

BUREAU OF JUSTICE ASSISTANCE

# FY 2024 EDWARD BYRNE MEMORIAL JUSTICE ASSISTANCE GRANT (JAG) PROGRAM - LOCAL SOLICITATION WEBINAR

September 24, 2024





# Presenters

- **Tarasa Napolitano**

Grants Management Specialist/State Policy Advisor

- **Wai Tsang-White**

Grants Management Specialist/State Policy Advisor

# Agenda

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Welcome and Introduction to OJP and BJA

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Program Overview

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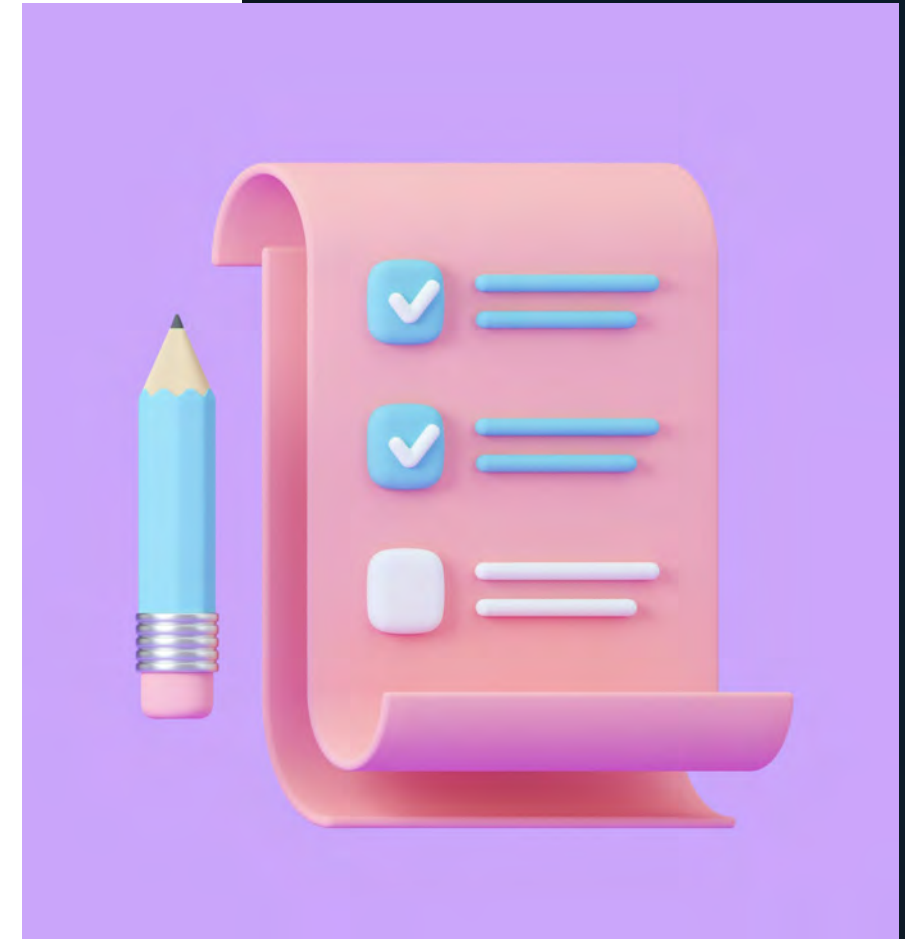
Eligibility and Application Requirements

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Application Resources

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Q&A



SECTION 1

# WELCOME AND INTRODUCTION



# 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.

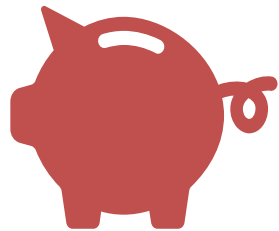


<https://bja.ojp.gov/>



**Karhlton F. Moore, BJA Director**

# 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.



## Poll Question

Has your organization received JAG funds in the past?

Yes, my organization has received JAG funds in the past.

This year will be our first JAG award.



SECTION 2

# PROGRAM OVERVIEW



# Solicitation Overview

## FY 2024 Edward Byrne Memorial Justice Assistance Grant Program – Local Solicitation

**Opportunity Number: O-BJA-2024-172239**

**<https://bja.ojp.gov/funding/opportunities/o-bja-2024-172239>**

- Applicants with eligible allocation amounts of less than \$25,000 will apply to Category 1 (Competition ID: C-BJA-202400091PROD)
- Applicants with eligible allocation amounts of \$25,000 or more will apply to Category 2 (Competition ID: C-BJA2024-00092PROD)

**FY24 allocations: <https://bja.ojp.gov/program/jag/allocations>**

### **Two Step Application Process:**

1. Grants.gov Deadline: October 16, 2024, 8:59 p.m. eastern time
2. Application JustGrants Deadline: October 22, 2024, 8:59 p.m. eastern time

# 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.

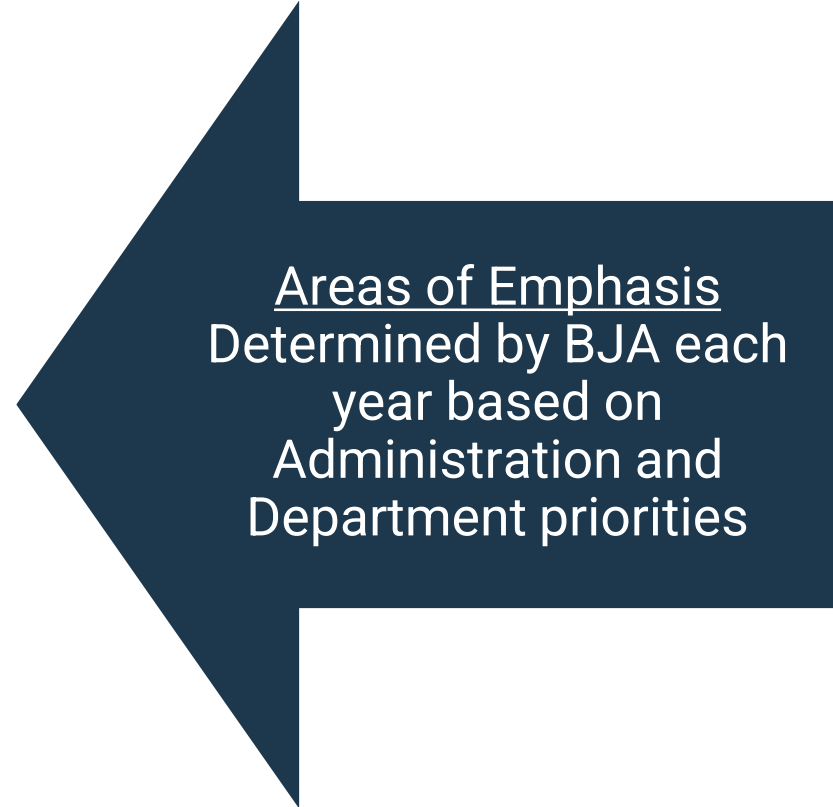
# BJA Areas of Emphasis



# 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

## New for FY 24

- Support public defense systems, including the hiring and retention of attorneys.
- Support implementation of Rapid DNA at the booking station to include assisting with the initial costs associated with updating criminal history systems, integration with booking station systems, and purchasing new technologies associated with Rapid DNA at the booking station
  - Note: JAG funds may not be used for Rapid DNA testing of evidentiary material
  - See the “DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database” section for more information on the topic.
- Purchase an Electronic Tracing System (eTrace).
- Purchase a NIBIN Enforcement Support System (NESS).

Note: Refer to the [solicitation](#) for the full list of additional uses of JAG funds as well as [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.



# 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.

Disparate units of local government are listed in shaded groups in the [JAG Allocations List](#).  
**Members of the disparate group must agree on a single unit of local government to serve as the JAG fiscal agent to apply on behalf of all members**

All members of a disparate group must execute a **memorandum of understanding (MOU)** that identifies the **fiscal agent and the distribution of funds**.

**The fiscal agent issues JAG funding to the other members as subawards.**

# Local Allocations Example: Maryland

Disparate Jurisdictions

Individual Disparate Allocations

Joint Disparate Allocation

Direct Allocations

State	Jurisdiction Name	Government Type	Direct Allocation	Joint Allocation
MD	ALLEGANY COUNTY	County	*	
MD	CUMBERLAND CITY	Municipal	\$11,442	\$11,442
MD	CECIL COUNTY	County	*	
MD	ELKTON CITY	Municipal	\$11,869	\$11,869
MD	DORCHESTER COUNTY	County	*	
MD	CAMBRIDGE CITY	Municipal	\$12,495	\$12,495
MD	WICOMICO COUNTY	County	*	
MD	SALISBURY CITY	Municipal	\$27,410	\$27,410
MD	WORCESTER COUNTY	County	*	
MD	OCEAN CITY CITY	Municipal	\$10,987	\$10,987
MD	ANNAPOLIS CITY	Municipal	\$20,465	
MD	ANNE ARUNDEL COUNTY	County	\$141,404	
MD	BALTIMORE CITY	Municipal	\$838,573	
MD	BALTIMORE COUNTY	County	\$297,551	
MD	CHARLES COUNTY	County	\$43,292	
MD	FREDERICK CITY	Municipal	\$24,193	
MD	FREDERICK COUNTY	County	\$16,736	
MD	GREENBELT CITY	Municipal	\$10,475	
MD	HAGERSTOWN CITY	Municipal	\$23,881	
MD	HARFORD COUNTY	County	\$24,336	
MD	HOWARD COUNTY	County	\$39,535	

# Application Requirements


Submitted in Grants.gov

 SF-424 and Lobbying Disclosure (SF-LLL)

 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 \(if applicable\)](#)

Submitted in JustGrants

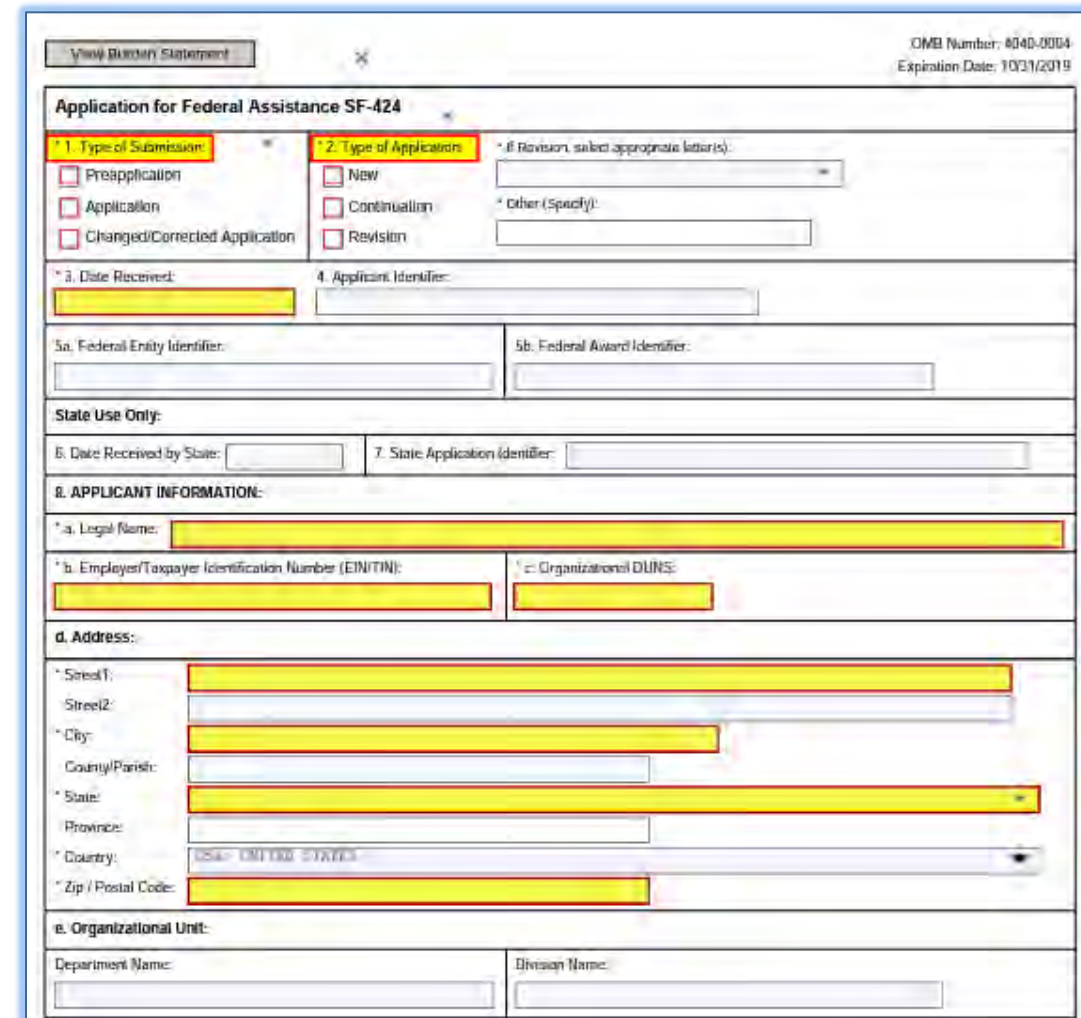
# Disclosure of Lobbying Activities (SF-LLL)

DISCLOSURE OF LOBBYING ACTIVITIES		Approved by OMB 0348-0046
Complete this form to disclose lobbying activities pursuant to 31 U.S.C. 1352 (See reverse for public burden disclosure.)		
<b>1. Type of Federal Action:</b> <input type="checkbox"/> a. contract <input type="checkbox"/> b. grant <input type="checkbox"/> c. cooperative agreement <input type="checkbox"/> d. loan <input type="checkbox"/> e. loan guarantee <input type="checkbox"/> f. loan insurance	<b>2. Status of Federal Action:</b> <input type="checkbox"/> a. bid/offer/application <input type="checkbox"/> b. initial award <input type="checkbox"/> c. post-award	<b>3. Report Type:</b> <input type="checkbox"/> a. initial filing <input type="checkbox"/> b. material change <b>For Material Change Only:</b> year <input type="text"/> quarter <input type="text"/> date of last report <input type="text"/>
<b>4. Name and Address of Reporting Entity:</b> <input type="checkbox"/> Prime <input type="checkbox"/> Subawardee Tier <input type="text"/> if known: <input type="text"/> <b>Congressional District, if known:</b>	<b>5. If Reporting Entity in No. 4 is a Subawardee, Enter Name and Address of Prime:</b> <input type="text"/> <b>Congressional District, if known:</b>	
<b>6. Federal Department/Agency:</b> <input type="text"/>	<b>7. Federal Program Name/Description:</b> <input type="text"/> CFDA Number, if applicable: <input type="text"/>	
<b>8. Federal Action Number, if known:</b> <input type="text"/>	<b>9. Award Amount, if known:</b> \$ <input type="text"/>	
<b>10. a. Name and Address of Lobbying Registrant (if individual, last name, first name, MI):</b> <input type="text"/>	<b>b. Individuals Performing Services (including address if different from No. 10a) (last name, first name, MI):</b> <input type="text"/>	
<b>11.</b> Information requested through this form is authorized by 31 U.S.C. section 1352. The disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the Executive when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. The information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file this required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each failure.	Signature: <input type="text"/> Print Name: <input type="text"/> Title: <input type="text"/> Telephone No.: <input type="text"/> Date: <input type="text"/>	
Federal Use Only:		Authorized for Local Reproduction Standard Form LLL (Rev. 7-97)

- Complete and submit the SF-LLL in Grants.gov.
- Once you submit 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](#).



View Budget Statement

OMB Number: 0040-0004  
Expiration Date: 10/31/2019

### Application for Federal Assistance SF-424

\* 1. Type of Submission:  Preapplication  Application  Changed/Corrected Application

\* 2. Type of Application:  New  Continuation  Revision

\* If Revision, select appropriate letter(s):  
  
 \* Other (Specify):

\* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

**State Use Only:**

6. Date Received by State:

7. State Application Identifier:

**8. APPLICANT INFORMATION:**

\* a. Legal Name:

\* b. Employer/Taxpayer Identification Number (EIN/TIN):

\* c. Organizational DUNS:

**d. Address:**

\* Street 1:

Street 2:

\* City:

County/Parish:

\* State:

Province:

\* Country:

\* Zip / Postal Code:

**e. Organizational Unit:**

Department Name:

Division Name:

# 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.
- See [OJP Grant Application Resource Guide](#).

# Financial Management Questionnaire

- Applicants are required to complete the web-based [Financial Management and System of Internal Controls Questionnaire](#) form in JustGrants.
- **This is a critical element.** Applicants will be unable to successfully apply in JustGrants unless the questionnaire is completed.
- See the [OJP Grant Application Resource Guide](#) for more information.



# Chief Executive Certification

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

**Edward Byrne Memorial Justice Assistance Grant Program FY 2024 Local Solicitation**  
**Certifications and Assurances by the Chief Executive of the Applicant Government**

On behalf of the applicant unit of local government named below, in support of that locality's application for an award under the FY 2024 Edward Byrne Memorial Justice Assistance Grant ("JAG") Program, and further to 34 U.S.C. § 10153(a), I certify to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDJ"), that all of the following are true and correct:

1. I am the chief executive of the applicant unit of local government named below, and I have the authority to make the following representations on my own behalf as chief executive and on behalf of the applicant unit of local government. I understand that these representations will be relied upon as material in any OJP decision to make an award, under the application described above, to the applicant unit of local government.
2. I certify that no federal funds made available by the award (if any) that OJP makes based on the application described above will be used to supplant local funds but will be used to increase the amounts of such funds that would, in the absence of federal funds, be made available for law enforcement activities.
3. I assure that the application described above (and any amendment to that application) was submitted for review to the governing body of the unit of local government (e.g., city council or county commission), or to an organization designated by that governing body, not less than 30 days before the date of this certification.
4. I assure that, before the date of this certification— (a) the application described above (and any amendment to that application) was made public; and (b) an opportunity to comment on that application (or amendment) was provided to citizens and to neighborhood or community-based organizations, to the extent applicable law or established procedure made such an opportunity available.
5. I assure that, for each fiscal year of the award (if any) that OJP makes based on the application described above, the applicant unit of local government will maintain and report such data, records, and information (programmatic and financial), as OJP may reasonably require.
6. I have carefully reviewed 34 U.S.C. § 10153(a)(5), and, with respect to the programs to be funded by the award (if any), I hereby make the certification required by section 10153(a)(5), as to each of the items specified therein.
7. If the applicant named below is not the unit of local government itself, I certify that it is an instrumentality of the unit of local government and is approved to serve as the applicant and recipient of FY 2024 JAG funding on behalf of the unit of local government.

Signature of Chief Executive of the Applicant Unit of Local Government	Date of Certification
Printed Name of Chief Executive	Title of Chief Executive
Name of Applicant Unit of Local Government	

- 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 until the form is submitted.

# Governing Body and Public Comment Requirements

## Governing Body Requirement

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.

## Public Comment Requirement

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.



@Shutterstock/VP Photo Studio

## 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 2024 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 until it does.
- 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.

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

**Body-Worn Camera Policy Certification**

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice.

I have personally read and reviewed the section entitled "Body-Worn Camera (BWC) purchases" in the program announcement for the grant program identified above. I certify that our agency has developed or reviewed and updated our agency BWC policy. BWC Policy and practices at minimum must reinforce appropriate agency Use of Force policies and training and address technology usage, evidence acquisition, data storage and retention, as well as privacy issues, accountability and discipline.

I acknowledge that a false statement in this certification may be subject to criminal prosecution including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Programs (OJP) grants including certifications provided in connection with such grants, are subject to review by the OJP and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the OJP).

Fiscal Year of JAG Award:

Signature of Certifying Official

Printed Name of Certifying Official

Title of Certifying Official

Full Name of Applicant Entity

Date



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 funds used to support body armor must submit a [Mandatory Wear Certification](#) with the application.
- The certification must be signed by the grantee's authorized representative or person officially delegated/ authorized to sign on their behalf.
- Additional guidance can be found in the [BVP FAQs](#) and the [BVP Mandatory Wear FAQs](#).

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

**Edward Byrne Memorial Justice Assistance Grant (JAG) Program**

**Body Armor Mandatory Wear Policy Certification**

On behalf of the applicant entity named below, I certify the following to the Office of Justice Programs, U.S. Department of Justice:

I have personally read and reviewed the section entitled "Body Armor Certification" in the program announcement for the grant program identified above. I certify that our agency currently has a written "mandatory wear" policy in effect.

I acknowledge that a false statement in this certification may be subject to criminal prosecution, including under 18 U.S.C. § 1001. I also acknowledge that Office of Justice Program grants, including certifications provided in connection with such grants, are subject to review by the Office of Justice Programs, and/or by the Department of Justice's Office of the Inspector General.

I have authority to make this certification on behalf of the applicant entity (that is, the entity applying directly to the Office of Justice Programs).

Fiscal Year of JAG Award:

Signature of Certifying Official:

Printed Name of Certifying Official:

Title of Certifying Official:

Full Name of Applicant Entity:

Date:



# Other Requirements

- **Trust Fund**

- Must be established for funds drawn in advance.
- Must be interest bearing unless a [2 CFR 200 exception](#) applies.

- **Entry of Records into State Repositories**

- For activities that generate court dispositions or records relevant to the National Instant Background Check System (NICS)
- Must have a system in place to ensure that all such NICS-relevant data are available in a timely manner.



# ERPO Program Requirements

To use funding to support ERPO programs you must submit a principal legal officer signed [Certification Relating to Pub. L. No. 90-351, Title I, Sec. 501\(a\)\(1\)\(I\)\(iv\) \(Extreme-Risk Protection-Order Programs\)](#), certifying that the extreme risk protection-order program to be funded satisfies each of the requirements outlined in the Bipartisan Safer Communities Act prior to the use of grant funds for ERPO programs.

**U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS**

**Certification Relating to  
Pub. L. No. 90-351, Title I, Sec. 501(a)(1)(I)(iv)  
(Extreme-Risk Protection-Order Programs)**

On behalf of the government entity named below, and in support of its request to use federal award funds for an extreme-risk protection-order program, I certify under penalty of perjury to the Office of Justice Programs ("OJP"), U.S. Department of Justice ("USDOJ"), that all of the following are true and correct:

1. I am a principal legal officer of the government of which the entity making the request to use federal award funds for an extreme-risk protection-order program is an instrumentality ("the jurisdiction"), and I have the authority to make this certification on behalf of the jurisdiction and the entity. I understand that OJP will rely upon this certification as a material representation in any decision to approve the request.
2. I have carefully reviewed the provisions of section 501(a)(1)(I)(iv) of title I of Pub. L. No. 90-351 (codified at 34 U.S.C. § 10152(a)(1)(I)(iv)), relating to requirements for use of federal award funds for extreme-risk protection-order programs—in particular, the provisions that all award-funded extreme-risk protection-order programs must include, at a minimum, each of the following:
  - a. "[P]re-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[.]"
  - b. "[T]he right to be represented by counsel at no expense to the government[.]"
  - c. "[P]re-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 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). 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[.]"
  - d. "[P]enalties for abuse of the program[.]"
4. I understand that, for purposes of this certification, terms used in this certification that are defined in section 901(a) of title I of Pub. L. No. 90-351 (codified at 34 U.S.C. § 10251(a)) mean what they mean under that section.
5. I have conducted (or caused to be conducted for me) a diligent inquiry and review concerning the laws, rules, policies, or practices applicable, or potentially applicable, to the extreme-risk protection-order program sought to be funded pursuant to the request (above) that implicate any of the requirements specified in Pub. L. No. 90-351, title I, section 501(a)(1)(I)(iv), for use of federal award funds for extreme-risk protection-order programs.
6. As of the date of this certification, the extreme-risk protection-order program sought to be funded pursuant to the request (above) satisfies each of the requirements specified in Pub. L. No. 90-351, title I, section 501(a)(1)(I)(iv), for use of federal award funds for extreme-risk protection-order programs.

I acknowledge that a materially false, fictitious, or fraudulent statement (or concealment or omission of a material fact) in this certification, or in the request that it supports, may be the subject of criminal prosecution (including under 18 U.S.C. §§ 1001 and/or 1521, and/or 34 U.S.C. §§ 10271–10273) and also may subject me and/or the requesting entity to civil penalties and administrative remedies for false claims or otherwise (including under 31 U.S.C. §§ 3729–3730 and §§ 3801–3812). I also acknowledge that OJP awards, including associated certifications, are subject to review by USDOJ, including by OJP and the USDOJ Office of the Inspector General.

Signature of Legal Officer \_\_\_\_\_ Printed Name of Legal Officer \_\_\_\_\_  
 Date of Certification \_\_\_\_\_ Official Title of Legal Officer \_\_\_\_\_  
 Name of Requesting Government Entity \_\_\_\_\_

# Other Requirements - DNA

- **DNA Testing of Evidentiary Materials**

- Must be uploaded to the Combined DNA Index System (CODIS)
- No profiles generated with JAG funding may be entered into any other nongovernmental DNA database without prior written approval.

- **Forensic Genetic Genealogy**

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

- **Rapid DNA**

JAG funds may be used to support Rapid DNA projects that meet the FBI requirements for upload to CODIS. **JAG funds may not be used for Rapid DNA testing of evidentiary material** (e.g., crime scene samples, sexual assault kits).

# 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.

# 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).

Equipment cannot be purchased/transferred absent specific prior approval via 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

# Category A - Strictly Prohibited Equipment

- Security enhancements or equipment to nongovernmental entity not engaged in criminal justice or public safety.
- Firearms and ammunition  $\geq .50$  caliber.
- Firearm silencers
- Bayonets
- Grenades and launchers
- Explosives
- Any vehicles that do not have a commercial application, including all tracked and armored vehicles
- Unmanned Aerial System (UAS), Unmanned Aircraft (UA) and/or Unmanned Aerial Vehicle (UAV)
- Weapons systems covered by DOD Directive 3000.09
- Weaponized aircraft, vessels, and vehicles.
- Aircraft that are combat-configured or coded.
- Long-range acoustic devices.
- Camouflage Uniforms (digital pattern)

**Descriptions above are abbreviated. Refer to full details here:**

<https://bja.ojp.gov/doc/jag-controlled-purchase-list.pdf>

# Category B – Statutorily 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).\*
- 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
- Tactical Vehicles
- 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.

**Descriptions above are abbreviated. Refer to full details here:**

<https://bj.a.ojp.gov/doc/jag-controlled-purchase-list.pdf>

# Category D – Controlled Consistent with E.O. 14074

- Police helicopters.
- Specialized firearms and ammunition under .50 caliber, excluding service-issued handguns, rifles, or shotguns.
- Explosives and pyrotechnics.

**Descriptions above are abbreviated. Refer to full details here:**  
<https://bja.ojp.gov/doc/jag-controlled-purchase-list.pdf>

# Reporting

The performance measures for JAG can be found at <https://bjapmt.ojp.gov/help/jagdocs.html>.

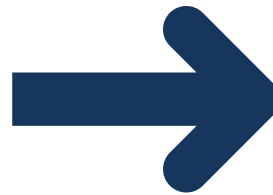
MEASURE	REPORTING PERIOD	DUE DATE
Performance Measurement Tool (PMT)	October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30	Due 30 days after the end of the reporting period
JustGrants – SF425 Federal Financial Report (FFR)	October 1 to December 31 January 1 to March 31 April 1 to June 30 July 1 to September 30	<b>Regular:</b> due 30 days after the end of the reporting period. <b>Final:</b> due 120 days after project period end date.
JustGrants Performance Reports (PMT upload to JG)	Category 1 – Annual (January 1 to December 31)* Category 2 – Semi-annual (January 1 to June 30 and July 1 to December 31)* *First report typically will cover 15 months	<b>Regular:</b> due 30 days after the end of the reporting period. <b>Final:</b> due 120 days after project period end date.

# PMT Performance Reporting



**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.

# Resources

[JAG Web Page](#)

[JAG Statute](#)

[JAG Allocations List](#)

[JAG Frequently Asked Questions](#)

[JAG Prohibited and Controlled Equipment Guidance](#)

[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 \$18,000.

[BJA Staff Contact List](#) for state and local JAG grants with award amounts of \$18,000 or more.

# Before You Apply

- All federal grant recipients must have an active **System for Award Management (SAM – [www.sam.gov](http://www.sam.gov))** registration.
- An expired SAM registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.



## UNIQUE ENTITY ID

- ✓ 12-character alphanumeric value
- ✓ Assigned, managed, and owned by the federal government
- ✓ Validates your organization's legal business name and address

# Two-Step Application Process

- 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>. 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: October 16, 2024 (8:59 p.m. ET)
- Step 2 (JustGrants)
  - Applicants submit the full application, including attachments, at <https://justicegrants.usdoj.gov/>.
  - JustGrants deadline: October 22, 2024 (8:59 p.m. ET)

# Additional Information on How to Apply

- OJP Grant Application Resource Guide  
<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#apply>
- The DOJ Application Submission Checklist  
[appIn-submission-checklist.pdf \(usdoj.gov\)](https://www.usdoj.gov/appIn-submission-checklist.pdf)
- JustGrants Support  
[Training and “Application Mechanics: Submitting An Application Video”](#)



## SECTION 5

# APPLICATION RESOURCES





U.S. DEPARTMENT OF JUSTICE  
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# 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](#)

JUSTgrants JUSTICE GRANTS SYSTEM

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# Learn About the Department of Justice's Grants and Payment Management Systems

[JustGrants Login](#)

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](#)**

<https://justicegrants.usdoj.gov/>

### 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.)



The screenshot shows the top of the U.S. Department of Justice Office of Justice Programs website. The header includes the DOJ seal, the text "U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS", and navigation links for "Contact Us", "Careers", "Subscribe", and a search bar. Below the header is a navigation menu with links for "About Us", "News Center", "Grants/Funding", "For Congress", "NCJRS Library", "Topics", "Training", and "Data". A "Home" link is also present. The main content area features a large blue banner with the word "Subscribe" in white. Below the banner is a "Stay Connected" section with a list of newsletters to subscribe to.

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# Subscribe

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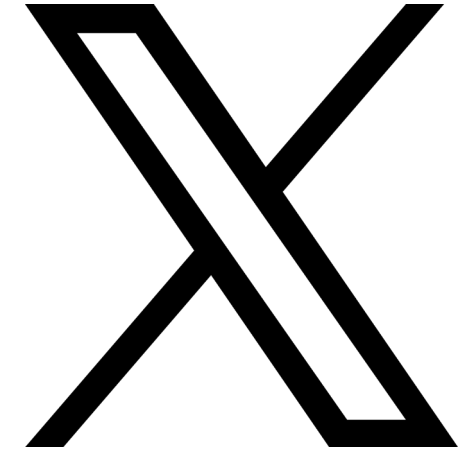
### Stay Connected

- 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>
- **X:** <https://x.com/DOJBJA>
- **YouTube:** <https://www.youtube.com/dojbjja>
- Use the QR code to subscribe to “**Justice Matters**” and “**News From BJA**” to receive the latest information from BJA and the field.
- 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.

# 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.