

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



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**Solicitation Title:** BJA FY24 Invited to Apply- Prison Rape Elimination Act (PREA) Reallocation Funds Program

**Assistance Listing Number:** 16.738

**Grants.gov Opportunity Number:** O-BJA-2024-172178

**Solicitation Release Date:** September 4, 2024

**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on October 16, 2024

**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on October 21, 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 to provide information, support, and assistance to state, local, and tribal correctional agencies and facilities to prevent, detect, and respond to sexual abuse and sexual harassment, as well as implement the National Prison Rape Elimination Act (PREA) Standards.

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

With this solicitation, BJA seeks applications for funding to provide information, support, and assistance to state, local, and tribal correctional agencies and facilities to prevent, detect, and respond to sexual abuse and sexual harassment, as well as implement the National PREA Standards. This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights by decreasing the likelihood that inmates, residents, and detainees are sexually victimized in confinement facilities prior to being released to communities across the nation. Reductions in prison rape also create safer work environments for staff members in prisons and jails, juvenile confinement facilities, community confinement facilities, and police lockups.

## Eligibility

- Other

In general, OJP expects that a prospective applicant that is sent an OJP Invitation Letter will be eligible to receive funding as described in the invitation. (Under certain circumstances, however, OJP ultimately may determine that an invited applicant is not, in fact, legally eligible to receive an award.)

Applicants are limited to eligible State Administering Agencies (SAAs) for states, the District of Columbia, the Commonwealth of Puerto Rico, the Northern Mariana Islands, the U.S. Virgin Islands, Guam, and American Samoa that have submitted an assurance to DOJ that at least 5 percent of Edward Byrne Memorial Justice Assistance Grant (JAG) funding will be used to achieve full compliance with the PREA Standards per [34 U.S.C. §30307\(e\)\(2\)\(E\)](#). The list of eligible SAAs and award amounts can be found in appendix A.

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

## Agency Contact Information

For assistance with the requirements of this solicitation, contact Ania Dobrzanska, BJA Grants Management Specialist, by telephone at 202-598-7476 or by email at [Ania.Dobrzanska@usdoj.gov](mailto:Ania.Dobrzanska@usdoj.gov).

## **Application Submission Information**

### **Registration**

Before submitting an application, all applicants must register with the [System for Award Management \(SAM\)](#).

### **Submission**

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

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

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

## Program Description

### Program Description Overview

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

With this solicitation, BJA seeks applications for funding to provide information, support, and assistance to state, local, and tribal correctional agencies and facilities to prevent, detect, and respond to sexual abuse and sexual harassment, as well as implement the National PREA Standards. This program furthers the Department's mission of supporting crime victims and protecting the public from crimes by decreasing the likelihood that inmates, residents, and detainees are sexually victimized in confinement facilities prior to being released to communities across the nation. Reductions in prison rape also create safer work environments for staff members in prisons and jails, juvenile confinement facilities, community confinement facilities, and police lockups.

### Statutory Authority

Pub. L. No. 108-79, sec. 8(e) (codified at 34 U.S.C. 30307(e)); Pub. L. No. 90-351, Title I, Part E, Subpart 1 (codified at 34 U.S.C. 10151 – 10158).

### Specific Information

The Prison Rape Elimination Act provides that a state whose governor does not certify full compliance with the [National PREA Standards](#) is subject to the loss of 5 percent of DOJ grant funds that it would receive for prison purposes, unless the governor submits an assurance that such 5 percent will be used only to enable the state to achieve and certify full compliance with the Standards in future years; see [34 USC 30307](#). The JAG Program is one of the DOJ grant programs that is subject to this requirement in fiscal year (FY) 2024, which began on October 1, 2023, and ends on September 30, 2024.

Pursuant to the PREA statute, the governor has the following options:

- 1) Submit a certification that all confinement facilities under the governor's operational control are in full compliance with the PREA Standards.
- 2) Submit an emergency assurance that gives the governor the option to use not less than 5 percent of impacted DOJ funds to work toward and achieve full compliance with the PREA Standards in the future, resulting in a reallocation of impacted DOJ grant funds.
- 3) Submit neither (1) nor (2) and accept a 5 percent reduction in such grants.

The deadline for the submission of a certification or emergency assurance by the Governor was October 16, 2023.

Pursuant to PREA Standard 115.501(a), governors shall make their certifications of compliance taking into consideration the results of the most recent PREA audit results. DOJ intends these audits to be a primary, but not the only, factor in determining compliance. For example, audit results for a particular period may show the selected one-third of audited facilities in compliance; however, the governor may have determined that other facilities under the governor's control are, in fact, not in compliance with the Standards.

Other than the standard described earlier requiring governors to “consider” the audit findings, neither the PREA statute nor the PREA Standards restrict the sources of information governors may use in deciding whether or how to certify compliance.

It is important to note that if a governor submits an assurance to DOJ that no less than 5 percent of the state’s impacted DOJ funding for prison purposes will be used to support implementation of the PREA Standards, the state will not lose the funds, but the funds will be reallocated to a PREA-specific award.

BJA will administer the PREA Reallocation Funds Program from the JAG Program funds awarded to the eligible SAAs. The 5 percent reduction is assessed against the state’s 60 percent share of JAG funding plus the less than \$10,000 allocation, but excludes the mandatory variable pass-through amount. States must pass through these reallocation funds to the designated PREA contact agencies.

OJP strongly encourages SAAs working to fulfill their obligations related to PREA to continue working expeditiously to comply with the PREA Standards in order to better protect individuals from sexual abuse and sexual harassment in confinement facilities. BJA will continue to provide training and technical assistance and other resources to jurisdictions to support these efforts.

PREA audits are a crucial component of successful PREA implementation, and in August 2017, BJA released the [Auditor Handbook](#).

The [Auditor Handbook](#) articulates DOJ’s expectations for all DOJ-certified PREA auditors, establishes requirements for auditor conduct and audit methodology, provides transparency to all stakeholders regarding the expected audit methodology, and serves as an easy-to-use reference guide for conducting high-quality, objective, comprehensive, and reliable PREA audits. BJA is committed to ensuring that such audits are carried out nationwide.

BJA makes available targeted technical assistance (TA) to jurisdictions in receipt of FY 2024 PREA reallocation funds. This TA is intended to support the efforts of these jurisdictions to use their reallocation funds to prevent, address, and respond to sexual abuse and sexual harassment in confinement facilities, and to achieve compliance with the Standards. Once the FY 2024 reallocation awards are made, BJA will work to identify the jurisdictions that are interested in receiving this assistance and connect them with an expert TA provider. Grant recipients interested in TA should contact their BJA State Policy Advisor to be connected with the TA provider.

For more information, please go to [PREA FAQs](#).

### **Solicitation Goals and Objectives**

Applicants are strongly encouraged to leverage the available PREA reallocation funds to implement policies, procedures, and practices that are required by the PREA Standards. BJA expects applicants to use the available funds to increase staff capacity for preventing sexual abuse in confinement facilities; promote integration of the PREA Standards into agency policies and procedures and the day-to-day operations of confinement facilities; and create cultures of “zero tolerance” of sexual abuse in confinement facilities.

The Standards apply to federal, state, and local confinement facilities (including adult prisons and jails, juvenile facilities, lockups, and community confinement facilities) and can be found at [28 CFR Part 115](#). Applicants should identify the specific PREA Standards they plan to address.

## Objectives

An applicant should address the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables, and Timeline web-based form.

All confinement facilities covered under the PREA Standards must be audited at least once during each 3-year audit cycle to be considered compliant with the PREA Standards, with one-third of each facility type operated by an agency, or private organization on behalf of an agency, audited each year. These include adult prisons and jails, juvenile facilities, lockups (housing detainees overnight), and community confinement facilities, whether operated by DOJ or a unit of a state, local, corporate, or nonprofit authority. Each agency seeking PREA compliance is responsible for contracting with or otherwise securing the services of one or more DOJ-certified PREA auditors to schedule audits for each of its facilities during the 3-year audit cycle.

In addition to supporting activities related to PREA audits that are consistent with the requirements in the PREA [Auditor Handbook](#), applicants may propose strategies to achieve and/or maintain compliance with one or more [PREA Standards](#).

The PREA Standards include requirements related to:

- Preventing and responding to sexual abuse and sexual harassment in confinement facilities.
- Training staff and educating inmates/residents/detainees.
- Screening inmates/residents/detainees for risk of sexual victimization and abusiveness.
- Reporting sexual abuse and sexual harassment.
- Investigating allegations of sexual victimization.
- Disciplining staff members and inmates/residents/detainees.
- Providing medical and mental health care.
- Collecting and reviewing data related to sexual victimization.
- Auditing and undergoing corrective action.

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

## Federal Award Information

### Awards, Amounts, and Durations

Anticipated Number of Awards: 23

Anticipated Maximum Dollar Amount per Award: \$375,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 24 months

Anticipated Total Amount To Be Awarded Under Solicitation: \$1,949,235

### Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party

against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

#### **Type of Award**

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

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

This solicitation does not require a match.

#### **Eligibility Information**

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



# How To Apply

## Application Resources

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

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

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

## How To Apply

### Registration

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

### Submission

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

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants as soon as possible. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

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

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 8:59 p.m. Eastern Time on October 16, 2024.

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on October 21, 2024.

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

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

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

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

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must—

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

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

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

## **Application and Submission Information**

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

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

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

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

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

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

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within

24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

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

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

### ***Proposal Abstract***

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

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

The following application elements should be submitted in the web-based forms in JustGrants. Applicants will complete the JustGrants web-based budget form. See the OJP Grant Application Resource Guide for additional information. Breakdown of costs must be provided. If funds are sub awarded and not directly used by the legal applicant, they must be listed under subaward budget category.

### ***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.

### ***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 10 numbered pages.

The Proposal Narrative must include the following sections:

- a. **Description of the Issue**  
Describe why this project/these proposed activities are necessary (significance/value) and/or address a need. Include supporting information.
- b. **Project Design and Implementation**  
Describe the strategy to address the needs identified in the Description of the Issue. List the program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.
- c. **Capabilities and Competencies**  
Describe the capabilities and competencies required to accomplish the goals and objectives of the project.
- d. **Plan for Collecting the Data Required for This Solicitation's Performance Measures**  
Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

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

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

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

BJA will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, at the time of award.

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

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

### ***Application Goals, Objectives, Deliverables, and Timeline Web-Based Form***

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information. Breakdown of costs must be provided. If funds are sub-awarded and not directly used by the legal applicant, they must be listed under subaward budget category.

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Applicants must provide a project timeline that identifies each objective, activity, expected completion date, and responsible person or organization by uploading the document as an attachment in JustGrants. Applicants that received previous year PREA Reallocation funds must describe their progress in obtaining full compliance with the Standards and demonstrate how the FY 2024 PREA Reallocation funds will continue these efforts.

### ***Deliverables Expected by Award Recipients***

Program objectives and deliverables should be included in one timeline.

Audits funded under this grant program must be high quality, objective, comprehensive, and reliable, and they must comply with DOJ's auditing requirements in the PREA Auditor Handbook. Applicants should identify the specific PREA Standards they plan to address. Applicants should be aware that costs associated with the confinement facility audits required by the PREA Standards ([Standards Overview](#)), as well as activities related to achieving and maintaining compliance with one or more PREA Standards, are allowable costs.

### ***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.

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

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

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

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

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

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

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

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

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

##### [Consultant Rate \(if applicable\)](#)

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

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

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

information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

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

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

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

The applicant will attach the additional requested documentation in JustGrants.

#### [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 Process**

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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, at its option, may review and comment on any information about itself 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.

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 BJA recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

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

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

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

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

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

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

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

## **Civil Rights Compliance**

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

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

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

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

## **Information Technology Security Clauses**

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

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

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

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit

report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

#### **Federal Awarding Agency Contact(s)**

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

#### **Other Information**

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

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

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

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

##### **Performance Measures**

A list of performance measure questions for this program can be found at: [PREA Measures](#).

## Application Checklist

### BJA FY 2024 Invited to Apply- Prison Rape Elimination Act (PREA) Reallocation Funds Program

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

#### Pre-Application

##### *Before Registering in Grants.gov*

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

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

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#)).

##### *Find the Funding Opportunity*

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/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) (see Appendix A for PREA Formula Reallocation amounts).

##### *Review Eligibility Requirement*

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

#### Application Step 1

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

- In Section 8F of the SF-424, include the name and contact information of the individual

**who will complete the application in JustGrants and the SF-LLL in Grants.gov.**

- Submit Intergovernmental Review (if applicable)

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

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

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

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

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

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

## **Application Step 2**

Submit the following information in JustGrants:

### ***Application Components***

- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Proposal Narrative Attachment
- Proposal Narrative: Application Goals, Objectives, Deliverables, and Timeline web-based form

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

- Budget Detail and Narrative web-based form
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation; Waiver (if applicable) (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](#))

### ***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](#))

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

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

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

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

## **Standard Solicitation Resources**

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

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

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

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

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

**Appendix A**

**Prison Rape Elimination Act (PREA)  
Reallocation Funds Eligible Award Amounts**

| <b>State/Territory</b> | <b>Amount</b> | <b>BJA Grants<br/>Management<br/>Specialist Contact</b> |
|------------------------|---------------|---|
| America Samoa          | \$22,633      | Farhiya Hirsi   |
| California             | \$374,557     | Farhiya Hirsi   |
| Colorado               | \$69,171      | Farhiya Hirsi   |
| Connecticut            | \$56,898      | Ania Dobrzanska   |
| Guam                   | \$33,781      | Farhiya Hirsi   |
| Idaho                  | \$30,152      | Ania Dobrzanska   |
| Illinois               | \$126,246     | Farhiya Hirsi   |
| Kentucky               | \$72,601      | Ania Dobrzanska   |
| Michigan               | \$132,739     | Ania Dobrzanska   |
| Minnesota              | \$68,485      | Farhiya Hirsi   |
| Mississippi            | \$45,723      | Farhiya Hirsi   |
| Nevada                 | \$21,886      | Farhiya Hirsi   |
| New Hampshire          | \$30,548      | Ania Dobrzanska   |
| North Carolina         | \$142,107     | Farhiya Hirsi   |
| Oregon                 | \$58,420      | Ania Dobrzanska   |
| Puerto Rico            | \$114,414     | Farhiya Hirsi   |
| Rhode Island           | \$23,970      | Ania Dobrzanska   |
| South Carolina         | \$68,387      | Farhiya Hirsi   |
| South Dakota           | \$25,332      | Ania Dobrzanska   |
| Vermont                | \$22,117      | Ania Dobrzanska   |
| Washington             | \$72,361      | Ania Dobrzanska   |
| Wisconsin              | \$70,622      | Farhiya Hirsi   |
| Wyoming                | \$14,321      | Ania Dobrzanska   |