coordinate, and execute the annual CVIPI grantee conference in collaboration with OJP staff.
    - Aggregate national data and engage proactively with CVIPI grantees to assess progress, address challenges, and identify sustainable solutions.
    - Develop a centralized online hub for CVIPI TTA resource websites created by TTA providers and intermediary organizations.
    - Facilitate quarterly collaborative discussions with TTA and intermediary partners and support ongoing communication or smaller meetings between these partners.
    - Collect, maintain, and disseminate information about effective policies, programmatic practices, and trends relevant to CVIPI grantees, stakeholders, and policy makers. This should be done in coordination with TTA and intermediary partners.
    - Communicate regularly with OJP staff to assess the impact of services on program goals and review the progress of the CVIPI grantees.
    - Establish clear protocols for OJP review and approval of TTA resources and other activities affecting program services and goals.
    - Ensure the CVIPI resources content is relevant and frequently updated to reflect scientific, evidence-based principles, and Administration priorities. This should include curricula, website content, media coordination, and other related work products.
  - o **Category 2: Vicarious Trauma and Workforce Development Training Technical Assistance for CVI Organizations and Staff**
    - Offer TTA to CVI organizations and their staff (virtually and in-person), including assistance with developing policies, procedures, and related guidance to address vicarious trauma and other related challenges in CVI organizations and their staff.
    - Participate in conferences, roundtables, and other events (virtually or in-person) as presenters, as needed; and maintain a library of sample

vicarious trauma-informed policies, practices, and exemplary materials, including training material adaptable for CVI organizations.
- Develop and pilot new materials and training or enhance and adapt existing resources around vicarious trauma to meet the unique needs of CVI organizations and their staff.
- Provide guidance to CVI organizations interested in enhancing their organizational capacity to address vicarious trauma within their organization and among their staff.
- Promote the importance of vicarious-trauma informed policies, practices, and procedures to CVI organizations.
  - **Category 3: Mass Casualty Shooting Review (MCSR) TTA**
    - Assess the viability, usefulness, and scalability of a MCSR for local and regional responses.
    - Create the tools and training requirements for communities to implement a MCSR.
    - Increase equitable access to and deployment of resources in response to MCS incidents impacting communities of color.
  - **Category 4: Law Enforcement Engagement TTA**
    - Increase understanding of and engagement with CVI strategies within police departments across the country.
    - Increase the number of touchpoints between police and CVI practitioners, where different representatives from both sides can interact, work together, and develop trusting relationships.
  - **Category 5: Strategic Communications**
    - Develop tools and resources for CVIPI grantees and the field at large to effectively communicate with a range of audiences about their work.
    - Support the development of a cohesive set of multimedia and visual storytelling products that elevate the voices and stories of the CVI field to build public understanding of CVI strategies.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Deliverables Expected by Successful Applicants

Category 1: TTA Network Support and Coordination

With guidance, direction, and approval from OJP, the provider will:

- Provide logistical support to produce webinars, podcasts, and other distance learning opportunities on behalf of OJP and CVIPI TTA network providers. Applicants should plan to provide logistical support for up to 40 distance learning events per year for each year of the grant. The selected TTA provider will be responsible for advertising the distance learning events, managing registration and sending event reminders, recording distance learning events, conducting post-event evaluations with attendees, and summarizing event evaluations. In addition, the selected provider should plan to produce a monthly series of webinars and/or podcasts, working with TTA and intermediary organizations who will provide content.

- Produce and electronically distribute a quarterly update for all CVIPI Network TTA efforts. The quarterly update should include, at a minimum, a listing of upcoming conferences and training events, summaries of articles and work products for topics relevant to CVIPI grantees, and updates regarding CVIPI TTA data analysis.
- Coordinate annual applicant webinars, stakeholder briefings, and new grantee orientation calls for all CVIPI programming.
- Collect, distribute, and maintain project-specific communication, articles of interest, reports, and other information relevant to CVIPI Network of TTA providers.
- Coordinate CVIPI TTA Network conference calls, including preparing agendas and briefing materials, and developing and distributing meeting summaries. These calls are expected to occur quarterly.
- Support CVIPI TTA providers in the review of reports and publications to prevent duplication and ensure consistency. Provide coordination support for project planning and implementation across CVIPI TTA providers to ensure efforts are coordinated and complementary.
- Coordinate and collaborate with BJA and other TTA providers to establish a protocol for collecting appropriate performance measures data from CVIPI site-based grantees in order to track impact of the policies and programs implemented with CVIPI TTA and site-based funding.
- Coordinate and collaborate with BJA and other TTA providers to produce an annual report summarizing performance data from the CVIPI site-based grantees.
- Maintain a centralized online CVIPI Resource Center hub where all TTA services and other relevant resources are made available to CVIPI grantees and the broader stakeholder community, to include information on CVIPI publications, activities, and resources. The website should also include a data dashboard, up-to-date data visualization maps, and related utilities highlighting the work and best practices of CVIPI grantees.
- Manage the logistics associated with the various virtual and in-person CVIPI grantee meetings. This includes working with OJP staff to identify venue for meetings, submitting meeting approval requests, working with other TTA providers to establish an agenda, managing virtual meetings or in person logistics, and speaker and attendee reimbursement (where applicable), producing meeting materials, writing brief meeting summaries, and completing post-conference meeting evaluations. Applicants must budget for the logistical support associated with the following events:
  - An annual national convening for up to 800 participants, including CVIPI grantees, non-grantees, federal officials, and others interested from national organizations. Expenses for up to 30 speakers should be budgeted. Please note that applicant is expected to commence planning for the spring 2025 CVIPI conference as soon as award is made.

The selected logistics TTA provider should develop contingencies to produce some or all in-person events as virtual events to account for public health and/or travel restrictions. Moreover, virtual events are often the only option for some small or rural jurisdictions due to budgetary or geographic limitations.

Category 2: TTA on Trauma Informed Practices for CVI Organizations and Staff

With guidance, direction, and approval from OJP, the provider will:

- Develop and implement a TTA plan that includes a strategy for intake of CVI organizations requesting support, and modes of TTA delivery. This TTA plan should be informed by initial assessments of a group of CVI agencies and feedback from experts in the field and should include a dynamic task plan and timeline for making new TTA products and services available to the field over the life of the project.
- Develop and implement an innovative plan to build awareness and promote the implementation of vicarious trauma-informed approaches among CVI organizations and the field.
- Produce a robust set of training resources for distribution to the CVI field, to include sample vicarious trauma-informed policies, practices, and materials, as well as training material adaptable for CVI organizations.
- Create a set of measurement standards to which trainees are able to measure the impact of trainings.
- Offer training content and SME by participating in the annual CVI conference and at least six conferences, roundtables, and other events (virtually or in-person) as presenters, as needed.

Category 3: MCSR TTA

With guidance, direction, and approval from OJP, the provider will:

- Create tools and trainings for communities to implement an MCSR.
- Develop a toolkit for MCSRs in jurisdictions with active CVI programs and a MCSR data system to collect information on MCS and the recommendations developed in communities conducting MCSRs.
- Develop a report identifying lessons learned and promising practices.
- Test the tools via pilots in at least five sites.
- Offer training content and subject matter expertise by participating in the annual CVI conference and at least three conferences, roundtables, and other events (virtually or in-person) as presenters, as needed; and maintain a library of sample MCSR policies, practices, and exemplary materials, including training material adaptable for CVI organizations and partners.

Category 4: Law Enforcement Engagement TTA

With guidance, direction, and approval from OJP, the provider will:

- Work with BJA to engage with law enforcement and CVI organizations to increase understanding of and engagement with CVI strategies within police departments across the country.
- Develop a series of educational resources for law enforcement agencies, designed to facilitate understanding of and support for CVI strategies. This may include but is not limited to guidance documents, tools, training modules, and other resources and should have recommended strategies for fostering honest conversations within departments on issues of concerns and skepticism about CVI strategies and CVI outreach workers. Online and in-person train the trainer models may be proposed for implementing TTA. Topics covered should include issues around:

- o What CVI is and isn't
- o The different but complementary roles and responsibilities of both police and CVI practitioners in violence reduction
- o Causes of violence
- o How to develop relationships and trust between law enforcement and CVI as well the importance of holding both sides accountable for standards of conduct
- Develop joint training opportunities for law enforcement and CVI workers that include relationship-building exercises, collaborative practices, and role playing to develop strong working relationships. Such trainings could also include discussion of common health and wellness issues shared by law enforcement and CVI workers and strategies for addressing these issues. The TTA could include use of peer-to-peer training across jurisdictions and/or targeted training for specific communities.
- Development of guidance documents, videos, online training, and/or other resources on:
  - o Strategies for information sharing based on lessons learned and real-world examples from communities effectively sharing such information
  - o Strategies for how to address distrust between CVI practitioners and police officers
  - o How-to guides for holding public safety forums between communities, CVI workers, and law enforcement to improve understanding and develop shared goals around public safety
  - o Sample policies, practices, and materials, including training material adaptable for law enforcement and CVI organizations
- Develop content for the CVIPI website and resources and tools for law enforcement training programs with guidance on the following topics:
  - o Standardized conflict resolution training
  - o Truth and reconciliation training
  - o Crisis response and de-escalation training
  - o Cognitive behavior intervention
- Offer training content and subject matter expertise by participating in the annual CVI conference and at least three conferences, roundtables, and other events (virtually or in-person) as presenters, as needed.

Category 5: Strategic Communications

With guidance, direction, and approval from OJP, the provider will:

- Conduct an assessment of the strengths, gaps, and opportunities within the CVI communications landscape.
- Create cohesive strategic communications guidance for the CVI field, including core messages that distill evidence into accessible and user-friendly language, as well as messaging concepts tailored to specific stakeholders.
- Develop resources, trainings, and/or toolkits to assist the CVI field in effectively utilizing communications platforms, including social media and traditional media, to build awareness of their work.
- Develop a cohesive set of multimedia products, including a "story bank" and visual storytelling resources, for CVIPI that elevate the voices of CVI leaders and practitioners and help tell the story of this work.
- Identify and leverage opportunities for public education around CVI strategies.

- Engage with CVI leaders to ensure that all resources and products are culturally responsive and aligned with the perspectives and experiences of the field.
- Develop up to three strategic communications training sessions for delivery at the 2025 and 2026 CVIPI Grantee Conference.

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.

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.

Tribal Authorizing Resolution (if applicable)

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

Letters of Support (if applicable)

Applicants 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.

Supporting Documentation of Past TTA Delivery Experience

Attach documentation of prior experience delivering TTA, including URL of a website built and maintained, example of individualized technical assistance work plan, sample policy documents, fact sheets, and sample curriculum. Applicants will submit the examples by uploading the document as an attachment in JustGrants.

Research and Evaluation Independence and Integrity Statement (if applicable)

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

Applicant Disclosure of Duplication in Cost Items

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

DOJ Certified Standard Assurances

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law

Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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

- The application must be submitted by an eligible type of applicant.
- The application must 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 (20%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

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 OJP 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

https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers

Application Checklist
BJA FY24 Office of Justice Programs Community Based Violence Intervention and Prevention Initiative 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).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 in the Application Resource Guide).
- Sign up for Grants.gov email notifications (optional) (see Application Resource Guide)
- Read Important Notice: Applying for Grants in Grants.gov (about browser compatibility and special characters in file names).
- Read OJP policy and guidance on conference approval, planning, and reporting available at https://www.ojp.gov/funding/financialguidedoj/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 $9,100,000.

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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035 Grants.gov customer support, or support@grants.gov regarding technical difficulties (see "Application Resource Guide" section on Experiencing Unforeseen Technical Issues).

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

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

Application Step 2
Submit the following information in JustGrants:

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

Budget and Associated Documentation
- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see Application Resource Guide)
- Indirect Cost Rate Agreement (if applicable) (see Application Resource Guide)
- Disclosure of Process related to Executive Compensation (see Application Resource Guide)

Additional Application Components
- Research and Evaluation Independence and Integrity (if applicable) (see Application Resource Guide)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see Application Resource Guide)
- Letters of Support (if applicable)
- Supporting Documentation of Past TTA Delivery Experience
- 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 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 and find frequently asked questions.

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.