

BUREAU OF JUSTICE ASSISTANCE

# FY 2023 TRANSFORMING PRISON CULTURES, CLIMATES, AND SPACES

June 5, 2023



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



# Presenters

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

- Heather Tubman-Carbone, Ph.D., Associate Deputy Director
- Jessa Wilcox, Senior Policy Advisor

# Agenda

**Welcome and Introduction to OJP and BJA**

**Program Overview**

**Eligibility and Application Requirements**

**Application Resources**

**Q&A**

## SECTION 1

# WELCOME AND INTRODUCTION



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

# 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)**.

**BJA** – Bureau of Justice Assistance



**BJS** – Bureau of Justice Statistics



**NIJ** – National Institute of Justice



**OVC** – Office for Victims of Crime



**OJJDP** – Office of Juvenile Justice and Delinquency Prevention



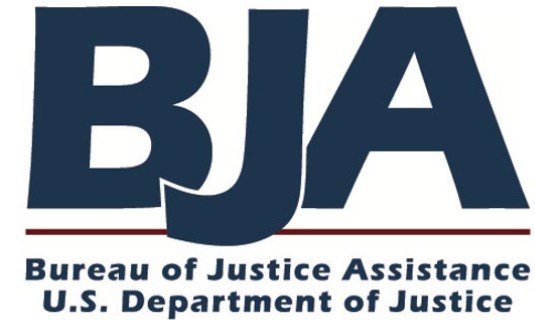
**SMART** – Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



# 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.

## SECTION 2

# PROGRAM OVERVIEW



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



# Transforming Prisons Program

---

Challenges  
facing  
prisons:

Staffing, recruitment, training, and retention.

---

Mental and physical health needs.

---

A culture and spaces that do not<sup>9</sup> promote  
rehabilitation.

---

# Transforming Prisons Program

---

Outcomes: Sufficient staffing and retention of correctional professionals able to meet the challenges of today and tomorrow.

---

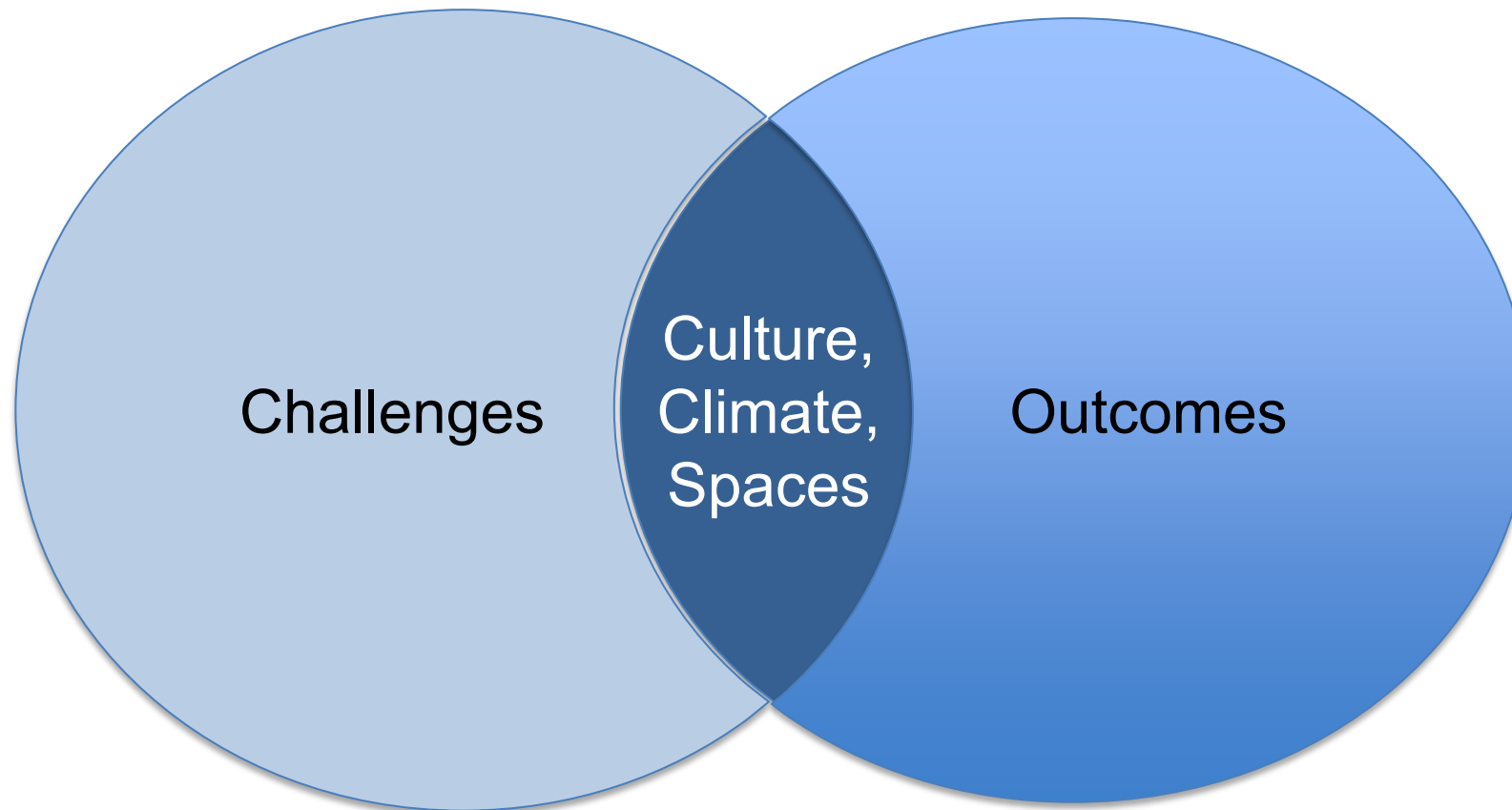
Safety, health, and wellness of staff and people who are incarcerated.

---

A humane and rehabilitative environment that promotes the successful reintegration from incarceration to the community.

---

# Transforming Prisons Program



# Transforming Prisons Program



## Culture:

- Relationships and interactions between incarcerated persons and correctional staff and the adaptations of these groups to the shared environment.

## Climate:

- Social, emotional, organizational, and physical characteristics of a correctional institution as perceived by incarcerated persons and correctional staff.

## Spaces:

- Designs that offer natural opportunities for routine and unstructured engagement.
- Designed from a therapeutic or a rehabilitation point of view.

# Transforming Prisons Program: Purpose

This project will support prisons and the state correctional agencies that oversee them in transforming their cultures, climates, and spaces to create and sustain safe, humane, and rehabilitative environments that promote the safety, health, and well-being of staff and people who are incarcerated and their successful reentry from incarceration to their communities.



Support state prisons and criminal justice agencies assess and transform their cultures, climates, and spaces.



Develop, manage, and promote a website with curated resources that will advance knowledge around prison operations.



Further DOJ's mission by creating a more fair and humane prison system.

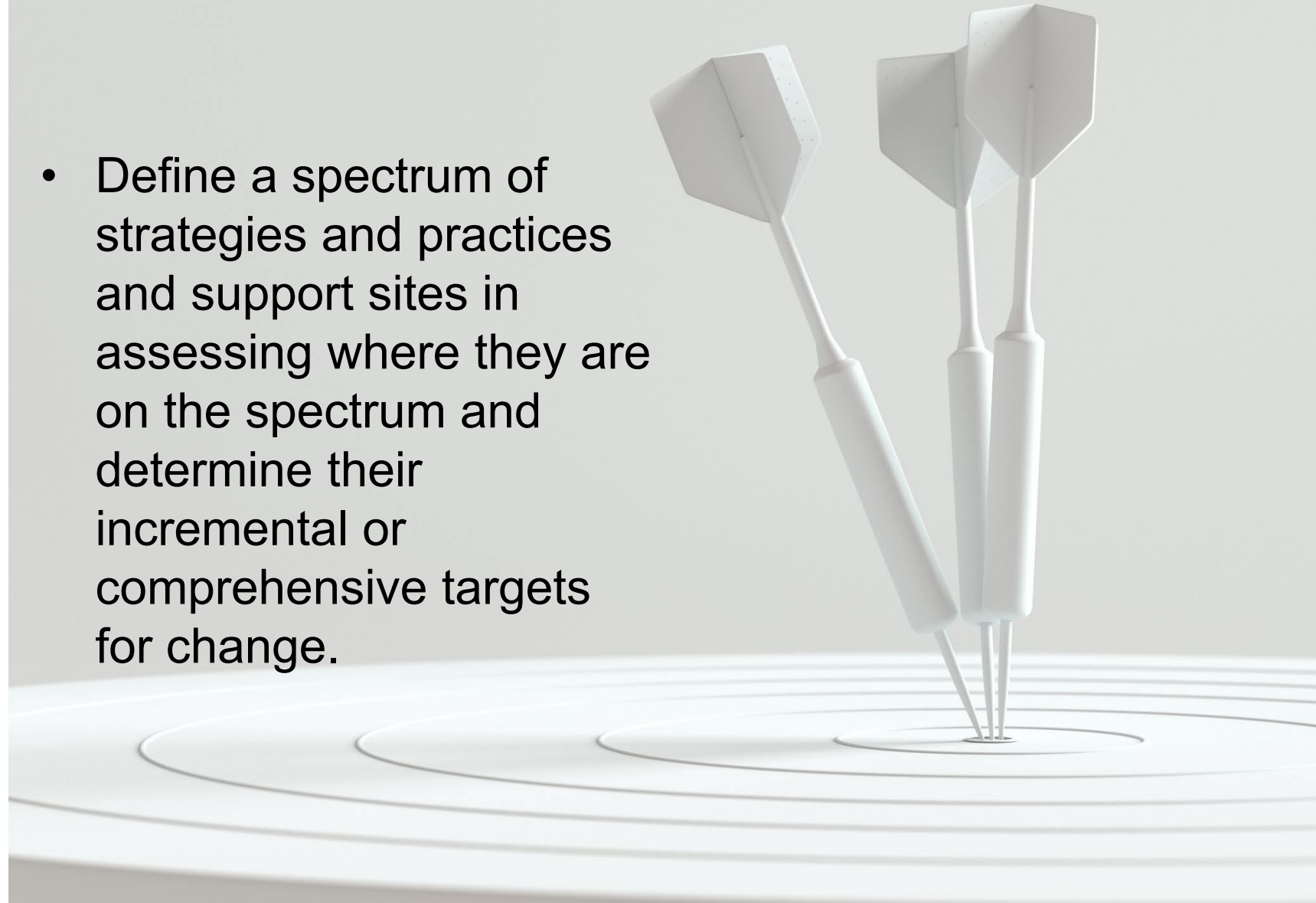
# Transforming Prisons Program: Categories

**Category 1:** BJA will fund a training and technical assistance (TTA) provider to help prisons and state correctional agencies assess and transform their cultures, climates, and spaces to improve outcomes including staff recruitment, training, retention, and wellness; the design of spaces and the structure of people's time to prepare them for reintegration into their communities; and strategies that will promote and sustain these changes.

**Category 2:** BJA will fund a provider that will develop, manage, and promote a website with curated resources to advance knowledge around prison operations.

# Objectives: Category 1

- Define a spectrum of strategies and practices and support sites in assessing where they are on the spectrum and determine their incremental or comprehensive targets for change.



# Objectives: Category 1

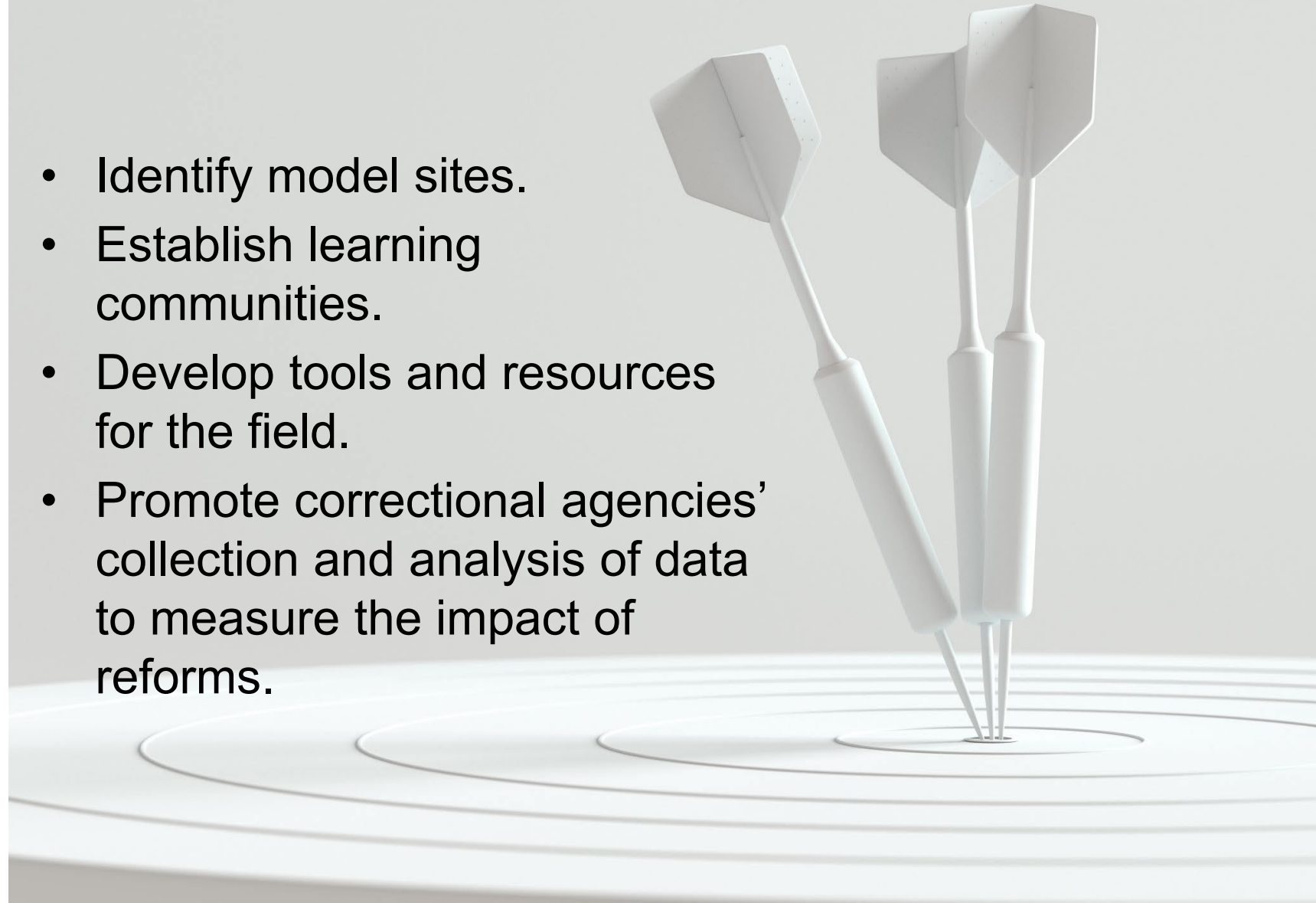
- Engage with and assist sites to make deliberate and measurable changes that improve conditions of confinement and post-release outcomes for people who are incarcerated and working in prisons through a focus on culture, climate, and spaces.





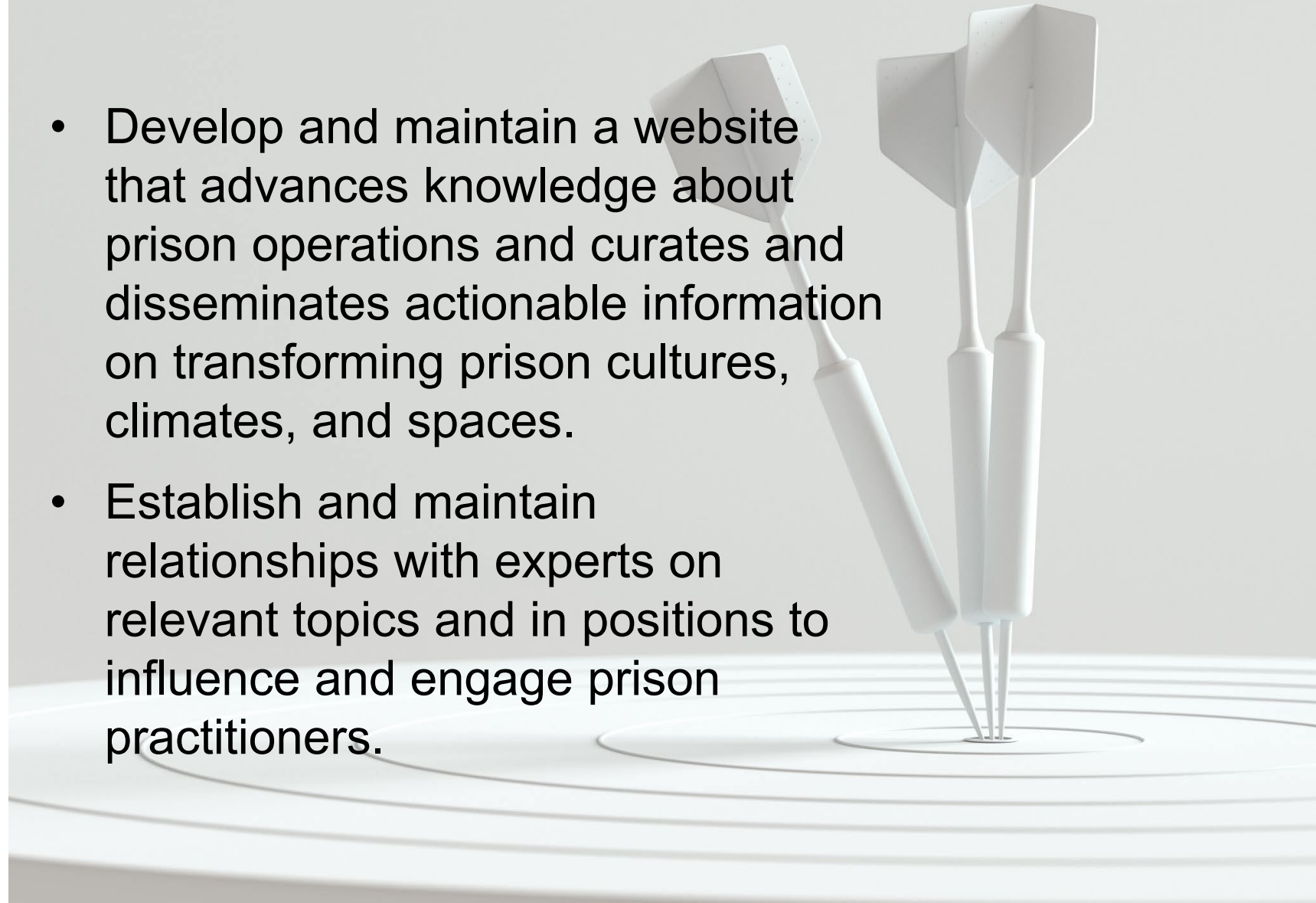
# Objectives: Category 1

- Identify model sites.
- Establish learning communities.
- Develop tools and resources for the field.
- Promote correctional agencies' collection and analysis of data to measure the impact of reforms.



# Objectives: Category 2

- Develop and maintain a website that advances knowledge about prison operations and curates and disseminates actionable information on transforming prison cultures, climates, and spaces.
- Establish and maintain relationships with experts on relevant topics and in positions to influence and engage prison practitioners.



# Deliverables

## Category 1

- Develop and execute a process to select 4 to 8 sites. Once selected:
  - Engage in a **planning process**.
  - Develop an **individualized workplan**.
  - Assist sites in **project execution**.
  - May propose to set aside **pass-through funding**.
- Establish and convene learning communities and identify model sites.
- Develop and disseminate tools and resources to the field and respond to ad hoc requests for assistance.
- Hold a national convening.

## Category 2

- Develop, maintain, expand, and promote a **website** on prison operations and all BJA's prison-related work.
- **Receive and refer** TA requests from the field to the awardee under Category 1.
- Coordinate with and reach out to **national experts** on prison operations and culture change.

## SECTION 3

# ELIGIBILITY AND APPLICATION REQUIREMENTS



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

# Grant Award Information

## Category 1:

- Number of awards: 1
- Award amount: up to \$3,000,000
- Period of performance: 36 months
- Period begins: 10/1/2023

## Category 2:

- Number of awards: 1
- Award amount: \$500,000
- Period of performance: 36 months
- Period begins: 10/1/2023

# Eligible Applicants



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

# Eligible Applicants



- BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).
- BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years.

# Application Elements

- ✓ Application (Form SF-424)
- ✓ Proposal Abstract
- ✓ Proposal Narrative
- ✓ Goals, Objectives, Deliverables, and Timelines
- ✓ Budget Information
- ✓ Letters of Support
- ✓ Indirect Cost Rate Agreement
- ✓ Financial Management Questionnaire
- ✓ Supporting Documentation of Past TTA Delivery Experience (Category 1)
- ✓ Supporting Documentation of Past Website Development Experience (Category 2 only)
- ✓ Documentation of Proposed Subrecipients & Procurement Contracts
- ✓ Disclosures: Lobbying, Pending Applications, Research and Evaluation Independence, Executive Compensation



# Application Elements

## Basic Minimum Requirements:

- Proposal Abstract
- Proposal Narrative
- Budget Web-based Form
- Supporting Documentation of Past TTA Delivery Experience (Category 1 only)
- Supporting Documentation of Past Website Development Experience (Category 2 only)
- Documentation of Proposed Subrecipients and Procurement Contracts

# Narrative

- Description of the issue
- Project design and implementation
- Capabilities and competencies
- Plan for collecting data required for performance measures

# Documentation Advancing DOJ's Priorities

- Promotes racial equity.
- Increases access to justice.
- Supports crime victims and individuals impacted by the justice system.
- Strengthens community safety and protects the public from crime and evolving threats.
- Builds trust between law enforcement and community populations and communities.



# Priority Areas

Executive Order 13985: *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*. In support of this Executive Order, OJP will provide priority consideration to:

- a) Proposed project(s) designed to **promote racial equity** and the **removal of barriers** to justice access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.
- b) Applications that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they identify as a culturally specific organization.

# Budget

- The applicant will complete the JustGrants web-based budget form.
- If the applicant is seeking priority consideration under Priority (A) and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

# Budget

- If the applicant is seeking priority consideration under Priority (B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding.**
- For priority consideration under Priority (B), the budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

# Memorandum of Understanding (MOU)/Letter of Support

- For each named partner entity, a signed MOU or letter of intent should be included that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project services/tools.
- Applications submitted from two or more entities are encouraged to submit a signed MOU that provides a detailed description of how the agencies will work together to meet the project's requirements.
- Each letter of support should include the following:
  - 1) Names of the organizations involved in the agreement.
  - 2) Scope of the direct service(s) and other work to be performed under the agreement.
  - 3) Duration of the agreement.

# Review Criteria

Selection Criteria	Weight
Statement of the Problem/Description of the issue	10%
Project design and implementation	40%
Capabilities and competencies	30%
Plan for collecting data for performance measures	10%
Budget	10%



# DOJ Grants Financial Guide

- Compiles a variety of laws, rules, and regulations that affect the financial and administrative management of DOJ awards.
- Serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.
- <https://www.ojp.gov/funding/financialguidedojo/overview>.

# Before You Apply

## Registration

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 the application's submission in Grants.gov and JustGrants.
- Registration and renewal can take up to 10 business days to complete.

# Application Deadlines

Submit your application in two steps:

- 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).

## Deadlines:

Grants.gov: 7/18/2023

JustGrants: 7/25/2023

**NOTE:** Submission deadline times for both Grants.gov and JustGrants are 8:59 p.m. ET.

**Read the solicitation carefully for further guidance.**

# Additional Information

- See the “How to Apply” section in the OJP Grant Application Resource Guide at:  
<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#apply>.
- See the DOJ Application Submission Checklist at:  
<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf>.

# Application Submission

- ✓ Identify the forms needed to submit an application.
- ✓ Complete a web-based budget form.
- ✓ Complete an application, including certifying the information.
- ✓ Submit the application.

## SECTION 4

# APPLICATION RESOURCES



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



[Home](#) / [Grants/Funding](#) / [Applicant Resources](#)

# OJP Grant Application Resource Guide

## SAM.gov Entity Validation Update

GSA implemented a new process to validate an entity's legal business name and physical address when requesting a Unique Entity Identifier (UEI) and for completing a SAM.gov entity registration. Due to a high volume of requests, entity validations are taking longer than expected to process. This validation process is now taking 7-10 business days, and in some cases longer.

**OJP strongly recommends starting your SAM.gov registration process as soon as possible to allow the time necessary to process entity validations well in advance of the Grants.gov due date posted in the solicitation.** Read [this FAQ](#) for more information.

The Office of Justice Programs (OJP) Grant Application Resource Guide ("Guide") provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding. It addresses a variety of policies, statutes, and regulations that apply to many (or in some cases, all) OJP program applicants, or to grants and cooperative agreements awarded in fiscal year (FY) 2023. Some OJP programs may have program solicitations that expressly modify a provision of this Guide; in such cases, the applicant is to follow the guidelines in the solicitation as to any such expressly modified provision.

## Contents

- [How To Apply](#)
- [Application Elements and Formatting Instructions](#)
  - [Complete the Application for Federal Assistance\(Standard Form \(SF\)-424\)](#)
  - [Disclosure of Lobbying Activities](#)
    - [Unique Entity Identifier and System for Award Management \(SAM\)](#)
  - [Proposal Abstract](#)
  - [Budget Preparation and Submission Information](#)
    - [Detailed Computations and Allowable Costs](#)
    - [Narrative Justification for Every Cost](#)
    - [Consolidated Budget Summary](#)
    - [Information on Proposed Subawards \(if any\) and Proposed Procurement Contracts \(if any\)](#)
    - [Indirect Cost Rate Agreement \(if applicable\)](#)
  - [Tribal Authorizing Resolution \(if applicable\)](#)
- [Application Attachments](#)
  - [Applicant Disclosure of Pending Applications \(Duplication in Cost Items\)](#)
  - [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)
  - [Research and Evaluation Independence and Integrity](#)
  - [Disclosure of Process Related to Executive Compensation](#)
- [Financial Information](#)
  - [Financial Management and System of Internal Controls](#)
  - [Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#)
  - [Cost Sharing or Matching Requirement](#)
  - [Pre-agreement Costs \(also known as Pre-award Costs\)](#)
  - [Limitation on Use of Award Funds for Employee Compensation; Waiver](#)
  - [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)
  - [Costs Associated with Language Assistance \(if applicable\)](#)
- [Application Review Information](#)
- [Federal Award Administration Information](#)
  - [Federal Award Notices](#)
  - [Administrative, National Policy, and Other Legal Requirements](#)
  - [Information Technology \(IT\) Security Clauses](#)
  - [General Information about Post-Federal Award Reporting Requirements](#)
- [Programmatic Information](#)
  - [Evidence-Based Programs or Practices](#)
  - [Information Regarding Potential Evaluation of Programs and Activities](#)
  - [Note on Project Evaluations](#)
- [Other Information](#)
  - [Freedom of Information and Privacy Act \(5 U.S.C. § 552 and 5 U.S.C. § 552a\)](#)
  - [Provide Feedback to OJP](#)
  - [To Become an OJP Peer Reviewer](#)



The Justice Grants System (JustGrants) is the Department of Justice's grants management system for the Office of Community Oriented Policing Services (COPS Office), the Office of Justice Programs (OJP) and the Office on Violence Against Women (OVW).

The JustGrants Resources website is an entryway into information about JustGrants and the system itself. Through this portal both award recipients and applicants can access [training resources](#) and [user support options](#), find answers to [frequently asked questions](#) and [sign up for the JusticeGrants Update e-newsletter](#).

Users can also [log in to JustGrants](#) through the site.

## News Flash

**Feb 21: [Register Now! March Dates Added for Virtual Q&A Sessions](#)**

**Aug 10: [Review New and Updated JustGrants FAQs](#)**

### LOGIN

**JustGrants Login**  
Select the access graphic above to log in to the Justice Grants System (JustGrants).

### TRAINING

**Training**  
Learn to navigate JustGrants effectively and complete various essential grants management tasks.

### FREQUENTLY ASKED QUESTIONS

**FAQs**  
Find answers to frequently asked questions regarding the Justice Grants System (JustGrants) and the Automated Standard Application for Payments (ASAP).

### USER SUPPORT

**User Support**  
Access self-service, topic-specific, and technical support options for assistance in using the JustGrants System.

### RESOURCES

**Resources**  
Links to resource guides, financial and administrative resources for grant management, funding opportunities, and ASAP training and resources.

### NEWS & UPDATES

**News & Updates**  
View the latest information and updates on DOJ's grants management and payment management systems and sign up for JusticeGrants Updates emails from the COPS Office, OJP, and OVW.



# 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.
  - **Web and Email**
    - <https://www.grants.gov/web/grants/support.html>
    - [support@grants.gov](mailto:support@grants.gov)
- Provides information on available federal funding opportunities for various federal agencies.

## 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 7:00 a.m. and 9:00 p.m. ET
    - Saturday, Sunday, and federal holidays from 9:00 a.m. – 5:00 p.m. ET
  - **Web and Email**
    - <https://justicegrants.usdoj.gov/user-support>
    - [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Email Updates  
Text OJP [your  
email address] to  
468-311 to  
subscribe.

(Message and data  
rates may apply.)



[Home](#)

## Subscribe

Shutterstock ([see reuse policy](#)).

### Stay Connected

- Subscribe to:
  - [OJP News Releases](#) for the latest OJP press releases and publication advisories
  - [JUSTINFO](#), a twice-monthly email newsletter
  - [Funding News](#), a weekly notice of new grant opportunities and application tips
  - [JusticeGrants Update e-newsletter](#) for the latest information and updates on JustGrants, DOJ's grants management system
  - [OJP email newsletters](#) and topical messages available from OJP program offices (BJA, BJS, NIJ, OJJDP, OVC, and SMART)
- Sign up for [U.S. Department of Justice Email Updates](#)

<https://www.ojp.gov/subscribe>

# Stay Connected!!

- **Facebook:** <https://www.facebook.com/DOJBJA>
- **Twitter:** <https://twitter.com/DOJBJA>
- **YouTube:** <https://www.youtube.com/dojbja>

For information on funding opportunities, publications, and initiatives, visit **BJA's** website: [www.bja.ojp.gov](http://www.bja.ojp.gov).



## Additional Questions?

### Contact the **OJP Response Center**:

- Email: [grants@ncjrs.gov](mailto:grants@ncjrs.gov)
- 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., ET, Monday through Friday.

# Reminder: Dual Deadlines

Applications must 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://JusticeGrants.usdoj.gov).

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

**Read the solicitation carefully for further guidance.**

# 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](mailto:support@grants.gov).



For technical assistance submitting the **full application** into JustGrants, **call:** 833–872–5175, 7–9 ET, M–F, and 9–5 ET, weekends and holidays, or **email:** [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov).



For technical assistance with the programmatic requirements, **call the OJP Response Center:** 800–851–3420, 10–6 ET, M–F, or **email:** [grants@ncjrs.gov](mailto:grants@ncjrs.gov).



## Questions?

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