

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



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Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on August 16, 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 seeks to support new and innovative strategies for preventing and reducing crime, improving community safety, and strengthening criminal justice system outcomes. BJA seeks to accomplish this by promoting collaborations with the field to identify, define, and respond to emerging or chronic crime problems or justice system challenges. BJA is looking for strategies that address these issues, including trying new approaches, addressing gaps in responses, building or translating research knowledge, or building capacity.

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-2024-00070-PROD	Category 1: State, local, or tribal innovations (with a research partnership)	3	Up to \$1,000,000	October 1, 2024	36
C-BJA-2024-00071-PROD	Category 2: National or regional strategies to advance or translate knowledge	3	\$1,000,000	October 1, 2024	36
C-BJA-2024-00072-PROD	Category 3: Address the recent increase in carjacking incidents (with a research partnership)	5	\$1,000,000	October 1, 2024	36

Eligibility

Category 1: State, local, or tribal innovations with a research partnership

- City or township governments
- Public- and state-controlled institutions of higher education
- County governments
- Public housing authorities/Indian housing authorities
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Other: Units of local government

Category 2: National or regional strategies to advance or translate knowledge

- Public- and state-controlled institutions of higher education
- Public housing authorities/Indian housing authorities
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses

Category 3: Address the recent increase in carjacking incidents, using the methods under Category 1 (state, local, or tribal innovations with a research partnership) or Category 2 (national or regional strategies to advance or translate knowledge).

- City or township governments
- Public- and state-controlled institutions of higher education
- County governments
- State governments
- Public housing authorities/Indian housing authorities
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- For-profit organizations other than small businesses
- Small businesses
- Other: Units of local government

Regional applications must be submitted by one eligible entity as listed above on behalf of multiple entities that include state, local, or tribal representation.

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.

Pre-Application Information Session

BJA will hold a webinar on this solicitation on July 2, 2024 at 1 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on [this link](#) and following the instructions. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance to the OJP Response Center with the subject “Questions for FY2024 Field Initiated: Encouraging Innovation Webinar.” The session will be recorded and available on the BJA [Funding Webinars](#) page. Samples of previous, successful applicants can be found at <https://bja.ojp.gov/funding/successful-applications>.

Application Submission Information

Registration

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

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

Program Description

Program Description Overview

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

With this solicitation, BJA seeks to support new and innovative strategies for preventing and reducing crime, improving community safety, and strengthening criminal justice system outcomes. BJA seeks to accomplish this by promoting collaborations with the field to identify, define, and respond to emerging or chronic crime problems or justice system challenges. BJA is looking for strategies that address these issues, including trying new approaches, addressing gaps in responses, building or translating research knowledge, or building capacity.

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

The Edward Byrne Memorial Justice Assistance Grant (JAG) Program authorization provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 may be granted, among other reasons, for one or more of the purposes specified in 34 U.S.C. § 10152 upon a determination that it is necessary "to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime." 34 U.S.C. § 10157(b)(1).

Specific Information

BJA's Field Initiated: Encouraging Innovation program seeks to develop and implement new and innovative strategies that address emerging or persistent challenges faced by criminal justice systems in preventing and responding to emerging or chronic challenges that affect multiple agencies within the criminal justice system and many communities across the United States. The criminal justice system serves an important role in protecting communities and seeking justice for victims. To achieve this, criminal justice leaders must prioritize fairness, openness, and equity in the system. It is increasingly recognized that our criminal justice system, like other government systems, must be evidence-based, meet clear performance measures, and withstand scrutiny from fiscal, cost-benefit, and disparate impact analyses. This necessitates investing in tools and building capacity to conduct regular systemic evaluations of our criminal justice system, promoting restorative practices and approaches to rehabilitation that consider unintended impacts on people and their communities, and building the integrity of the criminal justice system.

The proposals submitted should have the goal of filling the gaps in current knowledge or testing new ideas for addressing public safety and criminal justice issues. Additionally, these proposals should be developed or implemented in a manner that can provide a learning opportunity for other communities or organizations and potentially facilitate replication of the approach. Applications under this program should not duplicate other BJA-funded solicitations and should have the potential to broadly benefit the field of criminal justice nationally.

BJA invites applicants to propose an innovative or unique solution, strategy, and/or response to address critical and emerging public safety issues identified by law enforcement, prosecutors, and other criminal justice practitioners working in the field. Areas of particular interests to BJA, include, but are not limited to:

- Develop innovative, fair, and equitable responses to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime, such as homicides, assaults, and hate crimes. This includes combatting, addressing, or otherwise responding to increasing crime at the state, local, tribal, regional, or national level, with strategies that enhance capacity to track, identify, and quickly respond to these crime issues.
- Address and support law enforcement and other criminal justice agencies in building trust and legitimacy with the communities they serve. Ensure a capable and able criminal justice workforce to address the increases in crime and public health challenges. Study challenges and develop approaches to enhance recruitment, retention, and wellness of personnel in the criminal justice system, as well as in first responder and community-based agencies.
- Build new or alternative strategies and systems such as restorative justice programs, [community responder models](#), diversion programs, and strategies for addressing other public order infractions that can prevent unnecessary involvement in the criminal justice system and enhance outcomes for those already involved. This may include efforts to expand access to services for individuals experiencing behavioral health-related or other crises. They also support law enforcement and community-driven efforts to effectively respond to the needs underlying these challenges and reduce arrests.
- Accelerate justice through the creation of approaches and tools that build the capacity to gather and analyze data and information to understand key decision points and levers for change to strengthen safety while reducing unnecessary incarceration, community correctional control, and racial disparities, such as through effective pretrial processes and sentencing practices that prevent overincarceration and collateral consequences.
- Explore innovative approaches that use technology and artificial intelligence to both enhance practices in investigations and prosecutions while safeguarding privacy, civil rights, and civil liberties, as well as manage the increasing complexity of crime related to these tools.
- Via the Category 3 of activities, seek innovative ideas to address the recent increase in carjacking incidents, or implement strategies to advance or enhance public knowledge. This may include providing necessary services and interventions that can help disrupt the cycle of youth¹ and young adult involvement in criminal activities such as carjacking, by implementing evidence-informed strategies employed across the justice system.

In addition to these areas of interest, BJA wants to hear ideas from the field that reflect the most recent, emerging issues and creative solutions to new and long-term challenges. BJA recognizes that practitioners are well situated to see these trends and strongly encourages practitioners in the field to take the lead to identify and offer projects to address challenges they

¹ For purposes of this solicitation, “youth” refers to young people under the age of 18.

see faced by the criminal justice system. This approach allows practitioners to contribute to identifying new and creative solutions for persistent or emerging issues and recommending resolutions to critical problems within the criminal justice system.

BJA is seeking new ideas for this solicitation, and applicants are encouraged to review BJA's website and the [DOJ Grants Program Plan](#) to ensure there are no other programs that can support the projects proposed. Proposals must address demonstrated gaps in the functions and knowledge base of the criminal justice system or address a need for which there are limited or nonexistent services. For a proposal to be considered "innovative," it must:

- Propose a strategy or response that has not been implemented previously, yet is supported by research, data, theory, or evidence;
- Propose a new modification to an existing strategy or response that has not been implemented previously, yet is supported by research, data, theory, or evidence;
- Propose a new approach to delivering existing evidence-based strategies or responses that have not been implemented previously and has the potential to reduce costs and increase efficiencies while maintaining effectiveness (including organizational developments and changes that may enhance the effectiveness or long-term sustainability of the existing strategy or response); or
- Seek to update current knowledge and practice in a particular area of need.

If the proposal advances a new approach that builds upon previous BJA-funded work, the applicant must specify within the project description how the new project will be different from the existing work. BJA will not fund applications that are not responsive to the scope of this solicitation. Applications will be considered unresponsive if:

- Funding is being sought for a specific program for which the applicant has been or is currently receiving funding from DOJ in the last 3 fiscal years, which is the same or similar in scope.
- Proposed projects or topic areas are not within the mission of BJA or are not generally seen or documented as a priority issue for the state, local, or tribal justice community.
- The definition of "innovative" is not satisfied as described above.

Applications are sought in three areas:

Category 1: Applications that propose to test a strategy or theory of change at the state, local, or tribal level working with a research partner to document the implementation and develop tools to support national replication. In Category 1, applicants are required to formally partner with a research organization for project development, assessment, or evaluation activities, as well as the development of tools to support replication. No more than 20 percent of the total budget may be used to support research or evaluation services.

Category 2: Applications that propose to develop targeted national or regional strategies to advance or translate knowledge that will make an impact in addressing a critical need or gap in the field. Regional projects must propose a model that is specific to a regional need or could be effectively implemented regionally and replicated elsewhere. In Category 2, applicants are required to work with a research partner to document the implementation and develop tools to support further implementation in the field. No more than 50 percent of the total budget may be used to support research or evaluation services.

Category 3: Applications that propose to address the recent increase in carjacking incidents. Applications under this category can propose to use the methods outlined under either Category 1 (testing an innovative strategy or theory of change at the state, local, or tribal level, working with a research partner to document the implementation and develop tools to support national replication); or Category 2 (developing targeted national or regional strategies to advance or translate knowledge that will make an impact in addressing a critical need or gap in the field). Regardless of the methodology utilized, a Category 3 project must focus on addressing the recent increase in carjacking incidents. In jurisdictions where a disproportionate number of youth and young adults have been arrested for carjacking offenses (in comparison to other offenses), BJA will prioritize applications that propose to test innovative intervention strategies designed to reduce the overall number of carjacking incidents and disrupt the cycle of youth and young adult violence while supporting youth and young adults charged with carjacking offenses.

The innovative implementation strategies to address carjacking incidents can include but are not limited to the development and testing of effective prevention and intervention strategies, including the development of awareness campaigns, community-based education programs, and the provision of necessary services and interventions that can help disrupt the cycle of youth and young adult violence, preventing youth and young adults from engaging in criminal activities such as carjacking. The strategies can include implementing evidence-informed interventions that employ successful strategies utilized across the criminal and juvenile justice systems in disrupting violence, and evaluating for necessary services and rehabilitative resources to address the underlying factors that contribute to youth and young adult violence, such as poverty, trauma, lack of employment and education programs, and insufficient access to community-based programs.

Examples of previously funded field-initiated projects can be accessed at [FY 2023 Field Initiated: Encouraging Innovation | Bureau of Justice Assistance](#). For assistance on research partnerships, applicants may wish to access the [Center for Research Partnerships and Program Evaluation](#).

Solicitation Goals and Objectives

Goals

To identify, define, and respond to emerging or chronic crime problems or criminal justice system challenges by supporting new and innovative strategies that address these issues, including trying new approaches, addressing gaps in responses, building or translating research knowledge, or building capacity.

Objectives

- Develop and implement new and innovative strategies to prevent and reduce crime and enhance public safety.
- Develop effective and efficient strategies that can be replicated in the criminal justice system.
- Enhance the capacity of criminal justice professionals and the communities to respond to crime and justice system challenges effectively through training and education.
- Advance knowledge and build capacity by developing and providing tools and resources for the field.

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: 3 awards

Category 2: 3 awards
Category 3: 5 awards
Anticipated Maximum Dollar Amount per Award
Category 1: Up to \$1,000,000
Category 2: \$1,000,000
Category 3: \$1,000,000
Period of Performance Start Date: October 1, 2024
Period of Performance Duration (Months): 36
Anticipated Total Amount to Be Awarded Under This Solicitation: \$10,500,000

Additional Information: While the maximum allowable funding amount is \$1,000,000, OJP encourages applicants, including those that are new or that have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

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](#).

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

For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State.

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, August 9, 2024.

The **full application** must be submitted in JustGrants by 8:59 PM, August 16, 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 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)
- Timeline (Time Task Plan)

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

Content of the SF-424 in Grants.gov

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

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

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

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

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

Standard Applicant Information

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

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and

USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

The applicant should include the following:

- Applicant's name and the project's title.
- Category for which they are applying.
- The dollar amount of federal grant funds requested.
- Summary of the project's goals and activities.
- Proposed key partners on the project.
- List of key outcomes and products to be shared with the field.

If the applicant is seeking priority consideration, the applicant must provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the proposal narrative provide documentation of the applicant's plan to respond to the priority consideration.
- For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.

In addition, the abstract should include specific language that indicates which of the allowable uses/activities, as listed below, the project will address along with each use/activity's percentage of the budget.

Planned activities/allowable uses include:

- Law Enforcement
- Prosecution
- Defense
- Courts
- Corrections
- Forensics
- Community-Based
- Research
- Other: Please describe the activity

Data Requested With Application

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

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

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

Brief Applicant Entity Questionnaire

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

Proposal Narrative

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

The Proposal Narrative must include the following sections:

a. Description of the Issue

Provide information that documents the impact of the problem to be addressed with the proposed project. The applicant must provide verified sources for the data that support the description of the issue. Identify and describe the specific challenges motivating the applicant's interest in applying for this grant and that address the relevant focus area to which the application responds.

Category 1: Describe what the project is seeking to address and why this is important including how it addresses: (a) a critical emerging or chronic crime problem or systemic issues faced by one or more components of the criminal justice system for which there currently are no resources, or resources are limited or insufficient, and (b) the specific area of focus that will be addressed. Include any relevant data, background information, and other information to show the significance and importance of the issue(s), using data that are pertinent to understanding the identified problem. Describe the need for testing of the proposed strategy in the field and gaps in capacity to address the issue.

Category 2: Describe what the project is seeking to address and why this is important including how it addresses: (a) a demonstrated gap in areas within the criminal justice system or in the knowledge base of criminal justice system practitioners or state, tribal or local policymakers for which there currently are no resources, or resources are limited or insufficient, and (b) the specific area of focus that will be addressed. Include any relevant data, background information, and any other information to show the significance and importance of the issue(s), using data that are pertinent to understanding the identified problem.

Category 3: Describe what the project seeks to address and why this is important, including how the proposed project will address the recent increase in carjacking incidents. This can include: 1) testing a strategy or theory of change at the state, local, or tribal level, working with a research partner to document the implementation and develop tools to support national replication, as outlined under Category 1; or, 2) develop a targeted national or regional strategies to advance or translate knowledge that will make an impact in addressing a critical need or gap in the field with regards to carjacking

incidents. Include any relevant data, background information, and other information to show the significance and importance of the issue(s), using data pertinent to understanding the identified problem. Describe the need to test the proposed strategy in the field and gaps in capacity to address the issue.

b. Project Design and Implementation

Describe the strategy to address the needs identified in the Description of the Issue. List the 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 goals.

Provide a detailed description of the method(s) to be used to carry out each activity. Attach a timetable indicating roughly when the activities or program milestones are to be accomplished. Specifically, address the following:

- Describe the program model or strategy to be implemented.
- Describe the process for the testing of a strategy and how the applicant will document implementation and develop tools to support replication.

Describe your specific strategy in detail, including:

- Key program elements and implementation.
- How is the proposed innovative project based upon and/or may contribute to evidence-based strategies or promising practices?
- How the project will create deliverables or products that will effectively translate knowledge and provide tools and materials that will be of significant value and benefit to criminal justice practitioners, policymakers, and/or community partners.
- The role of research and data used to advance knowledge in the project.
- How project outcomes could serve as a model that could be replicated or translated in similar sites or nationwide, as relevant.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

Fully describe the applicant's capabilities to implement the project and the competencies of the staff assigned to the project and the organization overall. Describe the management structure and proposed staffing to implement the project and describe their roles and responsibilities, including decisionmaking, as well as those of any co-applicants or partners, if applicable.

Demonstrate, including giving specific examples, your organization's expertise and experience in planning, developing, implementing, and managing criminal justice-related programs at the national, state, or local level, with a strong emphasis on the focus areas identified in this solicitation.

Attach letters of support or memoranda of understanding for each key partner to the project, including any subrecipients. These must be clearly tied to and support the project to be implemented.

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

Please describe your proposed research partner's experience completing the research activities as outlined in the solicitation. They could include:

- Developing a "theory of change."
- Collecting and analyzing criminal justice and public safety data and using data to identify criminal justice and public safety-related problems.
- Ability to work through barriers to research-driven problem solving.
- Identifying and proposing proven strategies/interventions to address problems.
- Documenting program operations and processes.
- Measuring program outcomes.
- Using data to determine program effectiveness.
- Assessing implementation fidelity.
- Regularly present findings and conclusions, both orally and in written form, to an implementation team, as well as make recommendations for program improvement.
- Developing "real-time" products and resources for strategic decisionmaking.
- Working with the team to develop a sustainability plan.
- Communicating with a wide variety of public sector, private, and community members; for example, organizations may be called on to present their evaluation findings, conclusions, and recommendations to individuals such as prosecutors, law enforcement leadership and line officers, clergy representatives, funding agency representatives, legislators, city council members, and persons in the criminal justice system.

Applicants applying under Category 1 are required to formally partner with research organizations for project development, assessment, and evaluation activities, as well as for the development of tools that can be used to support replication. No more than 20 percent of the total budget may be used to support research or evaluation services.

Applicants applying under Category 2 are required to work with a research partner to document the implementation and develop tools to support further implementation in the field. No more than 50 percent of the total budget may be used to support research or evaluation services.

Applicants applying under Category 3 are required to formally partner with research organizations for project development, assessment, and evaluation activities, as well as for the development of tools that can be used to support replication. No more than 20 percent of the total budget may be used to support research or evaluation services.

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
Applicants should describe what success may look like and how success may be measured or conveyed to a broader audience.

Applicants may choose to determine measures of success during the project period and should describe the process for engaging partners and collaboratively identifying these measures.

All applicants should indicate their willingness and ability to collect and report performance and outcome data through BJA's reporting tools (no personally identifiable information will be collected). Applicants are expected to report on behalf of any subawardees.

Describe the process for measuring the project's performance. Identify how information will be collected, who is responsible for reporting this information, and how the information will be used to guide or make adjustments to the program. Describe the methodology that will be used to collect and report outcome data, including the criteria to be used, and how the information will be analyzed to assess project effectiveness, as well as communicated to inform BJA of the project's effectiveness.

Demonstrate how the data will be used to enhance the project's implementation and how it could guide replication. Discuss the role of the site partners in supporting this process. Discuss how the project will be sustained after the federal funding ends.

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

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

A list of performance measure questions for Category 1, Category 2, and Category 3 awards can be found [here](#). BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

[Note on Project Evaluations](#)

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

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

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

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

Please note that what you propose in this section should directly relate to the program description, specifically how the implementation of innovative practices being proposed will prevent and reduce crime, improve community safety, and strengthen criminal justice system outcomes.

Deliverables Expected by Successful Applicants

Category 1: State, local, or tribal innovations (with a research partnership)

All proposed project deliverables should include practical tools and materials for use by other criminal justice practitioners and policymakers to support the replication of the innovations. They should include, but not be limited to, program manuals, program assessments/evaluations, training curricula, policy-relevant documents, implementation guides, and toolkits.

Applicants, in collaboration with the identified researcher, must develop an action plan within the first six (6) months of the grant award. The action plan must be developed with the identified researcher and must contain a description of the problem and the data that led to its identification, a logic model that identifies the strategies to be tested, the project's expected result(s), and the plan for an impact evaluation.

The researcher must also conduct an evaluation of all grant-funded activities, providing an interim update no later than 18 months after the performance period begins and a final evaluation report prior to the close of the grant period.

A final report of activities and outcomes at the end of the project period. This information will be publicly shared to assist peer agencies.

Category 2: National or regional strategies to advance or translate knowledge

All proposed project deliverables should include the development of targeted national or regional strategies that will make an impact in addressing a critical need or gap in the field, including knowledge, working with a research partner to document the implementation and developing tools and knowledge transfer to support further implementation in the field. This could include training and technical assistance (TTA) projects.

The selected applicants will engage the field and build the capacity to understand and address at least one of the focus areas outlined in this solicitation. This could include projects to assess, analyze, or advance knowledge in one of the focus areas; build new tools or resources for the field; address a critical gap in the field, including the provision of TTA and analysis; or address other needs of the field that are consistent with the focus areas outlined above.

A final report of activities and outcomes (including results/findings) at the end of the project period. This information will be publicly shared as a resource for the field.

Category 3: Address the recent increase in carjacking incidents

All proposed project deliverables should include practical tools and materials for use by other criminal justice practitioners and policymakers to support the replication of the innovations. The innovative implementation strategies to address carjacking incidents can include but are not limited to research and development of effective prevention and intervention strategies, including the development of awareness campaigns, community-based education programs, and the provision of necessary services and interventions that can help disrupt the cycle of youth violence and prevent youth and young adults from engaging in criminal activities such as carjacking.

Applicants, in collaboration with the identified researcher, must develop an action plan within the first six (6) months of the grant award. The action plan must be developed with the identified researcher and must contain a description of the problem and the data that led to its identification, a logic model that identifies the strategies to be tested, the project's expected result(s), and the plan for an impact evaluation.

The researcher must also conduct an evaluation of all grant-funded activities, providing an interim update no later than 18 months after the performance period begins and a final evaluation report prior to the close of the grant period.

A final report of activities and outcomes at the end of the project period. This information will be publicly shared to assist peer agencies.

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)

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

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes (if applicable)

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

Tribal Authorizing Resolution (if applicable)

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

Memoranda of Understanding (MOUs) and Other Supportive Documents (if applicable)

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), letter of intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

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

Research and Evaluation Independence and Integrity Statement (if applicable)

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

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

Applicant Disclosure of Duplication in Cost Items

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

DOJ Certified Standard Assurances

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

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

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

Applicant Disclosure and Justification – DOJ High-Risk Grantees

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

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.

- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

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

- Description of the Issue (15%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (35%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

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

Risk Criteria/Factors

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

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

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

Review Process

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

Federal Award Administration Information

Federal Award Notices

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

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

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English

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

Financial Management and System of Internal Controls

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

Information Technology Security Clauses

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

General Information About Post-Federal Award Reporting Requirements

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

Required reports. Award recipients must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

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

Federal Awarding Agency Contact(s)

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

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

Award recipients will be required to submit performance measurement data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award. A list of performance measure questions for both Category 1 and Category 2 awards can be found [here](#).

Application Checklist

BJA FY 2024 Field Initiated: Encouraging Innovation

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/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

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

Review the Scope Requirement

- The federal amount requested is within the allowable limit of \$1,000,000.

Review Eligibility Requirement

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

Application Step 1

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**.
- 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 BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see “[Application Resource Guide](#)” section on Experiencing Unforeseen Technical Issues).

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

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

Application Step 2

Submit the following information in JustGrants:

Application Components

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

Budget and Associated Documentation

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

Additional Application Components

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

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, as well as 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.