

BUREAU OF JUSTICE ASSISTANCE

FY 2022 Visiting Fellows Program Competitive Grant Announcement

June 8, 2022
11am – 12pm EDT

This webinar will begin shortly



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

Presenters:

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Agenda

- Overview of OJP and BJA
- Overview of Fellows Solicitation
- Eligibility Requirements
- Anticipated Area of Focus for BJA Fellows
- Grant Requirements
- Review Application Sections
- Top Grant Application Tips/Support
- Questions & Answers

What is the Office of Justice Programs (OJP)?

- OJP provides grant funding, training, research and statistics to the criminal justice community
- OJP is one of three grant-making components of the Department of Justice
 - Office on Violence Against Women (OVW)
 - Office of Community Oriented Policing Services (COPS)

BJA Mission Statement

BJA provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities.

To learn more about BJA, visit www.bja.ojp.gov

Administration Priorities

Funding through BJA is aligned with the Administration's priorities to develop and sustain strategies that address violent crime and ensure a fair criminal justice system, including strategies designed to:

- Support law enforcement, prosecutors, and their partners in working with victims and communities who are disproportionately impacted by crime.
- Focus on strategies to combat and prevent violent crime, including hate crimes.
- Ensure access to justice including overcoming barriers such as language and lack of trust to more effectively address critical crime issues.

Background Information

- To address emerging issues and build capacity to improve the administration of criminal justice, BJA launched the BJA Visiting Fellows Program in FY 2012. The intent was to leverage state, local, or tribal subject-matter expertise to assess areas of need and to develop strategies, tools, and policies in collaboration with BJA staff for the benefit of the criminal justice field.
- The purpose of each fellowship is to make important policy and programmatic contributions in a priority area of criminal justice practice. Fellows will collaborate with BJA and DOJ staff to provide critical outreach, data, research, and subject-matter expertise to inform the development of new BJA strategies and programs to benefit the field.

Specific Information

- By hosting up to six fellows with FY 2022 funds, BJA will collaborate with practitioners, advocates, and researchers to build capacity to address gaps in priority and emerging issues in the criminal justice field. BJA encourages applicants from a broad range of disciplines to consider how their work in areas related to crime and justice would address the six anticipated areas of focus outlined in this presentation.
- Fellows are expected to be self-starters who can work in a fast-paced environment. Additionally, fellows must proactively manage their planned work while collaborating with BJA staff and adjusting to the needs of the project and other work across BJA. Fellows will be expected to produce specific deliverables that can address priority issues such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical subject-matter assistance, that address the area(s) of focus. Further, they will assist BJA in enhancing strategies and building capacity, then bring their fellowship experience back into the field

On April 26, 2022, BJA released the following solicitation:

FY 2022 BJA Visiting Fellows Program

Closing Date: June 27, 2022

Program Objectives

- Enhance BJA capacity and expertise to assess the technical assistance, training, and capacity-building needs in the areas of focus listed in this presentation.
- Bring real-world and lived experience and knowledge to BJA that enhances staff ability to deliver relevant and effective tools to the field.
- Support the development of criminal justice practitioners, researchers, and BJA/OJP staff to advance BJA's mission.
- Advance and translate knowledge about critical criminal justice issues and strategies and promote innovation.

Eligibility:

- Individuals
- State governments
- City or township governments
- Public and state-controlled institutions of higher education
- County governments
- Native American tribal governments (federally recognized)
- Nonprofits having 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

Note: Eligible applicants are limited to individuals, as well as state, tribal, or local government, organizations, or academic institutions seeking to provide federal-level experience for one of their staff members. Organizations seeking to place an employee as a fellow under this program will not have programmatic oversight of that staff person for those activities conducted as part of the fellowship. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Other Program Requirements

- Each fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues in the criminal justice field and build capacity to address one of the areas of focus discussed in the “Anticipated Areas of Focus for BJA Fellows” section
- In order to enhance the knowledge-building work of BJA, fellows will be expected to participate in a wide range of collegial activities with the BJA Director and BJA staff members. Fellows will provide verbal and written subject-matter briefings monthly to expose BJA and other DOJ staff members to issues facing the field and current practices. This means fellows will have a range of opportunities to participate in high-level policy discussions and processes that inform practice, and they will be expected to take this expertise back to share with the field.

Anticipated Areas of Focus for BJA Fellows

1. **Researcher-Practitioner Partnership Fellowship to Reduce Substance-Use-Related Crime and Overdose:**

- The fellow will support the strategies to enhance researcher-practitioner partnerships designed to reduce substance-use-related crime and overdose as part of the Comprehensive Opioid, Stimulant, and Substance Use Disorder Program (COSSAP).
- COSSAP provides financial and TTA to states, local governments, and American Indian tribal governments to develop, implement, or expand comprehensive efforts to identify, respond to, treat, and support those impacted by illicit opioids, stimulants and other drugs of abuse.
- The fellow will focus on identifying and documenting COSSAP-funded promising and emerging practices to leverage data and research to enhance responses to crime associated with substance use disorders and drug overdoses and fatalities.
- The fellow will work in coordination with BJA staff, grantees, and TTA partners to scan the field for promising and effective research partnerships with local practitioners that advance understanding of strategies to reduce overdose, substance use disorder and related crime, including efforts to track trends locally and get ahead of challenges facing local communities, and tools to support the field.
- The fellow will have direct experience in criminal justice, and behavioral health or public health research, and will bring their knowledge to the field to support national COSSAP efforts.
- The fellow will work with BJA's Courts, Community, and Strategic Partnerships Team.

2. Enhancing Support for Persons with Criminal Justice Involvement That Are in Recovery Fellowship:

- The fellow should possess lived experience, both in recovery and criminal justice involvement, at various intercept points of the criminal justice system.
- The fellow will utilize relationships with national organizations and field connections to bring a perspective that can enhance the COSSAP and Adult Drug Court Program's Peer Recovery Supportive Service initiatives and utilize expertise to illuminate the power of peer-to-peer engagement to reduce recidivism.
- The fellow will also assess and develop strategies and tools to reflect lived experience and related research strategies for how peer recovery strategies can assist in overcoming stigma, strengthening prosocial attitudes and beliefs, and enhancing active coping strategies to prepare for successful reentry.
- The fellow will work with BJA staff, grantees, TTA partners, and recovery community organizations to bring knowledge of the field to support peer recovery programming.
- The fellow will work with BJA's Courts, Community, and Strategic Partnerships Team.

3. Building Capacity of Community Violence Intervention (CVI) Leaders to Enhance Community Safety Fellowship:

- This fellow will initiate a project that focuses on how to best support the workforce of CVI practitioners across the country.
- The focus of this project is to identify TTA needs of the field, as well as gaps in educational opportunities for individuals engaged in this work.
- The fellow will make recommendations regarding potential TTA and educational curricula needed to fill critical gaps, considering a wide range of learning opportunities such as online learning, in-person training academies, peer exchanges, and communities of support.
- The fellow will also bring their experience and knowledge to support BJA programs currently implementing CVI strategies and will assist BJA and OJP staff members involved in OJP's new CVI Initiative.
- The fellow must have extensive experience as a trusted credible messenger working at the local level on community violence intervention initiatives.
- The fellow will work with BJA's Courts, Community, and Strategic Partnerships Team.

4. Supporting Law Enforcement Outreach, Communication, and Engagement to Enhance Awareness of BJA Resources Fellowship:

- This fellow will assist in promoting outreach, communication, and engagement activities to law enforcement agencies and other stakeholders to enhance awareness of BJA resources for law enforcement and gather information about ongoing and emerging needs.
- The fellow will work to strengthen information with law enforcement agencies concerning funding opportunities, training, technical assistance, and other BJA resources.
- Sharing information with 18,000 law enforcement agencies presents complex challenges and requires innovative approaches. This fellow should have knowledge and experience with social media platforms and other means of peer-to-peer communications within law enforcement communities.
- The fellow will work with members of BJA's Law Enforcement Assistance Team.

5. Enhancing the Prison Rape Elimination Act (PREA) Implementation Efforts:

- The fellow will have substantial expertise as a policy advocate, legal or victim services provider, academic, or criminal or juvenile justice practitioner focusing on preventing, detecting, and/or responding to sexual victimization of people who are incarcerated.
- They will support and enhance the ongoing efforts of BJA's PREA Management Office (PMO) to carry out the Department's many PREA legal requirements, as defined in the PREA Statute (codified at 34 U.S.C. § 30301 et seq.) and PREA Standards (see 28 CFR Part 115). Examples of these requirements include supporting a national grant program, providing TTA that includes the PREA Resource Center (www.prearesourcecenter.org), partnering with the nation's governors to help them fulfill their annual PREA reporting requirements, and directing all aspects of the PREA audit function.
 - For more information about the requirements associated with PREA audits, see www.prearesourcecenter.org/audit/prea-auditors/auditor-handbook
- BJA strongly encourages potential PREA fellows to submit innovative proposals to address the following or other PREA implementation challenges, enhance BJA's ongoing national efforts related to promoting sexual safety in confinement, and implement the PREA standards.
- The successful applicant will be an integral member of BJA's PREA Management Office, within BJA's Corrections and Reentry Team. They may also have the opportunity to participate in DOJ's PREA Working Group and provide strategic guidance related to PREA implementation and corrections to the BJA Director and OJP leadership.

6. Building Assessing Pretrial Practices and Supporting Data-driven Pretrial Approaches Fellowship:

- The fellow will conduct a national scan of recent efforts of state and local jurisdictions to implement criminal justice reforms at the pretrial phase of case processing.
- The fellow will explore how the field uses data and assessment strategies to better identify who is entering the criminal justice system at arrest and first arraignment, reduce unnecessary pretrial confinement, expedite dismissal of cases without merit at an earlier stage, determine the accessibility of defense counsel, ascertain the capacity to offer interventions that enhance alternatives to incarceration for low risk defendants, and understand pretrial practitioners' ability to target and connect defendants to evidenced-based interventions.
- The fellow will also lead efforts to explore the perceptions of the public, along with criminal justice practitioners' experiences related to current pretrial practices through polling and focus group strategies to identify barriers to implementing changes in pretrial practices.
- The fellow will work in coordination with BJA staff, grantees, and TTA partners to provide field-driven promising and evidence-based practices and develop tools to support data-driven analysis that can support informed decision-making.
- The fellow will have direct experience in pretrial assessment, supervision and diversion practices, along with demonstrable understanding of data-driven approaches to system examination and change.
- The fellow will work with BJA's Courts, Community, and Strategic Partnerships Team.

Award Information:

- BJA expects to make approximately **6 awards, 1 per focus area**
- Maximum award amount: **\$350,000**
- Total amount anticipated to be awarded: **\$1,650,000**
- Grant start date: **October 1, 2022**
- Period of performance: **24 months**

Budget Information

- Fellows are generally required to spend a minimum of 1,100 hours during the duration of their fellowship onsite at BJA, though BJA will consider shorter periods of time where the applicant makes the case that they will still satisfactorily accomplish the goal of the solicitation. During the fellow's residency period, BJA will provide workspace and equipment, including telephone, computer, office supplies, and internet access.
- The funding level for each visiting fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, housing expenses, travel, equipment, and other limited administrative expenses. **BJA will not fund salary (or costs) for any person other than the person to be placed in the fellowship, with the following exception: BJA will fund small costs for a support staff person or contractor to perform support functions in completing research and/or analysis, meeting support, or document development insofar as such is a core need to accomplish the goals of the fellowship.** The needs must be fully documented in the budget worksheet and budget narrative and be clearly tied to the proposed fellowship activities.
- Travel can include: (1) travel associated with the fellowship's duties and (2) travel to and from the fellow's home to BJA and back for the fellowship residency, with no more than four trips during the period of the residency. This travel will not include local travel between the fellow's local residence and the office or meetings during the period of the residency at BJA. Proposals primarily to purchase equipment, materials, or supplies will not be funded.

Match Requirement: This solicitation does not require a match.

Application Sections

1. Application for Federal Assistance (SF-424) (required)
2. Program Abstract (required)
3. Program Narrative (required)
4. Budget Worksheet and Budget Narrative (required)
5. Indirect Cost Rate Agreement (if applicable)
6. Financial Management Questionnaire (required)
7. Disclosure of Process Related to Executive Compensation (if applicable)
8. Tribal Authorizing Resolution (if applicable)
9. Disclosure of Lobbying Activities (SF-LLL) (required)
10. High Risk Disclosure and Justification (if applicable)
11. Additional Attachments (listed on next slide)

Application Sections – con't

Additional Attachments

- **Timeline:**
 - Span 24 months.
 - Outline each project objective, activity, expected completion date, and responsible person or organization.
- **Resumes/Job Descriptions:**
 - Provide the proposed BJA Fellow's CV or résumé.
- **Letters of Support and Memorandum of Understanding (MOU):**
 - Attach relevant letters of support and/or MOU highlighting key partners and their support, roles, and agreement to collaborate.
 - If the application is from an organization, it must provide a letter or MOU outlining the agreed-upon details of how it will work with the proposed fellow.
- **Research and Evaluation Independence and Integrity (if applicable)**

Abstract

- A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known).
- The applicant must also clearly describe the following:
 - Applicant name
 - Project period
 - Total funds requested
 - Focus area under which the applicant is applying
 - Proposed period of the residency at BJA
 - Brief summary of the applicant's criminal justice or other expertise that is relevant to the focus area under which they are applying
 - An overall summary of the project, including goals, objectives, and deliverables
 - A short statement of why the applicant wants to be a fellow with BJA

Proposal Narrative

Double-spaced, using a standard 12-point font with no less than 1-inch margins. Should not exceed 20 pages. Number pages “1 of 20,” etc. Submit as an attachment.

SCORING:

- | | |
|-------------------------------------|-----|
| - Description of the Issue | 20% |
| - Program Design and Implementation | 30% |
| - Capabilities and Competencies | 35% |
| - Plan for Collecting the Data | 5% |
| - Budget | 10% |

Budget and Budget Narrative

- Itemized budget for each year of the grant
- There is no match required
- Prior approval, planning, and reporting of conference/meeting/training costs

BJA FY 2022 Resources Available for Grant Applicants

BJA Resources

BJA Solicitation Web Page:

- For more information on available BJA funding, see <https://bja.ojp.gov/funding/current>

BJA Fellows Solicitation Web page:

- For more information on this solicitation, see <https://bja.ojp.gov/funding/opportunities/o-bja-2022-171145>

Application Tips/Support

Application Tips

Don't wait until the deadline to apply!
Refer to application checklist

Important Dates

- **June 21, 2022, 8:59pm ET: Deadline to submit the SF-424 and SF-LLL in Grants.gov**
- **June 27, 2022, 8:59pm ET: Deadline to submit the full application in JustGrants.**

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received.

Application Tips (cont.)

Top application tips to prevent issues that may delay access to funds post award

(1) SF-424, Legal Name/Address/Tax EIN:	(2) SF-424/SAM registration:	(3) SF-424/Authorized Representative:
<p>The legal name/Tax EIN/Address/DUNS entered in the SF-424 should be for the legal entity that will be receiving and managing the funds. Please carefully review and follow the guidance in the Application Resource Guide that is linked via the solicitation.</p>	<p>When processing awards, OJP/BJA uses SAM.gov to confirm active registration and verify the legal name/address entered in the SF-424. If there is a discrepancy with what is entered in the SF-424 and the SAM entity registration associated with the DUNS number, you will be asked to address this and/or BJA will need to issue the award based on the SAM registration.</p>	<p>The authorized representative listed in the SF-424 should be the official with authority to sign and accept grant agreements for the legal entity applying for the award. In general, this will be the highest elected official of the applicant agency. OJP uses the internet to confirm prior to award. If someone else in your agency has been delegated authority to sign award documents, you should attach to your application a letter of delegation on agency letterhead, signed by the highest elected official/governing body, which explicitly gives this person authority to sign the award document.</p>

Application Tips (cont.)

Top application tips to prevent issues that may delay access to funds post award (cont.)

(4) SF-424/Funding:	(5) Budget/Proper Format:	(6) Budget/Unallowable Costs:
<p>The total federal request entered in the SF-424 should match the total federal request in your application budget for the entire project period.</p>	<p>It is required that you use the Budget Detail Worksheet template that is linked in the solicitation for your application. If you use a different format, it is possible to receive an award but you will not be able to access funds until a budget in the proper format is submitted and approved post-award.</p>	<p>Please do not include any of the costs listed in the “Budget Information” section, and make sure any proposed federal costs avoid supplanting. If such costs are identified in your application budget and you receive an award, you will need to revise your budget before receiving funds.</p>

Application Tips (cont.)

Top application tips to prevent issues that may delay access to funds post award (cont.)

(7) Budget/Subgrants:	(8) Budget:	(9) Application Attachments/General:
<p>The budget template distinguishes between subgrants versus procurement contracts. You should carefully OJP Grant Application Resource Guide (linked in the solicitation) subsection titled “Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)” to properly categorize your costs in these sections. If BJA has questions about the identification of a particular relationship in the budget, we may place a hold on funds.</p>	<p>Be sure that funding requested is consistent with the allowable activities under the solicitation and OJP financial manual. You should carefully OJP Grant Application Resource Guide (linked in the solicitation) for more details.</p>	<p>Follow <u>exactly</u> the “What an Application Should Include” section. It is very helpful for reviewers if each attachment is a separate file named/numbered as it is in the solicitation. If you combine attachments (not recommended), please include a table of contents with page numbers.</p>

Application Tips (cont.)

Top application tips to prevent issues that may delay access to funds post award (cont.)

(10) Application Attachments: Disclosure of Pending Applications/Time Task Plan

Disclosure of Pending Applications is required for all applicants, whether you have duplications to declare or not. Please use the legal name listed in the SF-424 in the disclosure language. Be sure to enclose a Time/Task plan and resumes/position descriptions as required.

JustGrants Application Submission Resources

[Application Mechanics eLearning Videos](#)

By viewing the eLearning videos, job aids, DOJ Application Checklist and other resources, applicants will have all of the information needed to successfully navigate the mechanics of submitting an application.

The checklist includes:

- ✓ [Application Mechanics: Getting Ready to Apply \(NEW\)](#)
- ✓ [Application Mechanics: Initiating Application Submission in Grants.gov \(NEW\)](#)
- ✓ [Application Submission: Locating an Application](#)
- ✓ [Application Submission: Submitting an Application](#)
- ✓ [Application Submission: Completing a Budget Detail Form](#)
- ✓ [Application Mechanics: After Submitting an Application \(NEW\)](#)



JUSTgrants
JUSTICE GRANTS SYSTEM

DOJ Application Submission Checklist

Review the [*DOJ Application Submission Checklist*](#)

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

The checklist includes:

- ✓ How to prepare to apply
- ✓ Completing the abbreviated application in Grants.gov
- ✓ Entity onboarding and JustGrants access
- ✓ Completing, reviewing, certifying and submitting your application in JustGrants
- ✓ Helpful user tips



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JustGrants Training and Resources

- Access [slide deck](#) from previous webinars.
- Refer to the [JustGrants Training Application Submission](#) page for additional information and training on the application submission process.
- Bookmark the [JustGrants Training](#) page for updates.



JUSTgrants
JUSTICE GRANTS SYSTEM

Application Assistance

Grants.gov

- Provides technical assistance with submitting the SF-424 and SF-LLL
 - **Customer Support Hotline** – 800-518-4726 or 606-545-5035
 - Operates 24 hours a day, 7 days a week, except on federal holidays
 - **Email**
 - <https://www.grants.gov/web/grants/support.html>
 - support@grants.gov
- Provides information on available federal funding opportunities for various federal agencies

Application Assistance (cont.)

JustGrants Technical Support

- Provides technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants)
 - **Customer Support Hotline** – 833-872-5175
 - Monday – Friday between 5:00 AM and 9:00 PM ET
 - Saturday, Sunday, and Federal holidays from 9:00 AM – 5:00 PM ET
 - **Email**
 - <https://justicegrants.usdoj.gov/user-support>
 - JustGrants.Support@usdoj.gov

Application Assistance and Support (cont.)

OJP Response Center

- Provides solicitation support and general assistance
- **email** - grants@ncjrs.gov
- **web chat** - <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **toll free** at 800–851–3420
- **TTY** at 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

Subscribe

- Subscribe to receive email notifications of new funding opportunities and other resources
 - Sign-up to receive the twice monthly **JUSTINFO** newsletter as well as the weekly **Funding News** email
 - Subscribe at <https://www.ojp.gov/subscribe> and be sure to select “Grants/funding” as an area of interest

Reminder: Dual Deadlines

Applications will be submitted in a two-step process, each with its own deadline:

- Step 1: Submit an **SF-424** and an **SF-LLL** at [Grants.gov](https://www.grants.gov)
- Step 2: Submit the full application, with attachments, at [JusticeGrants.usdoj.gov](https://www.justicegrants.usdoj.gov)

****NOTE: Submission deadline times for both Grants.gov and JustGrants are now 8:59pm ET, not 11:59pm ET as in past years.***

Read the solicitations carefully for further guidance.

Late Applications:

- Please make sure you reach out ASAP if you run across any issues in JustGrants or Grants.gov to the contact information provided in the previous slides
- Document your request for technical assistance and request approval to submit after the deadline in an email to OJP Response Center at grants@ncjrs.gov **within 24 hours** after the Grants.gov application deadline
- Make sure to document all issues including any ticket numbers provided by the helpdesk

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>
- YouTube: www.youtube.com/dojbj

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

Quick Reference: Important Contacts



Solicitation Content Assistance

1-800-851-3420

Grants@ncjrs.gov

10-6 EST, M-F



Submit the SF-424 and SF- LLL

1-800-518-4726

Support@grants.gov

24 hours a day, 7 days a week



JUSTICE GRANTS SYSTEM

Submit full application

1-833-872-5175

JustGrants.Support@usdoj.gov

5-9 EST, M-F

9-5 EST, Weekends, Holidays

Questions?

Enter in the Q&A box and send to All Panelists