FY 2023 Visiting Fellows Program
Competitive Grant Announcement

This webinar will begin shortly
Presenters

- Andre Bethea, Senior Policy Advisor
- Kathy Browning, Senior Policy Advisor
- Tenzing Lahdon, Senior Policy Advisor
- Mallory O'Brien, Senior Policy Advisor
- Angel Sanchez, BJA Fellow
- Olivia Schnitzer, Policy Advisor
- Courtney E. Stewart, Policy Advisor
- Patricia Thackston, Policy Advisor
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SECTION 1

WELCOME AND OVERVIEW
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
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
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, and/or tribal subject matter expertise to assess areas of need and develop strategies, tools, and policies in collaboration with BJA staff to benefit the criminal justice field.

• The purpose of each fellowship is to make important policy and programmatic contributions in a focus 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

• The Visiting Fellows Program creates an opportunity for BJA to collaborate with practitioners, advocates, and researchers to build capacity to address gaps in priority and emerging issues in the criminal justice field.

• Under this solicitation, BJA seeks to host up to 8 fellows from a broad range of disciplines to propose strategies related to crime and justice that will address one of the 6 areas of focus.

• Fellows are expected to be subject matter experts and 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 address their respective focus areas, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical assistance using their subject matter expertise. Further, they will work with BJA on enhancing strategies and building capacity, then bring their fellowship experience back into the field.
Application Tips

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

Important Dates

• June 13, 2023, 8:59 p.m. ET: Deadline to submit the SF-424 and SF-LLL in Grants.gov

• June 20, 2023, 8:59 p.m. 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.
Program Objectives

• Work with BJA to assess the technical assistance, training, and capacity-building needs in one of the focus areas in the solicitation.

• Bring real world and lived experience and knowledge to BJA that enhances staff’s ability to deliver relevant and effective tools to the field.

• Support the development of criminal justice practitioners, researchers, and BJA/OJP staff members to advance BJA’s mission.

• Assist and translate knowledge about critical criminal justice issues and strategies and promote innovation.
SECTION 3

GUEST SPEAKER

ANGEL SANCHEZ
SECOND CHANCE FELLOW
FY 2021 BJA FELLOW RECIPIENT
Eligibility

The following entities are eligible to apply:

- City or township governments
- County governments
- State governments
- Native American tribal governments (federally recognized)
- Native American tribal organizations (other than federally recognized tribal governments),
- 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
- For-profit organizations other than small businesses
- Private institutions of higher education
- Public- and state-controlled institutions of higher education
- Public housing authorities/Indian housing authorities

Note: Eligible applicants are limited to state, tribal, or local governments, organizations, or academic institutions seeking to provide federal-level experience for one of their staff members who serves a key role in their agency. Organizations seeking to place an employee or representative 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.
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 “BJA Focus Areas” 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 briefings monthly to inform BJA and other DOJ staff members about issues facing the field and current practices in their focus area. This means fellows will have 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.
BJA Focus Areas
1. Researcher–Practitioner Partnership Fellowship To Reduce Substance Use-related Crime and Overdose

• The fellow will support 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 (COSSUP).

• The fellow will focus on identifying and documenting COSSUP-funded promising and emerging practices that 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 training and technical assistance (TTA) partners to scan the field for promising and effective research partnerships with local practitioners that advance understanding of strategies to reduce overdose and substance use disorder and related crime, including efforts to track trends locally and get ahead of challenges facing local communities. This includes identifying 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 COSSUP efforts.

• The fellow will work with BJA’s Courts, Community, and Strategic Partnerships Team.
2. Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship

• BJA is seeking up to three fellows with lived experience and knowledge of substance use recovery as well as criminal justice involvement at one or more intercept points of the criminal justice system.

• The fellow will utilize their experience and relationships with national organizations and the field to support BJA’s Behavioral Health portfolio, notably the peer recovery supportive service initiatives in COSSUP, the Adult Treatment Court (ATC) Grant Program, and the Veterans Treatment Court (VTC) Grant Program. Utilize data-driven strategies and their expertise to promote peer-to-peer engagements to support recovery and reduce recidivism.

• The fellow will also develop strategies and tools to reflect lived experience and 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 support the analysis of need and treatment court data for the COSSUP, ATC Grant Program, VTC Grant Program, and Tribal Healing to Wellness Court models to explore barriers and enhance access for underserved and historically marginalized populations.

• The fellow will work with BJA staff, grantees, TTA partners, and recovery community organizations to bring their knowledge to the field to support peer recovery programming.

• The fellow will work with BJA’s Courts, Community, and Strategic Partnerships Team or the Behavioral Health and Justice Systems Team.
3. Improving Corrections and Reintegration under the Second Chance Act Fellowship

• The fellow will possess significant reentry policy and practice experience and have substantial expertise as a policy advocate, legal or social services provider, or academic focusing on the successful reintegration of people returning home to their communities after incarceration.

• The fellow must be an individual who was formerly incarcerated and will bring a valuable perspective of the justice system and community reintegration to this role.

• Potential fellows are strongly encouraged to propose specific strategies that build upon BJA’s investments in reentry and reintegration.

• BJA strongly encourages applicants to submit innovative proposals to complement BJA’s current national efforts related to promoting successful reintegration of the incarcerated population and reducing recidivism and/or assist BJA in identifying and defining new and emerging reentry challenges as well as defining efficient and effective methods to address them.

• The individual may also have opportunities to provide strategic guidance related to corrections and reentry to the BJA Director and OJP leadership and to inform federal interagency policy efforts to remove barriers to successful reintegration.

• The fellow will work with BJA’s Corrections, Reentry, and Justice Reform Team.
4. Enhancing the Upholding the Rule of Law and Preventing Wrongful Conviction Program Fellowship

• This fellow must have expertise and experience in representing individuals who have been wrongfully convicted.

• The fellow will initiate a project to engage the field and assess needs, risks, and innovations to enhance this program and improve the integrity of the criminal justice process.

• It is important that the fellow have a detailed understanding of the work of wrongful conviction entities and conviction integrity units.

• The fellow will focus on arrest- and pretrial-related considerations, including the right to and effectiveness of counsel, and court capacity to manage serious and violent crime, especially in light of the pandemic's impact and system backlogs.

• The fellow will work with BJA's Courts, Community, and Strategic Partnerships Team.
5. Advancing Strategies To Prevent and Respond to Hate Crimes Fellowship

- This fellow will support the growing portfolio of work at BJA to prevent, address, and respond to hate crimes and will focus on addressing key issues facing the field.

- They will work with BJA staff and TTA providers to conduct scans of existing promising practices and participate in dialogue with grantees and the field on approaches to address hate crime.

- The fellow will work with grantees to identify, elevate, and promote examples of hate crime cold cases where communities have been engaged in an investigation or case resolution process.

- They will focus on the rise in hate speech and incidents that may escalate to violence and work to elevate community-based approaches to address these incidents.

- The fellow should have experience working with a broad range of stakeholders, including law enforcement, prosecutors, and a diverse range of community-led organizations, and should have experience navigating complex and challenging topics in a group setting.

- The fellow will work with BJA’s Courts, Community, and Strategic Partnerships Team.
6. Enhancing Strategies for Addressing Violent Crime in Tribal Communities Fellowship

- The fellow will work with BJA staff and will support the BJA-funded Tribal Training and Technical Assistance Program in the Coordinated Tribal Assistance Solicitation (CTAS).

- This work is focused on advancing tribally driven, culturally appropriate efforts to effectively prosecute and/or otherwise address violent crime in tribal communities, including investigating missing or murdered indigenous persons.

- The fellow will focus on tribally driven, culturally appropriate responses to violent crime and responses to recent and pending U.S. Supreme Court decisions impacting tribes.

- This fellow will have direct experience in tribal courts and tribal responses to violent crime and must have a proven ability to use their experience and knowledge to support the field and promote innovative approaches. A legal education and experience are beneficial.

- The fellow will work in coordination with BJA staff and tribal TTA providers to advance BJA’s efforts to effectively support tribes facing increases in violent crime.

- The fellow will work with BJA’s Courts, Community, and Strategic Partnerships Team.
Award Information

• BJA expects to make approximately eight awards:
  1. Researcher–Practitioner Partnership Fellowship To Reduce Substance Use related Crime and Overdose (1 award)
  2. Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship (3 awards)
  3. Improving Corrections and Reintegration under the Second Chance Act Fellowship (1 award)
  4. Enhancing the Upholding the Rule of Law and Preventing Wrongful Conviction Program Fellowship (1 award)
  5. Advancing Strategies To Prevent and Respond to Hate Crimes Fellowship (1 award)
  6. Enhancing Strategies for Addressing Violent Crime in Tribal Communities (1 award)

• Maximum award amount: $350,000
• Total amount anticipated to be awarded: $2,750,000
• Grant start date: October 1, 2023
• Period of performance: 24 months
Application Sections

1. Application for Federal Assistance (SF-424) (required)
2. Proposal Abstract (required)
3. Proposal 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 (cont’d)

Additional Attachments

• **Timeline:**
  - Span 24 months.
  - Outline the goals and objectives. Summarize major activities, expected dates of completion, and responsible agencies.

• **Résumés/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 an MOU highlighting the 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, and expected outcomes.

• The applicant must also include the following:
  • Applicant’s name.
  • Fellow candidate’s name.
  • Project period.
  • Total amount of 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 15 pages. Number pages “1 of 15,” etc. Submit as an attachment.

Scoring:

• Description of the Issue 20%
• Project Design and Implementation 30%
• Capabilities and Competencies 35%
• Plan for Collecting the Data Required for this Solicitation’s Performance Measures 5%
• Budget and Budget Worksheet 10%
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, travel to and from their home to BJA, housing expenses, other 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 they are a core need to accomplish the goal 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 to attend meetings and engage in work during the fellowship residency period. Proposals primarily to purchase equipment, materials, or supplies will not be funded.

Itemize the budget for each year of the grant.

Prior approval, planning, and reporting of conference/meeting/ training costs.
Residency Requirement

- The BJA Visiting Fellows Program will fund fellowships for a period of 24 months, including a “residency” period of 9 to 12 months. During the “residency” the fellow will be expected to commit a significant portion of their time to the fellowship (75 to 100 percent of their time during their residency period). For this residency period, BJA will provide the necessary workspace, equipment, and access to required systems and the Internet.

- BJA Fellow will have an opportunity to work closely with the assigned BJA team, participating in key meetings and activities. BJA offers a flexible work environment that supports virtual and in-person work options through a combination of telework and travels to Washington, D.C., as needed.

- Applicants should allot time before and after their residency period at BJA to begin the proposed fellowship work and complete deliverables. The total fellowship, including both the pre- and post-work and residency period, will last no longer than 24 months. During this period, it is estimated that about 30 percent of the time will be devoted to collaborative work with BJA staff and leadership that complements the planned projects described in the fellowship agreement.

- BJA will consider a residency period of less than 9 months or full-time or a part-time schedule (e.g., 20 hours per week) for a longer period such as 1 year only if the applicant makes the case that they will still satisfactorily accomplish the solicitation's goal.
SECTION 5
APPLICATION RESOURCES
BJA Resources

BJA Solicitation Webpage:
  • For more information on available BJA funding, see https://bja.ojp.gov/funding/current.

BJA Fellows Solicitation Webpage:
  • For more information on this solicitation, see FY 2023 Visiting Fellows Program | Bureau of Justice Assistance (ojp.gov).

Refer to the JustGrants Training Application Submission page for additional information and training on the application submission process.
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.

https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide
Learn About the Department of Justice’s Grants and Payment Management Systems

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 login 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

https://justicegrants.usdoj.gov/
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](https://www.grants.gov/web/grants/support.html)
    - 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](https://justicegrants.usdoj.gov/user-support)
  - JustGrants.Support@usdoj.gov
Email Updates
Text OJP [your email address] to 468-311 to subscribe.
(Message and data rates may apply.)

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.
Contact the OJP Response Center:

- Email: 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](http://Grants.gov).
- **Step 2:** Submit the full application, with attachments, at [JusticeGrants.usdoj.gov](http://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.

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.

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.
Questions?

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