FY 2023 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM - LOCAL SOLICITATION WEBINAR

July 19, 2023
SECTION 1

WELCOME AND INTRODUCTION
Presenters

• Michelle Garcia
  Deputy Director of Programs, BJA

• Tarasa Napolitano
  State Policy Advisor, BJA

• Eulana Williams
  Office of Audit, Assessment and Management
Agenda

Welcome and Introduction to OJP and BJA

Program Overview

Eligibility and Application Requirements

Application Resources

JustGrants Presentation

Q&A
What is the Office of Justice Programs?

- The Office of Justice Programs (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 along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).
U.S. Department of Justice
Bureau of Justice Assistance

Mission: BJA’s mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

Karhlton F. Moore, BJA Director

https://bja.ojp.gov/
How BJA Supports the Field

**Fund**
Invest diverse funding streams to accomplish goals.

**Educate**
Research, develop, and deliver what works.

**Equip**
Create tools and products to build capacity and improve outcomes.

**Partner**
Consult, connect, and convene.
Poll Question:
Has your organization been awarded federal grants in the past?

Yes, my organization has extensive experience with federal grants.

Yes, though my organization does not currently have any federal grants.

My organization has limited experience with federal grants.

My organization is new to federal grants and looking to learn more!
SECTION 2

PROGRAM OVERVIEW
General Solicitation Information

FY 2023 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation

• Opportunity Number: O-BJA-2023-171790
• Posting Date: June 29, 2023

• Grants.gov Deadline: August 24, 2023, 8:59 p.m. eastern time
• Application JustGrants Deadline: August 31, 2023, 8:59 p.m. eastern time

• Total amount to be awarded under solicitation: 1,296 eligible applications totaling $102,778,619.

• Applicants with eligible allocation amounts of less than $25,000 will apply to Category 1 (Competition ID #C-BJA-2023-00104-PROD), and applicants with eligible allocation amounts of $25,000 or more will apply to Category 2 (Competition ID #C-BJA-2023-00105-PROD).

The JAG web page contains important information, including the JAG Allocations List, Fact Sheet, FAQs and Technical Report.
What is the Edward Byrne Memorial Justice Assistance Grant (JAG) Program?

- Named after Edward “Eddie” R. Byrne, an officer in the New York City Police Department who was murdered while protecting a witness in a drug case.
- The JAG Program provides states, tribes, and local governments with critical funding necessary to support a range of program areas.
- Eligibility changes from year to year and allocations are determined based on a unit of local government’s proportion of the state’s 3-year violent crime average.
- The JAG Program Fact Sheet provides background information and other details about the JAG program.
JAG Program Overview

JAG is BJA’s flagship grant program and the leading source of federal justice funding to state, local, and tribal jurisdictions.

Nine broad statutory program areas are included in this solicitation:

1) Law enforcement programs
2) Prosecution and court programs
3) Prevention and education programs
4) Corrections and community corrections
5) Drug treatment and enforcement programs
6) Planning, evaluation, and technology improvement
7) Crime victim and witness programs (non-compensation)
8) Mental health programs and related law enforcement and corrections programs, including behavioral programs and crisis intervention teams
9) Implementation of state crisis intervention court proceedings and related programs or initiatives, including but not limited to mental health courts, drug courts, veterans courts, and extreme risk protection order programs.
BJA Areas of Emphasis

Advancing Justice System Reform Efforts

Advancing Racial Equity and Support for Underserved Communities

Preventing and Combating Hate Crimes

Crime and Violence Reduction Strategies

Community Based Violence Intervention (CVI) Approaches
Statutory Program Areas vs. Areas of Emphasis

Statutory Program Areas
Outlined in the JAG statute—required

Areas of Emphasis
Determined by BJA each year based on Administration and Department priorities
Additional Uses of JAG Funds

- Support reentry projects with the goal of improving outcomes for incarcerated individuals returning to the community from prison or jail.
- Support projects related to preventing, detecting, seizing, and/or stopping the presence and use of contraband cellphones within correctional facilities. This includes the purchasing of managed access systems and other mitigation technologies (as permitted by applicable law).
- Purchase fentanyl and methamphetamine detection equipment, including handheld instruments and training for law enforcement safety, as well as opioid reversal agents.
- Purchase drug-detection canines to combat the rise of drug trafficking, including that of methamphetamines.
- Support efforts to seal and expunge criminal history information in accordance with state laws and policies.
- Support efforts to attract and retain an all-inclusive, diverse, expert, and accountable law enforcement workforce, with a focus on gender and racial diversity.
- Support virtual reality de-escalation training.
- Purchase humane remote restraint devices that enable law enforcement to restrain an uncooperative subject without inflicting pain.
- Purchase gunfire detection technology.
- Promote data sharing and sex offender monitoring.
- Any purpose indicated here: Purposes for Which Funds Awarded under the JAG Program May Be Used.
SECTION 3

ELIGIBILITY AND APPLICATION REQUIREMENTS
Poll Question:
Does your organization know how to determine JAG eligibility and allocations?

Yes, my organization has received emails and/or phone calls from BJA each year, and it checks the JAG web page each spring for eligibility information and allocations.

Yes, my organization knows to check the JAG web page each spring for eligibility information and allocations; however, my organization has not received any emails and/or phone calls from BJA regarding JAG eligibility or allocations.

No, my organization is unsure where and when JAG eligibility and allocation information is posted.
Eligible Applicants

• Only units of local government listed on the JAG Allocations List are eligible to apply under the Local JAG solicitation.

• Units of local government include towns, townships, villages, cities, counties, boroughs, and federally recognized Indian tribal government.

• The applicant must have a Unique Entity Identifier (UEI) associated with the unit of local government that is eligible to apply.
Examples of Eligible and Ineligible Applicants

The legal name of the applicant **must** be associated with a UEI in SAM that is eligible to apply to receive an award.

Eligible Scenarios

- Example 1: City of X applies based on the formula allocation for City of X, and their UEI number is registered in SAM with the legal name of City of X.
- Example 2: City of X applies based on the formula allocation for City of X, and their UEI number is registered in SAM with the legal name City of X, but their SAM registration also includes a Doing Business As (DBA) for City of X Police Department.

Ineligible Scenarios

- Example 1: City of X Police Department applies based on the formula allocation for City of X, and their UEI number is registered in SAM for City of X Police Department. City of X Police Department is not a law enforcement district or judicial enforcement district established under applicable state law with authority to independently establish a budget and impose taxes.
- Example 2: County of X Sheriff’s Office applies based on the formula allocation for County of X, their UEI is registered in SAM with the legal name for County of X Sherriff’s Office, and County of X Sheriff’s Office is NOT established under applicable state law with authority to independently establish a budget and impose taxes.
Disparate Jurisdictions

According to the JAG statute, a “disparity” may exist between the funding eligibility of a county and its associated municipalities. The “disparate allocation” provision creates a mechanism by which counties and cities that are part of the same geographic area may more equitably SHARE their Byrne JAG funds.

A memorandum of understanding (MOU) that identifies the fiscal agent and the distribution of funds must be signed by the authorized representative for each disparate jurisdiction and submitted to BJA before funds can be accessed. If one cannot be submitted at the time of application, a withholding special condition will be placed on the award. A sample MOU is available.

Three types of disparity might exist. Each type is explained in detail in the JAG Technical Report.

Disparate units of local government are listed in shaded groups, in alphabetic order by county, as listed in the JAG Allocations List.

A disparate applicant must select a fiscal agent that will be the applicant on behalf of the group.

The fiscal agent makes subawards to units of local government receiving funds as part of the MOU.
## Local Allocations Example: Maryland

**Disparate Jurisdictions**

- ALLEGANY COUNTY, County: $0
- CUMBERLAND CITY, Municipal: $14,138
- CECIL COUNTY, County: $0
- FULTON CITY, Municipal: $16,214
- DORCHESER COUNTY, County: $0
- CAMBRIDGE CITY, Municipal: $14,310
- FREDERICK COUNTY, County: $16,390
- FREDERICK CITY, Municipal: $63,415
- WICOMICO COUNTY, County: $0
- SALISBURY CITY, Municipal: $28,248
- WORCESTER COUNTY, County: $0
- OCEAN CITY Cty, Municipal: $10,975
- ABERDEEN CITY, Municipal: $31,075
- ANNAPOLIS CITY, Municipal: $23,209
- ANNE ARUNDEL COUNTY, County: $160,297
- BALTIMORE CITY, Municipal: $1,019,982
- BALTIMORE COUNTY, County: $585,413
- CARROLL COUNTY, County: $30,620
- CHARLES COUNTY, County: $55,067
- GREENBELT CITY, Municipal: $11,879
- HAGERSTOWN CITY, Municipal: $23,757
- HARFORD COUNTY, County: $27,598
- HOWARD COUNTY, County: $56,709
- LAUREL CITY, Municipal: $21,104
- MONTGOMERY COUNTY, County: $148,548
- PRINCE GEORGE'S COUNTY, County: $327,179
- ST MARY'S COUNTY, County: $21,369
- WASHINGTON COUNTY, County: $21,983

**Direct Allocations**

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<tr>
<th>State</th>
<th>Jurisdiction Name</th>
<th>Government Type</th>
<th>Direct Allocation</th>
<th>Joint Allocation</th>
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**Local total:** $2,337,834

**Individual Disparate Allocations**

**Joint Disparate Allocation**
Information for Units of Local Government NOT Appearing on the JAG Allocations List

JAG awards are based on a statutory formula that is fully described in the JAG Technical Report.

BJA makes direct awards only to units of local government that are eligible to receive an award of $10,000 or more based on the statutory formula.

Funds for jurisdictions that are not eligible for direct awards of $10,000 or more are added to the amount that is awarded to the state under the State JAG Solicitation.

Local jurisdictions not appearing on the JAG Allocations List can contact their JAG State Administering Agency (SAA) to discuss funding opportunities for local jurisdictions under State JAG: https://www.ojp.gov/funding/state-administering-agencies/overview.
Application Requirements

Submitted in Grants.gov

Submitted in JustGrants

- Lobbying Disclosure (SF LLL) and SF 424
- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Narrative
- Financial Management and System of Internal Controls Questionnaire
- Chief Executive Certification
- Memorandum of Understanding (if applicable)
- Body-Worn Camera Policy Certification (if applicable)
- Body Armor Certification (if applicable)
Disclosure of Lobbying Activities (SF-LLL)

- Complete and submit the SF-LLL in Grants.gov.
- Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants.
- Note: An applicant that does not expend any funds for such lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").
- See OJP Grant Application Resource Guide.
Application for Federal Assistance (SF-424)

• Complete and submit the SF-424 in Grants.gov.

• It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information.

• 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.

• See OJP Grant Application Resource Guide.
Proposal Abstract

• Completed in JustGrants web-based form.
• **Briefly** describes the intended use of JAG funds.
• No more than 100 words.
• Written in paragraph form without bullets or tables, in third person, and excluding personally identifiable information.

JAG Abstract Example

• The city of _____ will use JAG funds for overtime for increased patrols to bolster the security of at-risk nonprofit organizations such as synagogues, churches, mosques, and other places of worship.
• The county of _____ will use JAG funds to hire credible messengers as part of a community-based violence intervention initiative.

Disparate JAG Abstract Example

• The disparate jurisdictions of _____ and _____ will use JAG funds for technology improvements and equipment. Specifically, the county of _____ will use JAG funds to replace its records management system in order to transition to NIBRS, and the city of _____ will use JAG funds to purchase body-worn cameras to promote public trust, accountability, and transparency.
Proposal Narrative

• Double-spaced
• Use a standard 12-point font and have no less than 1-inch margins
• Not exceed 10 numbered pages

Category 1

• The proposal narrative for Category 1 applications must include a description of the project(s), including subawards if applicable, to be funded with JAG funds over the 2-year grant period.

Category 2

• Description of the Issue
• Project Design and Implementation
• Capabilities and Competencies
• Plan for Collecting the Data Required for This Solicitation’s Performance Measures
Budget Worksheet and Narrative

• Complete the budget worksheet attachment and submit it by uploading it as an attachment in JustGrants.

• Standard format for the budget attachment is available at: https://www.ojp.gov/funding/apply/forms/ojp-budget-detail-worksheet.

• The budget narrative and budget worksheet (attachment) is a critical element, and applicants will be unable to successfully apply in JustGrants unless an attachment is uploaded in this section.

• If an applicant does not have a budget to submit at the time of application, an attachment must be uploaded noting as such, and BJA will add the appropriate special condition withholding funds for budget documentation.

• See OJP Grant Application Resource Guide.
Financial Management Questionnaire

• The applicant must download the Financial Management and System of Internal Controls Questionnaire, complete it, and upload it as an attachment in JustGrants.

• The questionnaire helps OJP assess the financial management and internal control systems, as well as the associated potential risks of an applicant as part of the pre-award risk assessment process.

• **This is a critical element.** Applicants will be unable to successfully apply in JustGrants unless the questionnaire is completed and attached.

• See the [OJP Grant Application Resource Guide](#).
Chief Executive Certification

- A JAG application is not complete, and a unit of local government may not access award funds, unless the chief executive of the applicant unit of local government properly executes, and submits, the Certifications and Assurances by the Chief Executive of the Applicant Government.

- Typically, the chief executive is the highest elected official of the jurisdiction (e.g., governor, mayor, or county board chair). This chief executive may not delegate signature authority to another person under any circumstances.

- This certification includes the governing body and public comment requirements.

- For disparate groups, the certification must be submitted by the applicant/fiscal agent.

- If the applicant is unable to submit this at the time of application, a locality can still apply for JAG funding. The award will be made with a withholding special condition for the Certifications and Assurances by the Chief Executive of the Applicant Government form.
Governing Body and Public Comment Requirements

A JAG application must be made available for review by the governing body of the applicant jurisdiction, or to an organization designated by that governing body, at least 30 days prior to that application being submitted.

A JAG application must be made available for public comment by citizens and neighborhood- and community-based organizations to the extent applicable law or established procedures make such opportunity available.

- Grantees will attest to these facts via the submission of a properly completed Certifications and Assurances by the Chief Executive of the Applicant Government.
- A locality can still apply for JAG funding even if the governing body review and public comment requirements have not yet been satisfied; however, it will not be able to submit a properly completed certification with its application.
- The award will be made with a withholding special condition for the certification, which a grantee must submit to BJA post-award when all the requirements attested to in this form are met.
Memorandum of Understanding (if applicable)

- For disparate jurisdictions, an MOU that identifies which jurisdiction will serve as the applicant or fiscal agent for joint funds must be completed and signed by the authorized representative for each eligible jurisdiction.
- OJP will not deny an application for an FY 2023 award if the recipient does not submit a properly executed MOU by the application deadline, but the award recipient will not be able to access award funds (and its award will include a condition that withholds funds) until it submits the properly executed MOU.
- A [sample MOU](#) is available.
Body-Worn Camera Policy Certification (if applicable)

- A JAG award recipient that proposes to use funds to purchase body-worn camera (BWC) equipment or implement or enhance BWC programs must certify that policies and procedures in place related to BWC equipment usage, data storage and access, privacy considerations, and training: **Body-Worn Camera Policy Certification**.

- Funds will be withheld until the required certification is submitted, and an award condition modification is processed to remove the withholding of funds.

- Subrecipients submit certifications to the prime recipient, who must maintain the subrecipient certifications and make the certifications available to BJA upon request.

- Note: JAG funds may not be used to satisfy any portion of the cost sharing/match requirement under the BJA Body-Worn Camera Policy and Implementation Program competitive grant program.

The **BJA BWC Toolkit** provides model BWC policies and best practices to assist departments in implementing BWC programs.
Body Armor Mandatory Wear Policy Certification (if applicable)

- JAG recipients that propose to use FY 2023 award funds to purchase body armor, including carriers and body armor plates, must provide a Body Armor Mandatory Wear Policy Certification. This requirement mirrors BJA's Patrick Leahy Bulletproof Vest Partnership (BVP) Grant Program requirements.

- There are no requirements regarding the nature of the mandatory policy other than it specify when mandatory wear is required for uniformed officers on duty.

- Subrecipients submit certifications to the prime recipient, who must maintain the subrecipient certifications and make the certifications available to BJA upon request.

- Additional guidance regarding the mandatory wear requirement can be found in the BVP FAQs and the BVP Mandatory Wear FAQs.

- Law enforcement agency administrators and jurisdiction CEOs can obtain a Body Armor Model Policy and Issues Paper (developed by the International Association of Chiefs of Police) by contacting the BVP Help Desk at 1–877–758–3787 or by email at vests@usdoj.gov.

- Note: JAG funds may not be used to satisfy any portion of the cost sharing/match requirement under the BVP program, and pursuant to the BVP Program statute, receipt of JAG funding by a unit of local government may impact its eligibility for funding under the BVP program in the same fiscal year, unless it is a qualifying unit of local government with fewer than 100,000 residents.
Other Requirements

- **Trust Fund**: Funds can be drawn down in advance; however, in order to do so, a trust fund must be established in which to deposit the funds. The trust fund account must be interest-bearing unless a 2 CFR 200 exception applies.

- **Entry of Records into State Repositories**: Recipients that use JAG funds for activities that generate court dispositions or other records relevant to the National Instant Background Check System (NICS) must have a system in place to ensure that all such NICS-relevant dispositions or records are made available in a timely fashion.
Other Requirements - Emergency Risk Protection Order Programs

JAG funded Emergency Risk Protection Order programs must include the following, at a minimum:

1. Pre-deprivation and post-deprivation due process rights that prevent any violation or infringement of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive or procedural due process rights guaranteed under the fifth and fourteenth amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). Such programs must include, at the appropriate phase to prevent any violation of constitutional rights, at minimum, notice, the right to an in-person hearing, an unbiased adjudicator, the right to know opposing evidence, the right to present evidence, and the right to confront adverse witnesses;

2. The right to be represented by counsel at no expense to the government.

3. Pre-deprivation and post-deprivation heightened evidentiary standards and proof which mean not less than the protections afforded to a similarly situated litigant in Federal court or promulgated by the State’s evidentiary body, and sufficient to ensure the full protections of the Constitution of the United States, including but not limited to the Bill of Rights, and the substantive and procedural due process rights guaranteed under the 5th and 14th amendments to the Constitution of the United States, as applied to the States, and as interpreted by State courts and United States courts (including the Supreme Court of the United States). The heightened evidentiary standards and proof under such programs must, at all appropriate phases to prevent any violation of any constitutional right, at minimum prevent reliance upon evidence that is unsworn or unaffirmed, irrelevant, based on inadmissible hearsay, unreliable, vague, speculative, and lacking a foundation.

4. Penalties for abuse of the program.
Other Requirements - DNA

• **DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database**
  o If JAG Program funds are to be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS), the national DNA database operated by the FBI, by a government DNA lab with access to CODIS.
  o No profiles generated with JAG funding may be entered into any other nongovernmental DNA database without prior written approval from BJA (exceptions include forensic genealogy).

• **Forensic Genetic Genealogy**
  o Award recipients utilizing JAG funds for forensic genealogy testing must adhere to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching.

• **Rapid DNA**
  o JAG funds may be used to support Rapid DNA projects that meet the requirements for participation in Rapid DNA, including those involving the purchase of Rapid DNA instruments that have been approved for use by the FBI for use in the booking environment (see the National Rapid DNA Booking Operational Procedures Manual).
  o **JAG funds may not be used for Rapid DNA testing of evidentiary material** (e.g., crime scene samples, sexual assault kits) because the FBI has not authorized results of this testing for upload to CODIS.
Limitations on the Use of JAG Funds

**Administrative Costs:** Administrative costs, including any indirect costs, are limited to 10 percent of the total award amount per statute. These costs must be tracked and reported separately for each JAG award.

**Supplanting:** JAG funds may not be used to supplant state or local funds, but they must be used to increase the amount of such funds that would, in the absence of federal funds, be made available.

**Matching Funds:** Absent specific federal statutory authority to do so, JAG award funds may not be used as a match for other federal awards.
Prohibited and Controlled Equipment Requirements

The JAG Prohibited and Controlled Equipment Guidance for Awards Made During or After (Federal) Fiscal Year 2023 provides lists, details, definitions, and procedures for prohibited and controlled expenditures and equipment under the BJA JAG Program for awards made during or after FY 2023, consistent with both Executive Order 14074 and 34 U.S.C. § 10152.

Note: 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 remains unallowable.
JAG Prohibited and Controlled Equipment Categories

Not eligible for waiver/prior approval.

Category A – Strictly Prohibited

Eligible for waiver/prior approval.

Requests must be submitted post-award via Grant Award Modification (GAM).

Category B – Statutorily Prohibited without Waiver

Category C – Statutorily Prohibited without Waiver and Controlled Consistent with E.O. 14074

Category D – Controlled Consistent with E.O. 14074

Equipment cannot be purchased/transferred absent specific prior approval via GAM.
Strictly Prohibited Equipment (Category A)

- Any direct or indirect use of Byrne JAG award funds to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.
- Firearms of .50 or greater caliber.
- Ammunition of .50 or greater caliber.
- Firearm silencers, as defined in 18 U.S.C. 921(a)(24).
- Bayonets.
- Grenades (including stun and flash-bang).
- Grenade launchers (including launchers for stun and flash-bang).
- Explosives (except for explosives and percussion actuated non-electric disruptors used for accredited bomb squads and explosive detection canine training).
- Any vehicles that do not have a commercial application, including all tracked and armored vehicles, unless the law enforcement agency certifies that the vehicle will be used exclusively for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV)
- Weaponized aircraft, vessels, and vehicles of any kind.
- Aircraft that are combat-configured or combat-coded, have no established commercial flight application, or have no application for disaster-related emergencies; active shooter scenarios; hostage or other search and rescue operations; or anti-terrorism preparedness, protection, prevention, response, recovery, or relief.
- Long-range acoustic devices that do not have a commercial application.
- Camouflage Uniforms (digital pattern). Woodland and desert patterns are allowable based on operational needs. Camouflage may not be worn in urban or populous areas.
Category B – Statutorily Prohibited without Waiver

Prohibited without waiver. Must demonstrate that extraordinary and exigent circumstances exist that make the use of JAG award funds to provide such matters essential to the maintenance of public safety and good order.

- Vehicles (excluding police cruisers), vessels (excluding police boats), or aircraft (excluding police helicopters).* (See Category C.)
- Luxury items
- Real estate
- Construction projects (other than penal or correctional institutions)
- Any similar matter

*Police cruisers, police boats, and police helicopters are defined in the JAG Prohibited and Controlled Equipment Guidance for Awards Made During or After (Federal) Fiscal Year 2023.
Category C – Statutorily Prohibited without Waiver and Controlled Consistent with E.O. 14074

• Command and/or Control Vehicles (any wheeled vehicle either purpose-built or modified to facilitate the operational control and direction of public safety units responding to an incident). Command and control vehicles are similar to recreational vehicles and can accommodate multiple people at multiple workstations in the command center. This category is not intended for other types of vehicles that could serve as a command and control center, including sport utility vehicles (SUVs).

• Tactical Vehicles, wheeled (a vehicle purpose-built to operate on- and off-road in support of military operations, such as a HMMWV ("Humvee"), 2.5-ton truck, 5-ton truck, or a vehicle with a breaching or entry apparatus attached). This excludes commercially available vehicles not tactical in nature, such as pickup trucks or SUVs being used in the ordinary course by police forces in the United States for patrol activities.

• Wheeled armored vehicles.

• Manned aircraft, fixed and/or rotary wing. This excludes police helicopters; however, police helicopters are subject to the requirements of Category D.
Category D – Controlled consistent with E.O. 14074

- Police helicopters.
- Specialized firearms and ammunition under .50 caliber. This excludes service-issued handguns, rifles, or shotguns that are issued or approved by the agency to be used during the course of regularly assigned duties.
- Explosives and pyrotechnics.
The performance measures for JAG can be found at [https://bjapmt.ojp.gov/help/jagdocs.html](https://bjapmt.ojp.gov/help/jagdocs.html).

<table>
<thead>
<tr>
<th>MEASURE</th>
<th>REPORTING PERIOD</th>
<th>DUE DATE</th>
</tr>
</thead>
</table>
| Performance Measurement Tool (PMT)           | 10/1–12/31  
1/1–3/31  
4/1–6/30  
7/1–9/30 | Due 30 days after the end of the reporting period |
1/1–3/31  
4/1–6/30  
7/1–9/30 | Due 30 days after the end of the reporting period |
| JustGrants Progress Reports (PMT upload to JG) | Category 1 – Annual (1/1–12/31)  
Category 2 – Semi-annual (1/1–6/30 and 7/1–12/31) | Due 30 days after the end of the reporting period  
*Report #1 typically covers 15 months (10/1–12/31) |
Step 1: Grantee logs in to the PMT system.

Note: The PMT system is a separate and independent system from the JustGrants system.

Step 2: Grantee completes the JAG PMT Report on a quarterly basis in the PMT.

Step 3: On a semi-annual basis or annual basis, grantee reports on the goals and objectives and generates a PDF of the PMT report for submission into the JustGrants system.

Step 4: Grantee uploads and submits a PMT report (via PDF) in the JustGrants system.

Step 5: BJA Programs reviews the PMT report and requests revisions if necessary.

Grantees should ensure the correct PMT report is submitted for the appropriate reporting period.
JAG Resources

JAG Web Page
JAG Statute
FY 2023 JAG Allocations List
JAG Frequently Asked Questions
JAG Prohibited and Controlled Equipment Guidance
FY 2023 Chief Executive Certification
JustGrants and Training

JAG Technical Report
JAG Fact Sheet
DOJ Grants Financial Guide
OJP Grant Application Resource Guide

BJA Staff Contact list for local JAG grants with award amounts of less than $25,000.

BJA Staff Contact List for state and local JAG grants with award amounts of $25,000 or more.
Before You Apply

Registration

• Before submitting an application, all applicants must register with the **System for Award Management (SAM)**.

• You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.
Two-Step Application Process

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

• Step 1 (Grants.gov)
  - After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at [https://www.grants.gov/web/grants/register.html](https://www.grants.gov/web/grants/register.html). Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.
    - Grants.gov deadline: August 23, 2023 (8:59 p.m. ET)

• Step 2 (JustGrants)
  - Applicants submit the full application, including attachments, at [https://justicegrants.usdoj.gov/](https://justicegrants.usdoj.gov/).
    - JustGrants deadline: August 30, 2023 (8:59 p.m. ET)
Additional Information for How to Apply

- OJP Grant Application Resource Guide:
  [https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#apply](https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#apply)

- The DOJ Application Submission Checklist:
  [appln-submission-checklist.pdf (usdoj.gov)](appln-submission-checklist.pdf)

- JustGrants Support:
SECTION 4

APPLICATION RESOURCES
Quick Reference: Important Contacts

For technical assistance submitting the SF-424 and SF-LLL into Grants.Gov, call: 800–518–4726 or 606–545–5035, 24 hours a day, or email: support@grants.gov.

For technical assistance submitting the full application into JustGrants, call: 833–872–5175, 7–9 ET, Monday–Friday, and 9–5 ET, weekends and holidays, or email: JustGrants.Support@usdoj.gov.

For technical assistance with the programmatic requirements, call the OJP Response Center: 800–851–3420, 10–6 ET, Monday–Friday, or email: grants@ncjrs.gov.
Email Updates
Text your email address to OJP at 468-311 to subscribe.
(Message and data rates may apply.)

https://www.ojp.gov/subscribe
Stay Connected!!

- Facebook: https://www.facebook.com/DOJBBA
- Twitter: https://twitter.com/DOJBBA
- YouTube: https://www.youtube.com/dojbja

For information on funding opportunities, publications, and initiatives, visit BJA’s website: www.bja.ojp.gov.
BJA FY 23 Edward Byrne Memorial Justice Assistance Grant Program Local Solicitation Webinar

July 19, 2023
Agenda

Onboarding and Entity Roles

SAM.gov and UEI

Pre-Application Submission

Questions

JustGrants Resources
Onboarding: SAM.gov to Grants.gov to JustGrants

START

1. Entities must register with SAM.gov to apply for federal assistance. Registration details cascade through to Grants.gov and JustGrants.

2. Grantees.gov is the central place to locate federal funding opportunities.

3. The DOJ grants management system is JustGrants, where Entity Users apply for funding and manage awards.

UEI

- Register, renew, or confirm with SAM.gov
- Obtain or confirm UEI number in SAM.gov.

Grants.gov

- Apply in Grants.gov (Submit SF-424 and SF-LLL forms)
- ✓ Search Grants.gov
- ✓ Select Opportunity ID

View and edit pre-populated fields in the JustGrants application.

Complete full application in JustGrants

FINISH

Submit the application in JustGrants
Entity Roles
What is an Entity?

The term **entity** refers to applicants and award recipients. An entity has unique identifiers such as: legal name, doing business as (DBA) name, and one or more numeric or alphanumeric identifiers. In JustGrants, there are two distinct types of entities: **Organizations** and **Individuals**.

Most entities in JustGrants are considered **organizational entities**. There are many types of organizational entities, including but not limited to: nonprofits, American Indian tribes, state or local governments, and institutions of higher education.

Organizational entities must register and maintain an **active registration status** in SAM.gov in order to access federal funding. The SAM.gov **Unique Entity Identifier (UEI)** is considered the primary alphanumeric identifier for organizational entities in JustGrants.

An **individual entity** is a person, not an organization, applying for grant funding. Typically, an individual entity applies for a **fellowship grant program**.

Individual entities do **not** need to register in SAM.gov. Instead, individual entities should use their **Internal Revenue Service (IRS) Federal Tax ID EIN/Tax Identifier Number (TIN)** as their unique alphanumeric identifier.

For security purposes, JustGrants recommends not using a Social Security number (SSN) as the unique identifier.
## JustGrants Roles

There are six roles for applicants and awardees:

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>ENTITY ADMINISTRATOR</strong></td>
<td>Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.</td>
</tr>
<tr>
<td><strong>APPLICATION SUBMITTER</strong></td>
<td>Completes and submits applications on behalf of an Entity, including Entity Assurances and Certifications.</td>
</tr>
<tr>
<td><strong>AUTHORIZED REPRESENTATIVE</strong></td>
<td>Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.</td>
</tr>
<tr>
<td><strong>GRANT AWARD ADMINISTRATOR</strong></td>
<td>Edits/submits programmatic related award requirements, including Performance Reports, certain Grant Award Modifications (GAMs), and portions of the Closeout.</td>
</tr>
<tr>
<td><strong>ALTERNATE GRANT AWARD ADMINISTRATOR</strong></td>
<td>Supports the Grant Award Administrator (GAA). Can initiate and submit programmatic related award requirements, including GAMs and deliverables.</td>
</tr>
<tr>
<td><strong>FINANCIAL MANAGER</strong></td>
<td>Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.</td>
</tr>
</tbody>
</table>

Multiple roles can be assigned to a single user.
Roles Required for Application Submission

Application Submission requires **three** key roles:

<table>
<thead>
<tr>
<th>Application Submitter</th>
<th>Authorized Representative</th>
<th>Entity Administrator</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Identify application submission forms in JustGrants</td>
<td>• An Authorized Representative must be onboarded before an application can be submitted.</td>
<td>• Onboard and complete entity profile before application submission</td>
</tr>
<tr>
<td>• Complete a web-based budget form</td>
<td>• The Authorized Representative must be selected from an existing user list in the application.</td>
<td>• Onboard the Authorized Representative</td>
</tr>
<tr>
<td>• Complete an application on behalf of an entity— <strong>certifies information</strong></td>
<td></td>
<td>• Change Application Submitter assignments, if needed</td>
</tr>
<tr>
<td>• <em>For APPLICATIONS, only the Application Submitter can take actions (edit/submit).</em></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

COPS awards **may** require two Authorized Representatives: A law enforcement **AND** a government executive.
SAM.gov and UEI
SAM.gov

- SAM.gov is the federal government’s source of truth for entity identifiers.
- Organizational entities must maintain an active registration and ensure entity information is current.
- Other federal systems use entity data from SAM.gov.

Grants.gov

- Grants.gov is the federal government’s central source to locate funding opportunities for all federal agencies.
- To apply for funding, a grants.gov account must be associated to a UEI from SAM.gov.
- All applications begin in Grants.gov with preliminary information.
- Grants.gov applications are transferred to JustGrants upon validation.

DIAMD

- The Digital Identity and Access Management Directory (DIAMD) is the Department of Justice’s (DOJ’s) secure user management system.
- The Entity Administrator (EA) determines who should have access to their entity data and then invites those individuals to be entity users.
- The EA keeps entity users and their roles up to date and re-assigns the EA role as needed.

JustGrants

- JustGrants is DOJ’s grants management system.
- The EA assigns and re-assigns entity users to specific applications and awards.
- The EA uploads entity-level documents into the system.
Unique Entity Identifier (UEI)

Unique Entity Identifier (UEI) replaces DUNS

UEI is a 12-character alpha-numeric value

Now search using UEI

Simplifies entity registration process
• Each UEI in SAM.gov creates a separate account in JustGrants.
• The UEI is a unique identifier for each legal entity.
• Organizations using multiple UEIs to manage awards WILL HAVE multiple JustGrants accounts
  • Each account must have its own users.
  • Each user must have a unique email address for each account.
• Users logging in to one JustGrants account WILL NOT see awards that are managed in another JustGrants account.
Locate Your UEI in **SAM.gov**

1) Log in to **SAM.gov**.

2) In your Workspace, select the numbered bubble above Active in the Entity Management widget.
Your record(s) appear and the UEI appears on the left side of each record.
Locate Your UEI in **JustGrants**
Application Submission Overview

Applicants have two application submission deadlines. **First:** Grants.gov (submitting the SF-424 and SF-LLL). **Second:** JustGrants.

It’s okay to enter preliminary budget or programmatic data in Grants.gov and then provide updates later in JustGrants.

A JustGrants submission should include all items as defined in the solicitation.

The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.
Grants.gov Process
Grants.gov Sign-in

https://www.grants.gov/web/grants/register.html
There are several parts to the Grants.gov process and two important reminders:

<table>
<thead>
<tr>
<th>Funding Opportunity &amp; Application</th>
<th>The SF-424 and SF-LLL</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Select <strong>Apply for Grants</strong> under the Applicants column.</td>
<td></td>
</tr>
<tr>
<td>• Enter your email address to be notified of any changes to the opportunity package before the closing date.</td>
<td></td>
</tr>
<tr>
<td>• Click the Workspace icon to use Grants.gov.</td>
<td></td>
</tr>
<tr>
<td>Within 48 hours of submitting the SF-424 and SF-LLL, Grants.gov should send:</td>
<td></td>
</tr>
<tr>
<td>• Confirmation of receipt of the SF-424 and SF-LLL.</td>
<td></td>
</tr>
<tr>
<td>• Indication of whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to error, with explanation.</td>
<td></td>
</tr>
</tbody>
</table>
Grants.gov: Funding Opportunities

To locate a funding opportunity with DOJ, start at the **Search Grants** tab. Use filters to narrow your search:

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency
The person and email listed in SECTION (8F) of SF-424 will automatically become the Application Submitter for your entity’s application.

The Application Submitter is the ONLY user able to complete the application in JustGrants unless the Entity Administrator reassigns it AFTER submission in Grants.gov.
Grants.gov: Track My Application

Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT99999999)

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov and they do not report the status to Grants.gov.
Grants.gov: What’s Next

Grants.gov: Received vs. Rejected

Try to submit your SF-424 and SF-LLL ahead of Grants.gov deadline

Grants.gov tracking number is connected to your JustGrants Application
First Steps: JustGrants

Application Submitter
Locate Application: My Worklist
Editing: Multiple Submitters
Application Notifications

There are two types of application notifications:

**Email**

Notifications are sent to all Application Submitters when:

- An Application Submitter has been assigned or removed from an application
- Deadline approaching (5 days prior)
- The application has been submitted or has been recalled

**Bell**

Notifications are in the upper right corner of every JustGrants screen. The number indicates the unread notifications. These notifications occur when:

- One Application Submitter is editing, assigned, or removed from an application
- The application has been submitted
Justice Grants

The Justice Grants Website has much more information about JustGrants

- Printing an Application in JustGrants
- Application Submissions Training and Reference Materials
- JustGrants User Roles Guide
- OJP Grant Application Resource Guide
- OJP/OVW/COPS Funding Opportunities
- DOJ Application Submitter Checklist
- SAM.gov Resource links
- Grants.gov grant support links

https://JusticeGrants.usdoj.gov
Upcoming Sessions

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions

Post-Award Management: **MONDAYS** from 1:00 PM to 2:30 PM

**KEY AUDIENCE:** Grant Award Administrators, Entity Administrators, Financial Managers

Entity Management: **TUESDAYS** from 2:00 PM to 3:00 PM

**KEY AUDIENCE:** Entity Administrators

Application Mechanics: **WEDNESDAYS** from 2:30 PM to 4:00 PM

**KEY AUDIENCE:** Entity Administrators, Application Submitters, Authorized Representatives

Award Acceptance: **THURSDAYS** from 2:00 PM to 3:00 PM

**KEY AUDIENCE:** Entity Administrators, Authorized Representatives
Thank you!

Please complete the survey that opens in a new browser window.
Questions?

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