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

**Solicitation Title:** BJA FY24 Medicaid and Corrections Training and Technical Assistance Program
**Assistance Listing Number:** 16.812
**Grants.gov Opportunity Number:** O-BJA-2024-172230
**Solicitation Release Date:** August 16, 2024
**Step 1: Application Grants.gov Deadline:** 8:59 p.m. Eastern Time on September 9, 2024
**Step 2: Application JustGrants Deadline:** 8:59 p.m. Eastern Time on September 16, 2024

# Contents

# 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 deliver training and technical assistance to adult correctional institutions to improve justice and health outcomes for reentering individuals by leveraging financing mechanisms, including new and existing Medicaid and Children's Health Insurance Program (CHIP) opportunities.

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.

The Second Chance Act (SCA) of 2007 (Public Law 110-199), reauthorized by the First Step Act of 2018, provides a comprehensive response to assist in the transition individuals make from adult confinement facilities (e.g., jails, prisons, detention centers) to their communities so that the transition is successful and promotes public safety. With this solicitation, BJA seeks to deliver training and technical assistance to correctional institutions to improve justice and health outcomes for reentering individuals by leveraging financing mechanisms, including new and existing Medicaid and CHIP opportunities.

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

**Eligibility**

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

BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the Application Resource Guide for additional information on subawards.

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

**Agency Contact Information**

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

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

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

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

## Application Submission Information

### Registration

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

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

### Submission

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

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

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

# Program Description

## Program Description Overview

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.

The Second Chance Act (SCA) of 2007 (Public Law 110- 199), reauthorized by the First Step Act of 2018, provides a comprehensive response to assist in the transition individuals make from adult confinement facilities (e.g., jails, prisons, detention centers) to their communities so that the transition is successful and promotes public safety. With this solicitation, BJA seeks to fund up to one award to deliver training and technical assistance (TTA) to correctional institutions to improve justice and health outcomes for reentering individuals by leveraging financing mechanisms, including new and existing Medicaid and CHIP opportunities.

## Statutory Authority

Pub. L. No. 110-199, as amended; Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148).

## Specific Information

In 2022, close to one million people were held in state prisons, and over 650,000 people were held in local jails.[1] DOJ data also show that people in correctional facilities report significantly higher rates of chronic physical and behavioral health conditions and infectious diseases than the general population.[2] In addition to providing access to physical and behavioral health care services during incarceration, establishing effective linkages to continue services upon release has been demonstrated to improve health and reentry outcomes post-release.[3]

Due to the Federal Medicaid Inmate Exclusion, corrections agencies have been prohibited from using federal Medicaid funds to pay for health care services, with limited exceptions, for people during incarceration. However, over the last several years, changes to Medicaid policy enacted by Congress and new guidance from the Centers for Medicare and Medicaid Services (CMS) for designing demonstration projects to improve care transitions for Medicaid-eligible individuals who are incarcerated and returning home to their communities provide new tools for state and local jurisdictions to enhance services and supports to certain individuals under correctional care just prior to and post-release.

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[1] Prisoners in 2022—Statistical Tables, Bureau of Justice Statistics; Jail Inmates in 2022—Statistical Tables, Bureau of Justice Statistics.

[2] Bureau of Justice Assistance and National Institue of Corrections, Guidelines for Managing Substance Withdrawal in Jails (2023); Maruschak, L. M., Medical Problems Reported by Prisoners, Survey of Prison Inmates 2016. Bureau of Justice Statistics (2021); Maruschak, L. M., Medical Problems of State and Federal Prisoners and Jail Inmates, 2011–12. Bureau of Justice Statistics Special Report (2016); Maruschak, L. M., & Beavers, R., HIV in Prisons, 2007–08. Bureau of Justice Statistics Bulletin (2009).

[3] Substance Abuse and Mental Health Services Administration (SAMHSA). Best Practices for Successful Reentry From Criminal Justice Settings for People Living With Mental Health Conditions and/or Substance Use Disorders. SAMHSA Publication No. PEP23-06-06-001. Rockville, MD: National Mental Health and Substance Use Policy Laboratory. Substance Abuse and Mental Health Services Administration, 2023.

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The [Consolidated Appropriations Act of 2023](#) made significant changes to Medicaid and CHIP for youth and young adults involved in the justice system. The changes, which go into effect January 1, 2025, require the provision of screening and diagnostic services and targeted case management services to Medicaid-eligible individuals under 21 years of age or who were in foster care between the ages of 18 and 26. A year later, other provisions were included in the [Consolidated Appropriations Act of 2024](#) extending the requirement to suspend Medicaid coverage to both adults and youth by requiring that states suspend, not terminate, Medicaid eligibility for people who are incarcerated and ensure coverage is reactivated on release.

Additionally, in April 2023, CMS released guidance for the [Medicaid Section 1115 Reentry Waiver Demonstration Opportunity](#) to provide coverage for certain Medicaid services for up to 90 days before release for certain individuals who are incarcerated just prior to release. Under this opportunity, states are required to provide a minimum set of services pre-release (i.e., case management, medication assisted treatment for substance use disorders, and a 30-day supply of prescription medication at release) and have the flexibility to identify additional services that will be provided pre-release, as well as the population and types of facilities that will be included in the demonstration. State Medicaid agencies must apply for this demonstration opportunity and receive approval from CMS to access federal Medicaid funding for the populations and services defined in the application.

The selected TTA provider will support adult corrections facilities and the agencies that operate them in their efforts to collaborate with state Medicaid agencies and community-based healthcare providers to comply with new laws pertaining to all youth who are under age 21 as well as former foster care youth (who remain eligible for Medicaid until they reach age 26) held in adult correctional facilities, to implement approved Medicaid Section 1115 Reentry Demonstration programs, and to support capacity building in facilities and with states that do not yet have an approved or proposed 1115 waiver. This provider will work directly with jurisdictions to understand challenges, develop tailored solutions, and create resources for the adult corrections field at large. Mechanisms for providing TTA may include conference calls, virtual and onsite consultation, video conferencing, webinars, publications, peer-to-peer learning sessions, coaching, communities of practice, customized resource packets, facilitated sessions, trainings/national conferences, and guided planning, among others.

BJA's overall TTA delivery expectations under this solicitation include the following:

1. TTA provider staff are expected to have deep subject matter expertise in financing, Medicaid, and correctional health care services and significant experience working with the adult corrections field to adopt and implement effective policies and practices that improve access to services and continuity of care for Medicaid-eligible populations during and after a period of incarceration.
2. The TTA provider must participate in ongoing collaboration and coordination with other BJA-funded TTA providers, federal partners, and other stakeholders.
3. The TTA provider must receive and respond to TTA requests from practitioners in consultation with BJA.
4. The TTA provider must serve as a thought leader for innovation and best practices.
5. The TTA provider must disseminate information, including best practices and lessons learned, by attending and presenting at national, state, local, tribal, or other conferences where officials and other stakeholders can learn about successful strategies.

6. The TTA provider must draft and disseminate relevant materials (e.g., white papers, fact sheets, briefs, toolkits, webinars) in a wider effort to raise awareness around current and future opportunities for the field around financing, with a specific focus on Medicaid, and corrections.
7. The TTA providers must coordinate all TTA activities with BJA and other OJP offices to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA funding.

## Solicitation Goals and Objectives

### Goals

The goal of this program is to improve justice- and health-related outcomes for reentering individuals by helping adult corrections facilities and the agencies that operate them to leverage new and current Medicaid opportunities and meet related requirements in the provision of health and other related support services during and after a period of incarceration. This targeted support for adult corrections facilities will focus on the following:

- Medicaid Section 1115 Reentry Demonstration Waiver Opportunity.
- New Medicaid requirements for screening, diagnostic, and targeted case management services for Medicaid-eligible youth and young adults involved in the justice system.
- New Medicaid requirements to suspend, rather than terminate, Medicaid enrollment for individuals under correctional care and reactivate coverage upon release.
- Other related opportunities to support the corrections field in their efforts to leverage Medicaid to improve the provision of services and continuity of care pre and post release.

### Objectives

The objectives of the Medicaid and Corrections TTA Program are to:

- Educate corrections entities to understand financing for health care in corrections generally and through Medicaid in particular.
- Develop user-friendly resources, tailored to corrections, that help to explain and operationalize guidance and requirements set forth by CMS and state agencies.
- Provide assistance to corrections entities to plan for changes by quantifying eligibility and needs of people incarcerated, as well as assess implications for infrastructure, reinvestment to improve quality of healthcare for remaining incarcerated population, operations, and workforce capacity.
- Help corrections educate their Medicaid counterparts about operational considerations for healthcare in corrections settings.
- Support corrections entities to implement those plans.
- Help corrections entities create a bridge to community-based care providers allowing in-reach to facilities to start care and increase the likelihood of continuity of care post release.
- Provide expert guidance to BJA on the current challenges and needs of state corrections agencies and local jails with respect to leveraging Medicaid to support its populations.

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.

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.

## Match Award Information

### Awards, Amounts, and Durations

Anticipated Number of Awards: 1
Anticipated Maximum Dollar Amount per Award: Awards will be up to $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: $1,000,000

While the maximum allowable funding amount is $1,000,000, organizations that are new or that have never before received a federal award may wish to submit a proposed budget at a lower amount to support Medicaid and Corrections goals and objectives.

### Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

### Availability of Funds

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

any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### Type of Award
OJP expects to make awards under this funding opportunity as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the Application Resource Guide for additional information.

### Cost Sharing or Matching Requirement
This funding opportunity does not require a match.

## Eligibility Information
For eligibility information, see the Synopsis section.

# How To Apply

**Application Resources**

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

1. Grants.gov "How to Apply for Grants"
2. OJP "How To Apply" section in the Application Resource Guide
3. JustGrants Application Submission Training

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

## How To Apply

### Registration

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

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

### Submission

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

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at https://grants.gov/register by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline**. If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as "submitted" or "agency tracking number assigned."

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress in the system and add to or change the application as needed prior to hitting the "Submit" button at the end of the application in JustGrants.

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

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

## Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 8:59 p.m. Eastern Time on September 9, 2024

The **full application** must be submitted in JustGrants by 8:59 p.m. Eastern Time on September 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/Task Plan
- Documentation of Proposed Subrecipients
- Resumes of Key Personnel
- Work Product Examples

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

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

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

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

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

### Content of the JustGrants Application Submission
#### *Entity and User Verification (First Time Applicant)*

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

#### *Standard Applicant Information*

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

#### *Proposal Abstract*

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

#### *Data Requested With Application*

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

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

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

### Brief Applicant Entity Questionnaire

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

### *Proposal Narrative*

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

The Proposal Narrative must include the following sections:

a. Description of the Issue

Describe the current challenges faced by state corrections and local jails that can be addressed through the Medicaid and Corrections TTA Program, including but not limited to: strengthening partnerships between corrections and state Medicaid agencies, leveraging Medicaid to increase access to physical, behavioral health, and related support services pre and post release, and facilitating community-based provider transitions.

Applicants should demonstrate a thorough understanding of opportunities to leverage Medicaid to support justice-involved populations, including forthcoming requirements for state corrections and local jails related to the Omnibus Consolidated Appropriations Act of 2023 with respect to screening, diagnostic, and targeted case management services for all youth who are under age 21 as well as former foster care youth (who remain eligible for Medicaid until they reach age 26) held in adult correctional facilities reentering from facilities, as well as requirements for states from the Consolidated Appropriations Act of 2024 to suspend, rather than terminate, Medicaid enrollment for individuals under correctional care. Applicants should also be well versed in Medicaid state plan amendments and waivers generally and in the April 2023 CMS guidance on the Medicaid Section 1115 Reentry Waiver Demonstration Opportunity in particular, application processes, and requirements for states that receive approval. Applicants should also describe the need for TTA to engage with state Medicaid offices to design

and implement expanded state Medicaid plans. Applicants should describe how these opportunities may be used to improve justice and health outcomes at the state and local level.

b. Project Design and Implementation

Describe how the applicant will deliver the proposed TTA to support Medicaid opportunities and new requirements to improve health and reentry outcomes for justice-involved populations. Applicants must provide the following information in this section:

- Detail how the applicant proposes to undertake and accomplish each of the objectives outlined in the solicitation.
- Provide a complete description of all the requested deliverables and the methods for their delivery.
- Provide a project task timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for those tasks. BJA recognizes the project task timeline may be subject to change based on readiness and engagement of interested states and jurisdictions.
- Applicants may propose other items/deliverables, in addition to the ones listed in this grant announcement, and they should provide detailed information regarding the development of those items, if applicable.

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

c. Capabilities and Competencies

Describe the applicant's capabilities and competencies as they relate to the goals, objectives, and deliverables, including, but not limited to the following:

- Initiating, building, and maintaining strong relationships with Medicaid and corrections leaders that enhance trust and transparency.
- Relaying complex federal and state Medicaid information in a manner that is easily understandable for corrections leaders and other stakeholders to drive or develop policy.
- Leveraging financing to support the delivery of physical, behavioral health, and other related support services to individuals who have been historically underserved and adversely affected by persistent poverty and inequality.
- Improving and strengthening access to physical, behavioral health, and related support services in correctional settings and communities.
- Designing correctional health care systems and ensuring that Medicaid eligible individuals are enrolled and establish connections to community providers to better ensure their needs are met during their reentry process.

- Assisting state and/or local agencies to improve coordination and communication between correctional systems, Medicaid systems, managed care plans, and community-based providers.
- Successfully engaging with state and local policymakers, corrections and Medicaid agency leaders, and multi-system stakeholders to establish and build trust, as well as define and work toward shared goals.
- Conducting and leveraging data and analysis to help inform the development of options to leverage Medicaid for corrections that effectively address pressing questions and challenges faced by jurisdictions and/or support corrections to better understand and act on new and existing Medicaid opportunities.
- Implementing policy and related practice changes related to correctional health care and continuity of care across agencies and localities within a state.
- Collaborating and coordinating with relevant stakeholders and BJA TTA provider(s) in these areas.
- If applicable, describe the capabilities, competencies, and role(s) of any partner organizations joining or supporting the applicant's work on Medicaid and Corrections. Specifically outline and demonstrate the capability of the lead organization and any partners (subrecipients) to complete each deliverable.

This section should also specifically outline applicants capabilities and competencies to staff a Medicaid and Corrections TTA project while also addressing the applicants' (or their partners') expertise and skills regarding pertinent areas of health financing, Medicaid, and criminal justice healthcare policy and operations in federal, state, and local settings, including:

- Strategic planning
- Facilitating planning as it relates to systems of services and support;
- Budgeting and fiscal management services
- Service design and needs-based criteria
- Population targeting
- Program implementation
- Leading Medicaid agencies in developing, enhancing, implementing, and evaluating their respective programs
- Experience working in state or local criminal justice governmental entities that engage on Medicaid and corrections policy
- Evaluating agency capacity to develop effective contract language, benefits design, access to care, or data.

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

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

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

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award

recipients will be required to submit performance data as part of each award's reporting requirements.

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

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

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

## Note on Project Evaluations

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

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

The applicant will submit program 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.

Applicants should be responsive to the program goals and objectives identified on page 8 and the deliverables identified below in the development of their project's goals, objectives, deliverables, and timeline.

## Deliverables Expected by Successful Applicants

The selected provider will complete the following deliverables through a combination of field-wide TTA, cohort-based TTA, and/or agency-specific engagements:

- Receive and triage requests from the field. Recommend a response to BJA and, upon approval from BJA, effectuate that response.
- Deliver TTA to select states and localities by completing, or guiding them to complete, the following:

- o Build support and buy-in from state and local corrections leaders to collaborate with state Medicaid leaders to support the provision of physical health, behavioral health, and related support services to justice involved populations in the state.
        - o Build collaborations between state and local corrections leaders and state Medicaid agencies to inform the development of applications and/or expanded Medicaid plans that are responsive to the needs of the justice-involved populations in their facilities.
        - o Conduct readiness assessments that jurisdictions could not otherwise conduct on their own, provide results to the agencies, and assist in applying the results to the development of implementation plans that meet the priorities and requirements established by their state Medicaid agency.
        - o Craft innovative solutions to improve access to physical, behavioral health, and related support services in correctional settings and communities.
        - o Support state and localities with the implementation of policies and practice changes that support compliance with new Medicaid opportunities and/or requirements.
    - Track and report on implementation of expanded Medicaid plans for those jurisdictions and states supported by the TTA provider.
    - Produce resources (e.g., toolkits, webinars, briefs) for use by state and local corrections agencies engaged in improving access services and transitions for Medicaid-eligible populations, including expanding state Medicaid plans, and sharing outcomes and lessons of such jurisdictions with the field.
    - Disseminate those resources, including through professional associations for jails and prisons and BJA-funded initiatives (e.g., National Prison Partnership, Jails and Justice Support Center, National Reentry Resource Center).
    - Coordinate with other relevant and federally funded initiatives as directed by BJA, including TTA providers, federal partners, and stakeholder groups.
    - Track trends and develop tools to support translation of knowledge and effective strategies for leveraging Medicaid to support justice-involved populations.

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.

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

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

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

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

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

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

### Limitation on Use of Award Funds for Employee Compensation for Awards Over $250,000; Waiver (if applicable)
If an applicant proposes to hire employees with Federal award funds, for any award of more than $250,000 made under a funding opportunity, an award recipient may not use federal funds

to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over $250,000; Waiver."

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

## *Additional Application Components*
The applicant will attach the additional requested documentation in JustGrants.

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

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

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

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

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

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

### Work Product Examples
Applicants should include deliverables or completed products that demonstrate their ability to meet the goals, objectives, and deliverables sought in this solicitation.

## *Disclosures and Assurances*
The applicant will address the following disclosures and assurances.

## Disclosure of Lobbying Activities
The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

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

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

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

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

## Application Review Information
### Review Criteria
#### *Basic Minimum Review Criteria*
OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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

- Description of the Issue (15%): evaluate the applicant's understanding of the program/issue to be addressed.

- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

### *Other Review Criteria/Factors*

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

### *Risk Criteria/Factors*

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

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

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

### Review Process

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

**Federal Award Administration Information**

## Federal Award Notices

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

## Evidence-Based Programs or Practices

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

## Information Regarding Potential Evaluation of Programs and Activities

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

## Administrative, National Policy, and Other Legal Requirements

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

## Civil Rights Compliance

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

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at [https://www.lep.gov/language-access-planning](https://www.lep.gov/language-access-planning). Additional resources are available at [https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep](https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep). If the award recipient proposes a program or activity that would deliver services or benefits to LEP

individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see https://www.ada.gov/ or contact OJP.

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

### Information Technology Security Clauses
An application in response to this solicitation may require inclusion of information related to information technology security. See the Application Resource Guide for more information.

### General Information About Post-Federal Award Reporting Requirements
In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

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

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

## Federal Awarding Agency Contact(s)
For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation Synopsis.

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

### Provide Feedback to OJP
See the Application Resource Guide for information on how to provide feedback to OJP.

## Performance Measures
See the OJP Grant Application Resource Guide for additional information on specific post-award reporting requirements, including performance measures data. A link to the specific performance measures required in the TTA reporting portal can be found here: https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf.

## Application Checklist

### BJA FY24 Medicaid and Corrections Training and Technical Assistance 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 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) of $1,000,000.00.

*Review Eligibility Requirement*

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

### Application Step 1

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

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

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

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

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

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov customer support, or support@grants.gov 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)
- Resumes of key personnel (if applicable)*
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- Work product examples*

### *Disclosures and Assurances*
- Disclosure of Lobbying Activities (SF-LLL) (see Application Resource Guide)
- Applicant Disclosure of Duplication in Cost Items (see Application Resource Guide)

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

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

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

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

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

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

**Standard Solicitation Resources**

Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

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

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

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

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