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

February 26, 2024
Presenters

Sunny Schnitzer  
Special Advisor to the Director  
Bureau of Justice Assistance  
Olivia.C.Schnitzer@usdoj.gov  
(202) 616-0246

Lisa Hartman  
Training Specialist  
Office of Audit, Assessment, and Management  
Lisa.Hartman@usdoj.gov  
(202) 307-1605

Elizabeth Wolfe  
Special Assistant to the Director  
Bureau of Justice Assistance  
Elizabeth.Wolfe@ojp.usdoj.gov  
(202) 514-0582
Agenda

- Introduction to OJP, BJA, and Solicitations
- Understanding the Solicitation
- Planning and Organizing Your Writing
- JustGrants
- Question and Answer
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
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

Investments
Provide diverse funding to accomplish goals.

Sharing Knowledge
Research, develop, and deliver what works to build capacity and improve outcomes.

Engagement
Consult, connect, and convene.
Over 80 planned solicitations in FY24

All grant program plan data provided by the U.S. Department of Justice (DOJ) are subject to the availability of appropriations and potential legislative changes of statutory requirements. The information provided by DOJ is based on projected operational plans and may be updated frequently, including the addition, substitution, or cancellation of projected solicitations without advance notice.
Available Funding

Current Solicitations

https://bja.ojp.gov/funding/current

Planned Solicitations

https://www.justice.gov/dojgrantsprogramplan
Application Life Cycle

Administrative Preparation
- DOJ Grant Program Plan
- Registration with Grants.gov and JustGrants
- Grants Learning Center

Solicitation Posted/Application Period Begins
- OJP.gov
- BJA.gov
- Grants.gov
- JustGrants.gov

Application Review
- Basic minimum requirements
- Peer review
- Programmatic review
- Financial review

Award Notification
- Awarded by September 30
- Non-awarded by November 30
- Email sent to AOR and E-Biz
UNDERSTANDING THE SOLICITATION
FY24 Adult Treatment Court Program

Opportunity ID: O-BJA-2024-171972
Solicitation Status: Open
Fiscal Year: 2024
Closing Date: May 9, 2024
Posting Date: February 7, 2024
Solicitation Type: Competitive
Grants.gov Deadline: May 2, 2024, 8:59 pm Eastern
Application JustGrants Deadline: May 9, 2024, 8:59 pm Eastern

Description
The purpose of the Adult Treatment Court Program is to reduce the misuse of opioids, stimulants, and other substances by people involved in the criminal justice system.

With this solicitation, the Bureau of Justice Assistance seeks to provide financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the

Similar Opportunities
FY24 Strengthening the Medical Examiner-Coroner System Program
FY24 Justice and Mental Health Collaboration Program

Why Apply?
Receive funding to plan, implement, and enhance adult treatment courts for individuals involved with the justice system who have substance use disorders, including stimulant, opioid, and other substances.

Maximum per Award:
- Up to $900,000 per award for Planning and Implementation, including no-cost training and technical assistance (TIA)
- Up to $1,000,000 per award for Enhancement, including no-cost TIA
- Up to $2,500,000 per award for States, including no-cost technical assistance

BJA encourages the following entities to apply:
- Agencies that have not previously received BJA funding
- Convening or governing bodies that can apply on behalf of one or more entities.

Examples of strategies/activities that can be funded:
- Clinical and medication-assisted treatment
- Transportation services
- Case management
- Training on overdose prevention
- Transitional recovery housing assistance
- Peer recovery support
- Access to take-home naloxone
- Collaboration between state, local, and tribal jurisdictions
- Management information system (MIS)

Where to get more information about this opportunity:
Understanding the Solicitation

Why apply

Who may apply

Synopsis
Program Description Overview
The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding.

OJP is committed to advancing work that promotes civil rights and 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, and builds trust between law enforcement and the community.

With this solicitation, BJA seeks to provide financial and technical assistance to states, state courts, local courts, units of local government, and federally recognized Indian tribal governments to plan, implement, and enhance the operations of adult treatment courts including management and service coordination for treatment court participants, fidelity to the adult treatment court model, and recovery support services. Adult treatment courts effectively integrate evidence-based substance use disorder treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised criminal court settings that have jurisdiction over persons with substance use disorder treatment needs to reduce recidivism, increase access to treatment and recovery support, and prevent overdose.

This program furthers the DOJ’s mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Funding Category

<table>
<thead>
<tr>
<th>Competition ID</th>
<th>Competition Title (Category Name)</th>
<th>Expected Number of Awards</th>
<th>Dollar Amount for Award</th>
<th>Performance Start Date</th>
<th>Performance Duration (Months)</th>
</tr>
</thead>
<tbody>
<tr>
<td>C-BJA-2024-00007-PR00</td>
<td>Category 1: Planning and implementation</td>
<td>0</td>
<td>$500,000</td>
<td>10/1/24</td>
<td>48</td>
</tr>
<tr>
<td>C-BJA-2024-00008-PR00</td>
<td>Category 2: Enhancement</td>
<td>33</td>
<td>$1,000,000</td>
<td>10/1/24</td>
<td>48</td>
</tr>
<tr>
<td>C-BJA-2024-00009-PR00</td>
<td>Category 2: stolewide</td>
<td>3</td>
<td>$2,500,000</td>
<td>10/1/24</td>
<td>48</td>
</tr>
</tbody>
</table>

Eligibility
For Category 1: Planning and Implementation and Category 2: Enhancement, the following entities are eligible to apply:
- State governments
- Special district governments
- City or township governments
- County governments
- Other units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state
- Public housing authorities/Indian housing authorities
- Native American tribal governments (federally recognized)
- Other: Public or private entities acting on behalf of a single treatment court through agreement with state, city, township, county, or tribal governments

Page 4
Understanding the Solicitation

Two step application process

1. Grants.gov
2. JustGrants
Understanding the Solicitation

For Category 3: Statewide, the following entities are eligible to apply:

- Other: State agencies such as the state administering agency, the administrative office of the courts, and the state substance abuse agency.
- Other: State criminal justice agencies and other state agencies involved with the provision of substance use and/or mental health services, or related services.

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantor) in more than one application.

BJA will consider applications under which two or more entities (project partners) wish to carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the Application Resource Guide for additional information on subawards.

Agency Contact Information

For assistance with the requirements of the solicitation, contact the OJP Response Center by phone at 800-851-5420 or 301-240-8310 (TTY for hearing-impaired callers only) or email grants@ojp.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unsolicited technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, “Experiencing Unresolved Technical Issues.”

For assistance with submitting the Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LI-2) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 665-646-6035, grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in JustGrants.gov, contact the JustGrants Service Desk at 833-802-5175 or JustGrants Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 7:00 p.m. ET Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar on this solicitation on February 22, 2024, at 2:30 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Pre-registration is required for all participants. Register by clicking on this link (https://www.eventbrite.com/e/pre-application-information-session-tickets-492730206207). To use the link most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance and no later than February 18, 2024. Submit questions to OJPPrepForFunding@usdoj.gov with the subject “Questions for BJA FY 23 JustGrants Webinar.” The session will be recorded and available on https://bja.ojp.gov/events/funding-webinars. Samples of successful submissions can be found at https://bja.ojp.gov/grants/funding/2023-justgrants. For Frequently Asked Questions from the FY23 JustGrants Webinar, please visit https://bja.ojp.gov/funding/fy-23-just-grants.
Understanding the Solicitation

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

Note: An applicant is not required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work’s results. The performance data directly relate to the solicitation goals and objectives identified in the “Goals and Objectives” section.

Applicants can visit OJP’s performance measurement page at www.ojp.gov/performance for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award. A list of performance measure questions for this program can be found here.

Note on Project Evaluations
An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the Application Resource Guide.

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form
The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the Application Submission Job Aid for step-by-step directions.

- Goals: The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- Program Objectives and Timeline: The applicant should include objectives to accomplish the goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.

BJA will make site-based awards for grantees to pursue the following objectives:

- Design and implement a crisis response program based on current best practice to assist law enforcement officers to improve encounters with individuals who have MHOs or co-occurring MHSUDs. This could include any of the following:
  - Crisis Intervention Teams (CIT) Co-Responder Teams
  - Law Enforcement-based Case Management Services
  - Law Enforcement Assisted Diversion (LEAD)
  - Mobile Crisis Teams
  - Crisis Resolution and Home Treatment Teams
  - EMS and Ambulance-based Responses
  - Community Responder Programs are eligible if the program is a partnership between a justice entity and mental health as applicants and the community responder program is responding to a target population that is in behavioral health crisis for an alleged offense. Justice system partners need to be a part.
PLANNING AND ORGANIZING YOUR WRITING
Planning and Organizing Your Writing

- Read the solicitation a second time
- Develop a timeline
- Use the Application Checklist

Application Checklist

BJA FY24 The Justice and Mental Health Collaboration Program

This application checklist has been created as an aid in developing an application. For more information, reference The OJP Application Submission Steps in the OJP Grant Application Resource Guide and the DOJ Application Submission Checklist.

Pre-Application

Before Registering in Grants.gov
- Confirm your entity’s registration in the System Award Management (SAM.gov) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see Application Resource Guide).

Register in Grants.gov
- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see Application Resource Guide).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see Application Resource Guide).

Find the Funding Opportunity
- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 in the Application Resource Guide).
- Sign up for Grants.gov email notifications (optional) (see Application Resource Guide).
- Read Important Notice: Applying for Grants in Grants.gov (about browser compatibility and special characters in file names).
- Read OJP policy and guidance on conference approval, planning, and reporting available at https://www.ojp.gov/funding/financialguides/postaward-requirements#fig28d (see Application Resource Guide).

Review the Overview of Post-Award Legal Requirements
- Review the “Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2024 Awards” in the OJP Funding Resource Center.

Review the Scope Requirement
- The federal amount requested is within the allowable limit(s) of $550,000.

Review Eligibility Requirement
- Review the “Eligibility” section in the Synopsis and “Eligibility Information” section in the solicitation.

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov
- In Section 8F of the SF-424, include the name and contact information of the individual who will complete the application in JustGrants and the SF-LLL in Grants.gov.
Planning and Organizing Your Writing

Proposal Narrative

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

Identify or introduce the issue to be addressed by the grant and why this project/these proposed activities are necessary (significance/value).
[draft response]

Describe and demonstrate understanding of the nature and scope of the problem to be addressed, using data and research as support.
[draft response]

Describe successful efforts to date to address the needs identified.
[draft response]

Describe the need for assistance and resources to address the problem.
[draft response]

Helpful Tips

• Leave the questions in red until they have been answered
• Have others review your draft
Planning and Organizing Your Writing

Priority Areas
In order to further OJP’s mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization’s or community’s efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive at least 40 percent of the requested award funding, as demonstrated in the Budget web-based form) are a population specific organization that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

Applications that do not include the basic minimum requirements will not be reviewed

Application Review Information

Review Criteria

Basic Minimum Review Criteria
OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria
Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Description of the issue (15%): evaluate the applicant’s understanding of the program/issue to be addressed.
- Project Design and implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): evaluate the applicant’s administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for this Solicitation’s Performance Measures (5%): evaluate the applicant’s understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors
Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award and when they comply with the funding statute and agency requirements (to include the conditions of the
Planning and Organizing Your Writing

Draft your budget very early in the process, before you make commitments.

Carefully read and understand any required budget expenses detailed in the application:

- required grantee meetings
- research/evaluation

Identify any caps on expenses or expenses that are not allowed.

Applicants will complete the JustGrants web-based budget form. See the OJP Grant Application Resource Guide for additional information.

Budget and the Budget Narrative

Relate directly to the project design

No expenses that are not referenced in the project/proposal narrative

e.g., do not ask for drug-testing supplies if you have not included drug testing as a component in your project description

Personnel costs should relate to the key personnel for the project

Subrecipients should be categorized as either subawards or procurement contracts and also be clearly stated in the project/proposal narrative. Please refer to OJP guidance on this topic: [https://ojp.gov/training/subawards-procurement.htm](https://ojp.gov/training/subawards-procurement.htm).
Budget and the Budget Narrative

Include adequate funding to fully implement the project, but not more than the maximum dollar amount per award.

Leave no questions for a reviewer about the purpose of the requested funds.

The total federal request entered in the SF-424 should match the total federal request in the application budget for the entire project period.
Planning and Organizing Your Writing

Do not forget about the required attachments when you are preparing your application!

Helpful Tip: Make sure you triple check your checklist and make sure you have everything.
Before You Submit Your Application

Review the application checklist one last time

Make sure you did not miss anything
Unforeseen Technical Issues

An applicant experiencing technical difficulties must contact the associated service desk to report the technical issue and receive a tracking number:

- **SAM.gov**: contact the [SAM.gov Help Desk (Federal Service Desk)](https://www.sam.gov), Monday–Friday from 8am to 8pm ET at 866-606-8220
- **Grants.gov**: contact the [Grants.gov Customer Support Hotline](https://www.grants.gov), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- **JustGrants**: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7am to 9pm ET and Saturday, Sunday, and federal holidays from 9am to 5pm ET

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](https://www.bja.gov).
If You Have Questions?

- Applicant webinar
- Review any solicitation FAQs or program web pages
- Grants.gov and JustGrants for technical assistance

- 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., eastern time, Monday through Friday.
Agenda

- Entity Onboarding
- Application Submission
- Resources
Onboarding
Grants.gov is the central place to locate federal funding opportunities. The DOJ grant management system is JustGrants. Entity users can apply for funding and manage awards. Entities must register with SAM.gov to apply for federal assistance. Registration details cascade through to Grants.gov and JustGrants.

Register, renew, or confirm with SAM.gov

Apply in Grants.gov (Submit SF-424 and SF-LLL forms)

☑️ Register and/or search Grants.gov
☑️ Select Opportunity ID

Obtain or confirm Unique Entity Identifier (UEI) in SAM.gov

View and edit pre-populated fields in the JustGrants application

Complete full application in JustGrants

Finish

Submit the application in JustGrants
Entity onboarding involves three federal systems.

All organizational entities must register with SAM.gov to apply for federal assistance. Registration details cascade to Grants.gov and JustGrants.

**NOTE:** Individual entities bypass Step 1 and go directly to Step 2.

- ✓ Register, renew, or confirm with SAM.gov
- ✓ Obtain or confirm the UEI in SAM.gov
Entity Onboarding – Grants.gov

**Application Submission**

Entity onboarding involves three federal systems.

**Grants.gov** is the central place to locate federal funding opportunities.

- ✓ Search Grants.gov
- ✓ Select correct Competition ID
- ✓ Submit SF-424 and SF-LLL forms in Grants.gov

Great idea: Register in advance at [Grants.gov](https://grants.gov)!
Entity Onboarding – JustGrants and DIAMD

Application Submission

Entity onboarding involves three federal systems.

**DIAMD** and **JustGrants** are the two Department of Justice (DOJ) systems that enable entities to manage users and work.

- Manage entity users and their roles
- Assign users to awards and applications

Entities new to JustGrants: Ensure you have an active E-biz POC.
Entity onboarding involves three federal systems.

Entity users can now log into JustGrants and complete any assigned work.
Entity Roles
## JustGrants Roles

There are six foundational roles created to ensure that Entity Users have the authority and ability to carry out specific requirements and tasks.

<table>
<thead>
<tr>
<th>Role</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>ENTITY ADMINISTRATOR</td>
<td>Confirms information contained in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.</td>
</tr>
<tr>
<td>GRANT AWARD ADMINISTRATOR</td>
<td>Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.</td>
</tr>
<tr>
<td>ALTERNATE GRANT AWARD ADMINISTRATOR</td>
<td>Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.</td>
</tr>
<tr>
<td>APPLICATION SUBMITTER</td>
<td>Completes and submits applications on behalf of an entity, including Entity Assurances and Certifications.</td>
</tr>
<tr>
<td>AUTHORIZED REPRESENTATIVE</td>
<td>Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.</td>
</tr>
<tr>
<td>FINANCIAL MANAGER</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.
Application Submission Overview

- Applicants have two application submission deadlines: one for Grants.gov and one for JustGrants.
- Other submission goodies provided by Just Grants include:
  - The ability to use a web-based Budget Detail Worksheet that establishes a shared structure and narrative for all of DOJ;
  - A streamlined validation process that helps clear budgets more quickly; and
  - A new Entity Administrator (EA) role in JustGrants that is assigned to the user who created the SAM.gov account.
Application Submitter (AP)

AP Abilities and Responsibilities

In addition to the EA, a new Application Submitter (AP) role in JustGrants has some specific abilities and responsibilities.

• Complete a web-based budget form;
• Complete an application on behalf of an entity, including certifying the information; and
• Submit the application in JustGrants.
Applicants have two application submission deadlines. **First:** Grants.gov (submitting SF-424 and SF-LLL forms). **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 defined in the solicitation.

The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.
JustGrants Application Submission Tips

For best results, use Chrome or Microsoft Edge to access JustGrants.

If the AP has an account, use associated email when applying.

Establish a unique email for each UEI for which action must be taken.

Multi-factor authentication is required at every log in.
Web-based Forms Submission in JustGrants

The following data needs to be submitted directly into the system:

- Proposal abstract
- Web-based budget
- Goals, objectives, deliverables, and timelines
- Budget Detail Form (submitted with the application)
- Applicant Memorandums of understanding (MOUs), disclosures, and assurances
Welcome to the DOJ Grants Financial Guide

Foreword

We hope you find this guide useful and informative. If you have any questions or comments, please contact your appropriate DOJ Funding Source.

TOP 16 TOPICS

1. Financial Management Systems
2. Allowable Costs
3. Unallowable Costs
4. Federal Financial Reports
5. Performance Reports
6. Audit Requirements
7. Conference Costs
8. Adjustments to Awards
9. Accounting by Approved Budget Category
10. Subrecipient Monitoring

The Department of Justice (DOJ) has three primary grant-making components: the Office of Justice Programs (OJP), the Office on Violence Against Women (OVW), and the Office of Community Oriented Policing Services (COPS Office).
JustGrants Application Submission: What’s Next?

Your Entity will be notified if they have received an award when all applications for the solicitation have been reviewed no later than September 30 of the calendar year.

System Notifications

- The EA and Authorized Representative (AR) are notified when the deadline for applications has changed.
- The AP, EA, and AR are notified when the application is received in JustGrants from Grants.gov.
- The EA is notified when the award notification has been sent.

Once you submit your application the status becomes Submitted.
Resources

- **Justice Grants Website**: Find more information about JustGrants, including training, resources, news, and updates.
- **Entity User Experience Training and Reference Materials**
- **Application Submissions Training and Reference Materials**
- **JustGrants User Roles Guide**
JustGrants Technical Support

If you need support beyond what is available at the self-service portion of the Justice Grants website, please reach out the appropriate Technical Support desk.

<table>
<thead>
<tr>
<th>Technical Support</th>
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<tbody>
<tr>
<td>Applicants and award recipients</td>
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<tr>
<td></td>
<td><a href="mailto:JustGrants.Support@usdoj.gov">JustGrants.Support@usdoj.gov</a></td>
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<tr>
<td></td>
<td>Or</td>
</tr>
<tr>
<td></td>
<td>(833) 872–5175</td>
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<td></td>
<td>Monday – Friday between the hours of 5:00 AM and 9:00 PM EST</td>
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<td></td>
<td>Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM EST</td>
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JustGrants Training

https://justicegrants.usdoj.gov

• Job Aid Reference Guides
• Microlearning videos
• Recordings of past sessions
• Frequently Asked Questions (FAQs)
• Glossary terms
JustGrants Training Resources

Organized by Topics:
- About
- Training
- Resources
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- News

Micro learning videos:
- Entity User Experience eLearning Video
- DIAMD: Step 1

Job Aid Reference Guides (JARGs):
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GRANT APPLICATION 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.

https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide
Successful Applications | Bureau of Justice Assistance (ojp.gov)

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Questions?