



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# THE FEDERAL FUNDING PROCESS: THE FIRST STEPS TO APPLYING, HOW TO PREPARE NOW, & OTHER CONSIDERATIONS

**The webinar will start shortly.**



January 26, 2022  
1:00 – 2:30 pm



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# THE FEDERAL FUNDING PROCESS: THE FIRST STEPS TO APPLYING, HOW TO PREPARE NOW, & OTHER CONSIDERATIONS

Gregory Torain, BJA, Elizabeth Wolfe, BJA, and  
Lisa Hartman, JustGrants



January 26, 2022  
1:00 – 2:30 pm



# Agenda

## **I. Overview of Funding Opportunities**

I.OJP and BJA

II. Grant Life Cycle Overview

## **II. JustGrants**

I. Introducing the New JustGrants System

II. Entity Onboarding, Application Submission, and Award Acceptance

## **III. Key Steps to Completing Your Application**

I. How to Read a BJA Solicitation

II. Key Steps to Completing your Application

III. Understanding the Peer Review Process

## **IV. Question and Answer Session**



# Learning Objectives

- Help prospective BJA applicants prepare for the FY 2022 funding season.
- Review how to prepare and successfully submit an application in Grants.gov and JustGrants.
- Review how to find the critical elements of a solicitation.
- Share tips for developing a budget.
- Review how the peer review process works.
- Review how attendees can stay connected.



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# About the Office of Justice Programs

- The Office of Justice Programs (OJP) provides grants, training, research, and statistics to the criminal justice community.
- It is one of three grantmaking components of the U.S. Department of Justice:
  - Office of Justice Programs (OJP)
  - Office on Violence Against Women (OVW)
  - Office of Community Oriented Policing Services (COPS)

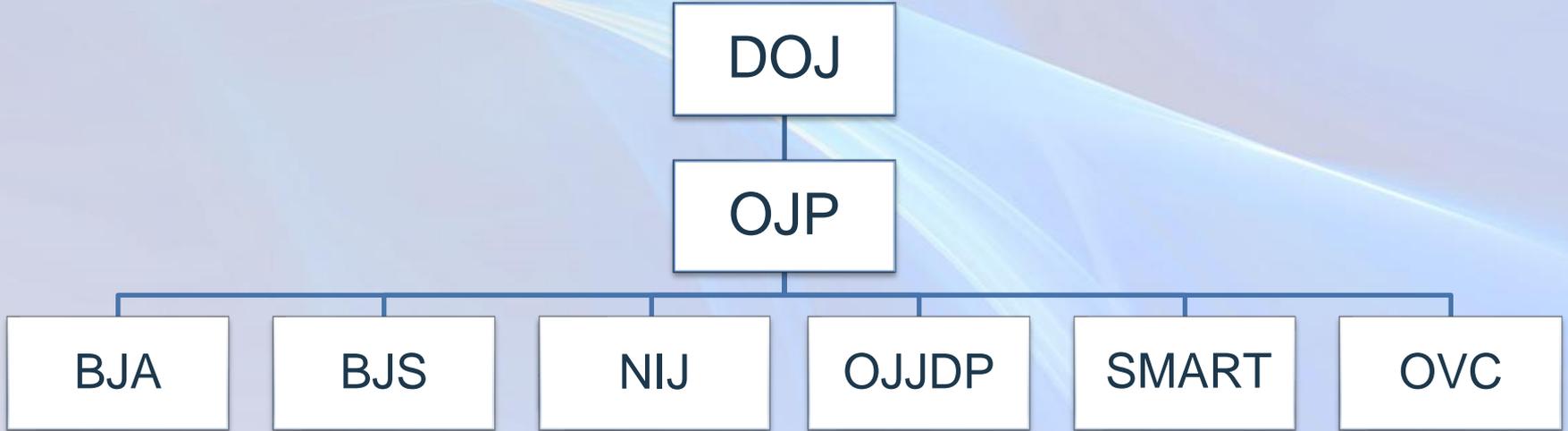


U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# OJP Bureaus and Offices





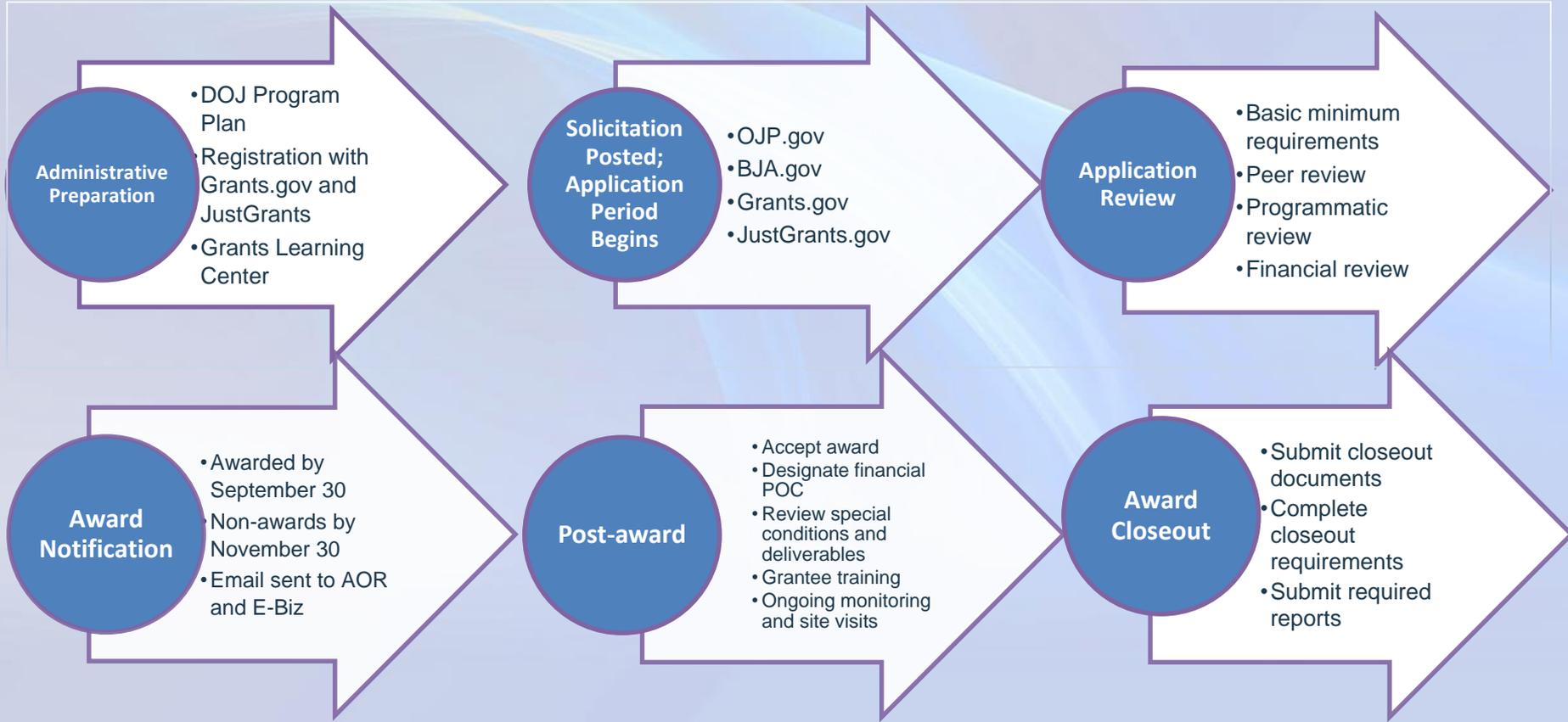
# Bureau of Justice Assistance

## Leadership and Service to Achieve Safer Communities

BJA helps to make American communities safer by strengthening the nation's criminal justice system. Its grants, training and technical assistance, and policy development services provide state, local, and tribal governments with the cutting-edge tools and best practices they need to reduce violent and drug-related crime, support law enforcement, and combat victimization.

To learn more about BJA, visit [www.bja.gov](http://www.bja.gov), or follow us on Facebook (<https://www.facebook.com/DOJBJA/>) and Twitter (@DOJBJA).

# Grant Life Cycle



## DOJ's New Grants Management and Payment Systems

On October 15, 2020, DOJ's grantmaking components — OJP, OVW, and COPS — launched new grantmaking and payment systems, JustGrants and ASAP.

These systems are intended to offer the user an improved, seamless experience.



**GMS and GPRS  
Transitioned to  
JustGrants and ASAP**



## The Goal: Improved User Experience

- Offers a streamlined end-to-end process, allowing applicants and grantees to move seamlessly through the full grants management lifecycle.
- Gives applicants and award recipients new ways to manage their own entity information and users in the system.
- Leverages a shared service payment system to simplify the federal grantee payment user experience and expedite payments.



# **JUSTGRANTS SLIDES**



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Understanding the Solicitation

**Step 1:** Ensure that your agency is eligible to apply or that you have a partner agency you can apply with that is eligible. Eligibility is listed on the first page of a solicitation.

**Step 2:** Ensure that you have enough time to develop your application. The due date is also listed on the first page. Take into account the time required to register to apply, prepare the application, gather the required attachments, and complete any local, state, or tribal review processes.

**Important:** Applications have two deadlines. The first is in Grants.gov, and the second is in JustGrants.

## Comprehensive Opioid Abuse Site-based Program FY 2018 Competitive Grant Announcement Applications Due: June 18, 2018

### Eligibility

Eligible applicants are those that meet the following criteria for the six categories:

**Category 1: First Responder Partnerships** – Applicants are limited to units of local government and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). Jurisdictions without a county- or local government-based addiction service system may designate the [State Administering Agency \(SAA\)](#) to serve as the primary applicant and subgrant funds to providers at the county level.

**Category 2: Technology-assisted Treatment Projects** – Applicants are limited to state agencies. State agencies include state administrative offices, state criminal justice agencies, and other state agencies involved with the provision of substance abuse treatment services to individuals who come in contact with the criminal justice system such as the SAA, the Administrative Office of the Courts, and the State Alcohol and Substance Abuse Agency.

**Category 3: System-level Diversion Projects** – Applicants are limited to units of local government and federally recognized Indian tribal governments (as determined by the Secretary of the Interior). Jurisdictions without a county- or local government-based addiction service system may designate the SAA to serve as the primary applicant and subgrant funds to providers at the county level. BJA recognizes that there are at least 41 cities around the country that are not within a county system, which are also eligible to apply.

**Category 4: Statewide Planning, Coordination, and Implementation Projects** – Applicants are limited to the SAA responsible for directing criminal justice planning or the State Alcohol and Substance Abuse Agency.



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Understanding the Solicitation

**Step 3:** Read the program-specific section to understand how funds can be used and the intent of the funding agency.

**Step 4:** Read the rest of the application in its entirety.

## ***Mandatory Project Components and Deliverables for Category 1***

All applicants under Category 1 must:

- Establish a coordinated multi-disciplinary response team that includes law enforcement and other first responders, treatment providers, and/or peer recovery specialists. Other team members may include child welfare providers, public health providers, hospital-based program providers, prosecutors, the courts, etc.
- Establish pre-arrest or post-arrest diversion programs for individuals who commit low level, non-violent offenses to community-based substance abuse and behavioral health services. There are a variety of recognized pathways to diversion. This includes self-referral, active outreach, naloxone plus, officer prevention, and officer intervention. Examples of diversion programs that reflect these different pathways include Police Assisted Addiction and Recovery Initiative (PAARI), Quick Response Teams (QRT), Drug Abuse Response Teams (DART), Stop, Triage, Engage, Educate and Rehabilitate (STEER), and Law Enforcement Assisted Diversion (LEAD). BJA supports all models of diversion. As directed by Congress, a minimum of 2.5 million in COAP funds will be used to support communities seeking to replicate the LEAD model. Jurisdictions seeking to replicate the [LEAD model](#) should familiarize themselves with the goals and core principles of LEAD and reflect these concepts in their application.
- Identify a project coordinator who dedicates a portion of their time beyond their normal job duties to manage the day-to-day operations of the initiative during the planning and implementation phases. No less than 50 percent of the project coordinator's time should be spent on BJA-funded project activities. The project coordinator will work closely with the selected training and technical assistance (TTA) provider to:
  - Identify the needs of the community, including collecting and analyzing administrative and overdose data.
  - Work with project staff to design an appropriate outreach and prevention strategy based on the data.



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Understanding the Solicitation

**Step 5:** Determine if your agency has the capacity to do the work or if you need additional resources built into the project to successfully manage the project.

**Helpful Hint:** Identify if you need project partners and, if so, reach out to them as soon as possible.

## ***Mandatory Project Components and Deliverables for Category 1***

All applicants under Category 1 must:

- Establish a coordinated multi-disciplinary response team that includes law enforcement and other first responders, treatment providers, and/or peer recovery specialists. Other team members may include child welfare providers, public health providers, hospital-based program providers, prosecutors, the courts, etc.
- Establish pre-arrest or post-arrest diversion programs for individuals who commit low level, non-violent offenses to community-based substance abuse and behavioral health services. There are a variety of recognized pathways to diversion. This includes self-referral, active outreach, naloxone plus, officer prevention, and officer intervention. Examples of diversion programs that reflect these different pathways include Police Assisted Addiction and Recovery Initiative (PAARI), Quick Response Teams (QRT), Drug Abuse Response Teams (DART), Stop, Triage, Engage, Educate and Rehabilitate (STEER), and Law Enforcement Assisted Diversion (LEAD). BJA supports all models of diversion. As directed by Congress, a minimum of 2.5 million in COAP funds will be used to support communities seeking to replicate the LEAD model. Jurisdictions seeking to replicate the [LEAD model](#) should familiarize themselves with the goals and core principles of LEAD and reflect these concepts in their application.
- Identify a project coordinator who dedicates a portion of their time beyond their normal job duties to manage the day-to-day operations of the initiative during the planning and implementation phases. No less than 50 percent of the project coordinator's time should be spent on BJA-funded project activities. The project coordinator will work closely with the selected training and technical assistance (TTA) provider to:
  - Identify the needs of the community, including collecting and analyzing administrative and overdose data.
  - Work with project staff to design an appropriate outreach and prevention strategy, based on the data.



**Step 1:** Read the application a second time and develop a timeline and a checklist for yourself. The application checklist is a good resource for getting organized.

Think about the steps you need to do first or steps that will take the most time and do those first.

- Registrations
- Letters of support/MOUs
- Inviting partners to a planning meeting

## Appendix A Application Checklist FY 2018 Comprehensive Opioid Abuse Site-based Program

This application checklist has been created to assist in developing an application.

### What an Applicant Should Do:

#### *Prior to Registering in Grants.gov:*

- \_\_\_ Acquire a DUNS Number (see page 40)
- \_\_\_ Acquire or renew registration with SAM (see page 41)

#### *To Register with Grants.gov:*

- \_\_\_ Acquire AOR and Grants.gov username/password (see page 41)
- \_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 41)

#### *To Find Funding Opportunity:*

- \_\_\_ Search for the Funding Opportunity on Grants.gov (see page 41)
- \_\_\_ Select the correct Competition ID (see page 41)
- \_\_\_ Access Funding Opportunity and Application Package (see page 42)
- \_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 39)
- \_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see page 25)

#### *After application submission, receive Grants.gov email notifications that:*

- \_\_\_ (1) application has been received,
- \_\_\_ (2) application has either been successfully validated or rejected with errors

#### *If no Grants.gov receipt, and validation or error notifications are received:*

- \_\_\_ contact the NCJRS Response Center regarding experiencing technical difficulties

### Overview of Post-Award Legal Requirements:



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Planning and Organizing Your Writing

**Step 2:** Read the review criteria section carefully. Develop an outline for the program narrative based on the questions you have to answer.

The biggest mistake applicants make is not answering every question.

**DO NOT** change the order in which you answer the questions! Follow the order of the review criteria.

## **E. Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria. The following six criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 15 percent of the entire score in the application review process

#### **1. Statement of the Problem (15 percent)**

##### All applicants

- Clearly identify the community, state, or region that is included in the proposed program.
- Describe the nature and scope of the problem providing local, state, or regional data to support the discussion.
- Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support.
- Identify existing strategic plans relevant to the program and describe how the proposed initiative aligns with the existing plan.
- Explain the inability to fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# A Sample Outline from the Review Section

## Statement of the Problem

**Clearly identify the community, state, or region that is included in the proposed program.**

[Insert text to answer this question]

**Describe the nature and scope of the problem, providing local, state, or regional data to support the discussion.**

[Insert text to answer this question]

**Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support.**

[Insert text to answer this question]

**Identify existing strategic plans relevant to the program and describe how the proposed initiative aligns with the existing plan.**

[Insert text to answer this question]

**Helpful Tip:** Leave the questions in red until you have others review your draft. Once you are confident that every question has been answered, remove the questions in red.



**BJA**

Bureau of Justice Assistance  
U.S. Department of Justice

# Planning and Organizing Your Writing

**Step 3:** Make sure you understand and follow the instructions about page limits for the proposal narrative.

**Helpful Tip:** A table can be single spaced and can be put in an attachment if it is not a required component of the proposal narrative.

## 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 Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment.

**NOTE:** If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

- a. **Description of the Issue**
- b. **Project Design and Implementation**
- c. **Capabilities and Competencies**
- d. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Planning and Organizing Your Writing

**Step 4:** Draft your budget very early in the process, before you make commitments. Make sure you carefully read and understand any required budget expenses detailed in the application — especially required grantee meetings. Also make sure you read carefully to understand any caps on expenses or expenses that are not allowed.

Resource: DOJ Grants Financial Guide

<https://ojp.gov/financialguide/doj/index.htm>

**New This Year:** Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.



# Budgets and the Budget Narrative

- The budget narrative should relate directly to the project design.
  - There should be no expenses in the budget that are not referenced in the project/proposal narrative (e.g., do not ask for drug-testing supplies if you have not included drug testing as a component in your project description).
- Personnel costs should relate to the key personnel for the project.
- Subrecipients should be categorized as either subawards or procurement contracts and also be clearly stated in the project/proposal narrative. Please refer to OJP guidance on this topic: <https://ojp.gov/training/subawards-procurement.htm>.
- The budget should include adequate funding to fully implement the project, **but not more than the amount listed in the solicitation as the available funding amount.**
- The budget narrative should leave no questions for a reviewer about the purpose of the requested funds.
- The total federal request entered in the SF-424 should match the total federal request in the application budget for the entire project period.



# BJA

Bureau of Justice Assistance  
U.S. Department of Justice

# Planning and Organizing Your Writing

**Step 5:** Do not forget about the required attachments when you are preparing your application!

**Tip:** Make sure you triple check your checklist and make sure you have everything.

## 9. Additional Attachments

- a. Letters of Support and/or Memoranda of Understanding/Agreement (Required)**  
Applicants should attach letters of support and/or an interagency agreement between the partner agencies and offices to show commitment for participation in the project.

**Category 1** applicants must attach letters of support and/or an interagency agreement from the proposed team members. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 2** applicants must submit letters of support and/or an interagency agreement from the [State Administering Agency](#) (SAA) responsible for directing criminal justice planning and coordination and the [Single State Agency](#) (SSA) for Substance Abuse Services indicating that they have agreed to partner on this project. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 3** applicants must attach letters of support and/or an interagency agreement from the proposed team members. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

**Category 4** applicants must submit letters of support and/or an interagency agreement from the [State Administering Agency](#) (SAA) responsible for directing criminal justice planning and coordination and the [Single State Agency](#) (SSA) for Substance Abuse Services indicating that they have agreed to partner on this project. If additional partners are included in Category 4, submit letters from the other parties. The letters or interagency agreement should clearly articulate the level of involvement each agency will have in the proposed project.

- b. Project Timeline (Required)**  
Attach a Project Timeline (with an estimated start date of October 1, 2018) with each project objective, activity, expected completion date, and responsible person or organization.



# Basic Minimum Requirements

- Each solicitation identifies basic minimum requirements that an application must meet to move forward to peer review.
- The requirements will vary by solicitation, but often examples of these critical elements may include the Proposal Narrative, Timeline/Task Plan, Budget Detail Worksheet and Budget Narrative, and Applicant Disclosure of Proposed Subrecipients.

## **Important Note:**

Applications that do not contain ALL elements designated by BJA as critical in the solicitation will not be submitted to peer review.



# Before You Submit Your Application...

- Check the application checklist one last time, and make sure you did not miss anything! Please pay special attention to the critical elements.
- The checklist is typically found in the appendix of the solicitation.

## Appendix A Application Checklist FY 2018 Comprehensive Opioid Abuse Site-based Program

This application checklist has been created to assist in developing an application.

### What an Applicant Should Do:

#### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 40)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 41)

#### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 41)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 41)

#### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 41)
- \_\_\_\_\_ Select the correct Competition ID (see page 41)
- \_\_\_\_\_ Access Funding Opportunity and Application Package (see page 42)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 39)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 25)

#### *After application submission, receive Grants.gov email notifications that:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors

#### *If no Grants.gov receipt, and validation or error notifications are received:*

- \_\_\_\_\_ contact the NCJRS Response Center regarding experiencing technical difficulties

### Overview of Post-Award Legal Requirements:



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Unforeseen Technical Issues

- An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the **National Criminal Justice Reference Service Response Center** (Response Center) at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline.
- For more information on reporting technical issues, refer to "How To Reply" in the OJP Grant Application Resource Guide at:  
<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# What If You Have Questions?

**If you have questions about the solicitation or submitting your application:**

- Listen to the applicant webinar (recordings and transcripts may also be available).
- Review any solicitation FAQs or program web pages.
- Contact [Grants.gov](https://www.Grants.gov) and [JustGrants](https://www.JustGrants.gov) for technical assistance.
- Contact NCJRS with questions about other requirements using the information found in the first three pages of the solicitation.



- Applications are typically reviewed by three peer reviewers who score your application against the review criteria.
- The review criteria tell you how the applications will be scored and the weight of each section.

**Helpful Tip:** Think about the scoring when you are deciding how many pages to devote to each section. A section worth 10 percent of the points should not be 10 pages of your 20-page application.

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria. The following six criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 15 percent of the entire score in the application review process

#### 1. Statement of the Problem (15 percent)



##### All applicants

- Clearly identify the community, state, or region that is included in the proposed program.
- Describe the nature and scope of the problem providing local, state, or regional data to support the discussion.
- Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support.
- Identify existing strategic plans relevant to the program and describe how the proposed initiative aligns with the existing plan.
- Explain the inability to fund the proposed program without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# FY 2022 Resources for Funding Opportunities

For information on funding opportunities, publications, and initiatives, visit **BJA's website** at <https://www.bja.ojp.gov>.

## **OJP Grant Applicant Resource Guide**

<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

## **Office of Justice Programs – Award Data**

<https://ojp.gov/funding/Explore/OJPAwardData.htm>

## **NIJ's CrimeSolutions.gov**

- Web-based clearinghouse of programs and practices that have been rated for their effectiveness in addressing different criminal justice issues.
- <https://www.CrimeSolutions.gov>



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# FY 2022 Resources for Funding Opportunities

The [Department of Justice Program Plan](https://grantsnet.justice.gov/programplan/html/Solicitations.htm) (<https://grantsnet.justice.gov/programplan/html/Solicitations.htm>) is a tool to help applicants and grantees find funding opportunities (solicitations) that address their criminal, juvenile, and civil justice needs. The plan provides summary details on the funding opportunities that DOJ agencies are expecting to release in the current fiscal year.



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Looking Ahead

- OJP Grants Financial Management and Grant Administration Training: <https://ojp.gov/training/fmts.htm>
- OJP Funding Resource Center: <https://ojp.gov/funding/index.htm>



# Stay Connected!

## Email Updates

- Text OJP [your email address] to 468-311 to subscribe.  
\*Message and data rates may apply.



## Social Media

- Facebook: <https://www.facebook.com/DOJBJA>
- Twitter: <https://twitter.com/DOJBJA>
- RSS: <https://www.bja.gov/Connect.aspx>
- For information on funding opportunities, publications, and initiatives, visit **BJA's website** at <https://www.bja.ojp.gov>.



# Additional Questions?

Contact the Response Center:

- Email: [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- Web chat: <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- Toll free: 800–851–3420
- TTY: 301–240–6310 (hearing impaired only)

The Response Center hours of operation are 10:00 a.m. to 6:00 p.m., eastern time, Monday through Friday.



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# Questions?

Enter them in the Q&A box and select All Panelists