

BUREAU OF JUSTICE ASSISTANCE

# FY24 UPHOLDING THE RULE OF LAW AND PREVENTING WRONGFUL CONVICTION SOLICITATION WEBINAR

April 11, 2024



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



# Presenters

- **Gregory D. Torain** – Senior Policy Advisor
- **Kerri Vitalo-Logan** – State Policy Advisor

# Agenda

**Welcome and Introduction to OJP and BJA Program**

**Overview**

**Eligibility and Application Requirements Application**

**Resources**

**Feedback from the Experts**

**Q&A**

SECTION 1

# WELCOME AND INTRODUCTION



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# 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.

# BJA

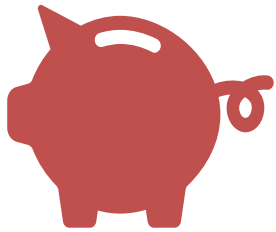
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<https://bja.ojp.gov/>



**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.

SECTION 2

# PROGRAM OVERVIEW



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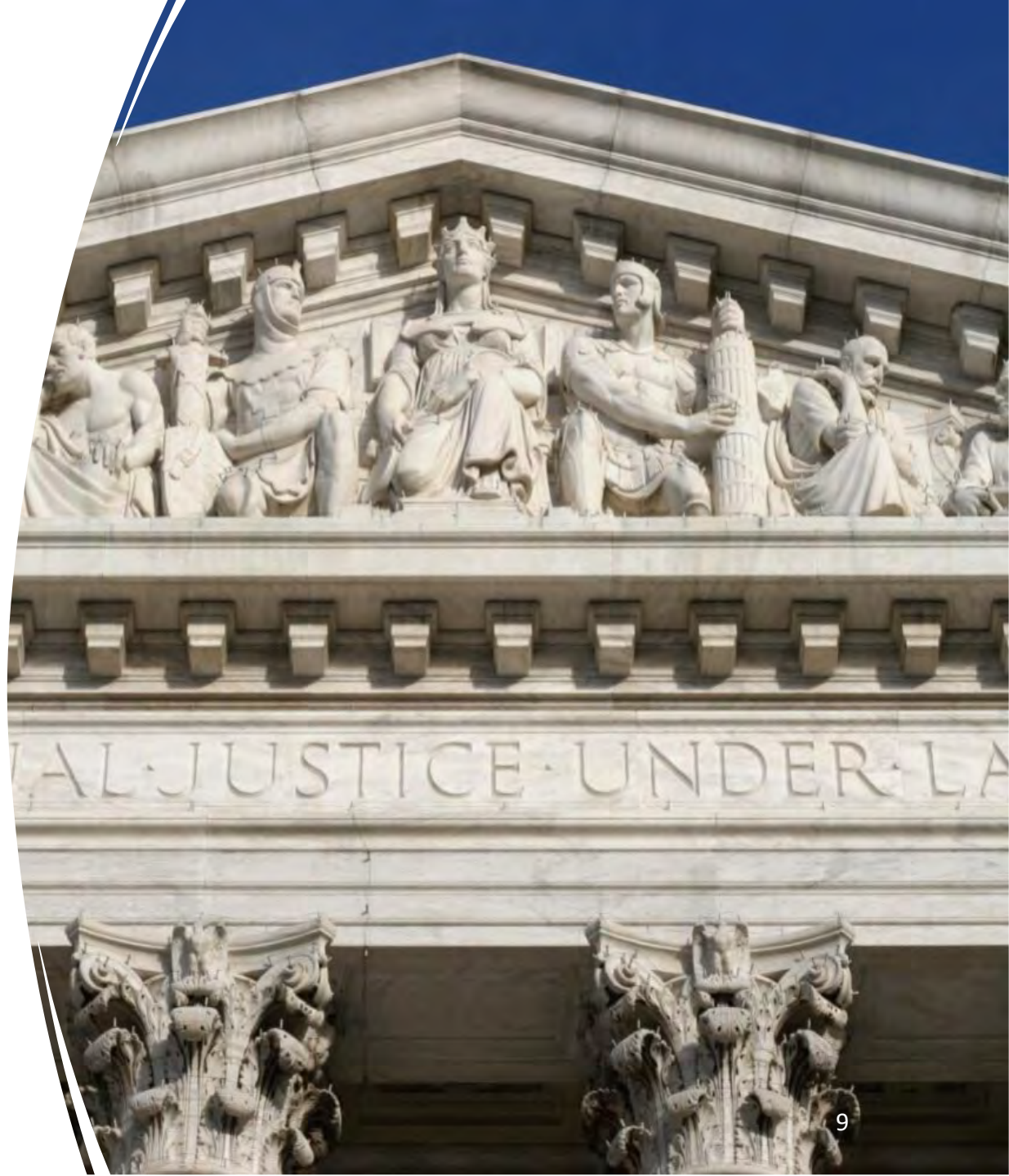


# Upholding the Rule of Law and Preventing Wrongful Conviction Program

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## Goal:

To enhance and/or expand the capacity of Wrongful Conviction Review (WCR) entities and Conviction Integrity Units (CIUs) and their criminal justice and victim service partners to better identify, assess, and manage post-conviction claims of innocence while translating lessons learned into practice to prevent future error and to bring justice for victims.



Has your organization/entity ever received a BJA Upholding the Rule of Law and Preventing Wrongful Conviction award?

Yes

No

# BJA FY24 Upholding the Rule of Law and Preventing Wrongful Convictions Program

Grant Category	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
<b>Category 1:</b> Wrongful Conviction Review Entity-Led Strategy (WCR Entity-Led Strategy)	9	\$600,000	10/1/24	36
<b>Category 2:</b> Prosecutor/Conviction Integrity Unit-Led Partnerships with Wrongful Conviction Review Entities (CIU-Unit-Led Partnerships)	2	\$600,000	10/1/24	36
<b>Category 3:</b> Wrongful Conviction Review/Conviction Integrity Unit Training and Technical Assistance (WCR/CIU TTA)	1	\$1,200,000	10/1/24	24

# Upholding the Rule of Law and Preventing Wrongful Conviction Program

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## Category 1: WCR Entity-Led Strategy

Strategy led by a WCR entity that focuses on review and litigation of postconviction claims of innocence.

- **Maximum per Award:** Up to \$600,000
- **Period of Performance:** Up to 36 months

**Note:** Partnership with a CIU is encouraged but not required





# Upholding the Rule of Law and Preventing Wrongful Conviction Program

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## Category 2: CIU-Unit-Led Partnerships

Strategy led by state or local prosecutor offices or CIUs that focuses on the prevention of wrongful convictions and the review of post-conviction claims of innocence. May include partnership with WCR entities.

- **Maximum per Award:** Up to \$600,000
- **Period of Performance:** Up to 36 months

**Note:** Partnership with a WCR is encouraged but not required

# Allowable Use of Funds

Review cases post-conviction and appeal claims of innocence with a focus on those greatest at risk.

Evaluate whether any systemic issues exist that may compromise the rule of law.

Collect and analyze data to support the prevention of error and enhance efforts to review and manage claims of innocence.

Recommend practices for mitigating systemic issues and preventing wrongful convictions.

Support partnerships that may enhance efficiency in relevant information sharing in post-conviction claims of innocence.

Develop training tools, policies, and procedures that can prevent wrongful convictions and support review of claims of innocence.

# Upholding the Rule of Law and Preventing Wrongful Conviction Program

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## Category 3: WCR/CIU TTA

Funding is intended to help wrongful conviction entities, prosecutors, law enforcement, defense counsel, and courts identify actual perpetrators and develop training tools, policies, and procedures that can prevent wrongful convictions.

- **Maximum per Award:** Up to \$1,200,000
- **Period of Performance:** 24 months



# Training and Technical Assistance

## Direct Consultation

Conducts meetings to assess grantee needs.

## Subject Matter Experts (SMEs)

Provides SMEs to support the identified needs of the grantee.

## Resource Production

Develops helpful materials for those conducting post-conviction investigations and litigation.

## Monthly Webinars/Trainings

Offers webinars/trainings on topics related to post-conviction investigations and litigation.

## Evaluation

Offer comprehensive, qualitative research-based evaluation of grantees.



Will you be applying for funding under the BJA FY24 Upholding the Rule of Law and Preventing Wrongful Conviction solicitation?

Yes

No

If so, which grant category will you be applying?

Category 1

Category 2

Category 3

# Application Deadlines

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Release Date: **March 20, 2024**

Step 1: Grants.gov

Deadline: **May 15, 2024**

Step 2: JustGrants

Deadline: **May 22, 2024**



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SECTION 4

# ELIGIBILITY AND APPLICATION REQUIREMENTS



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# Who May Apply - Category 1 and 2

**State, county, and local government**

**Federally recognized Native American tribes and tribal organizations**

**Public- & State-controlled institutes of higher education**

**Private institutions of higher education**

**Nonprofits, other than institutions of higher education**

**State, county, or local public defender offices that have in house post-conviction representation programs**





**Entities that have experience and expertise in administering CIUs and/or experience in reviewing cases of post-conviction and appeal claims of innocence.**

## **Who May Apply – Category**

### **3**

**Public- & State-controlled institutes of higher education**

**Private institutions of higher education, other than institutions of higher education**

**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**

# OJP Priority Areas

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 these communities.

# Application Checklist

## Application Step 1: Grants.gov

- Application for Federal Assistance (SF-424) and Disclosure of Lobbying Activities (SF-LLL) .

## Application Step 2: JustGrants

- Proposal Abstract (required)
- Proposal Narrative (required)
- Budget Detailed Narrative and web-based form (required)
- Indirect Cost Rate Agreement (if applicable)
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Process related to Executive Compensation
- Additional Attachments
  - Timeline web-based form (required)



# Basic Minimum Requirements

This solicitation identifies **Basic Minimum Requirements** that an application must meet to move forward to peer review.

The critical elements of this solicitation includes:

- Proposal Abstract
- Proposal Narrative
- Budget Detailed Narrative Web-based Form
- Timeline Web-based Form

## **Important Note:**

Applications that do not contain ALL elements designated by BJA as critical in the solicitation will not move forward to peer review.

# Proposal Abstract

A Proposal abstract (no more than 400 words) summarizing the proposed project—including:

- Purpose
- Primary activities
- Expected outcomes
- Service area
- Intended beneficiaries
- Community and criminal justice partnerships
- Subrecipients (if known)



# Proposal Narrative

Make sure you understand and follow the instructions about page limits for the proposal narrative.

Proposal Narrative must be:

- Double-spaced
- Standard 12-point font
- 1-inch margins, and
- Should not exceed 15 pages.
- Number pages “1 of 15,” etc.

If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

**Helpful Tip:** Table, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point font and will be included in the total page limit.

# Proposal Narrative (Continue)

Section	Category 1	Category 2	Category 3
a. Description of the Issue	15%	15%	15%
b. Project Design and Implementation	40%	40%	40%
c. Capabilities and Competencies	20%	20%	20%
d. Plan for Collecting the Data Required for this Solicitation's Performance Measures	15%	15%	15%

Note: Budget and Budget worksheet are remaining 10%

# Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For more information, please visit <https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide#budget-prep>

# 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.



# Tips for Applicants

Follow these tips to avoid the most common mistakes:

**JustGrants:** Please carefully read the “How to Apply” instructions linked in the solicitation and give yourself plenty of time to complete the grants.gov and JustGrants submissions by the established deadlines.

**SF-424/UEI/SAM:** Make sure the correct UEI # is entered in the SF-424 and that it is registered in SAM. The specific agency registered under this UEI # in SAM will be responsible for submitting the full application in JustGrants and administering the award if it is funded.

# Tips for Applicants (Continued)

**SF-424/Applicant Information/Budget:** The federal request amount is the total grant award you are requesting, and it must be reflected in the JustGrants applicant information and the budget.

**Budget/Subawards versus Procurement Contracts:** You should carefully review the OJP Grant Application Resource Guide (linked in the solicitation) subsection titled “Information on Proposed Subawards (if any) and Proposed Procurement Contracts (if any)” and the resources linked to therein to ensure you properly categorize your costs in these sections.



# Tips for Applicants (Continued)

**Application Attachments/General:** Follow the instructions exactly in the “Application and Submission” section of the [Application Resource Guide](#). It is helpful for reviewers if you upload each required attachment as a separate file named/numbered to match the solicitation. If you combine files, please include a table of contents.

## **Application Attachments and Common Issues:**

- The disclosure of pending applications is required for all applicants and is completed in JustGrants.
- The Research and Evaluation Independence and Integrity Statement attachment is required if you are proposing to use federal funds to pay an outside evaluator.

SECTION 5

# APPLICATION RESOURCES



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

# OJP Grant Application Resource Guide

## SAM.gov Entity Validation Update [↗](#)

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

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

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

## Contents [↗](#)

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



[About](#) [Training](#) [Resources](#) [User Support](#) [Library](#) [News & Updates](#)

# 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](#)** 



### JustGrants Login

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



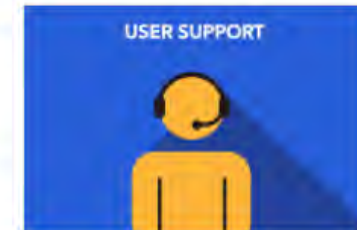
### Training

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



### FAQs

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



### User Support

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



### Resources

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



### 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. A secondary navigation bar contains links for "About Us", "News Center", "Grants/Funding", "For Congress", "NCJRS Library", "Topics", "Training", and "Data". Below this is a "Home" link and a large blue banner with the word "Subscribe" in white. Underneath the banner is a "Stay Connected" section with a list of newsletters to subscribe to.

U.S. DEPARTMENT OF JUSTICE  
OFFICE OF JUSTICE PROGRAMS

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Home

# Subscribe

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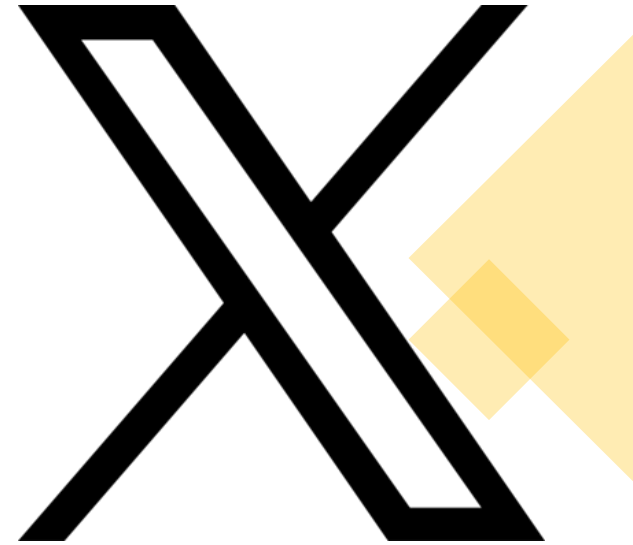
### Stay Connected

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



# Reminder: Dual Deadlines

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

- Step 1: Submit an SF-424 and an SF-LLL at [Grants.gov](https://www.Grants.gov).
- Step 2: Submit the full application, with attachments, at [JusticeGrants.usdoj.gov](https://JusticeGrants.usdoj.gov).

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

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

# Quick Reference: Important Contacts



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



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



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

SECTION 6

# FEEDBACK FROM THE EXPERTS



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Is the current funding amount of \$600,000 for up to 3 years sufficient to manage a WCR and/or CIU program?

Yes

No

# How can BJA support WCR entities and CIUs to enhance efficiency in case review?

Funding to support access to digitize information

Funding to support the review of cases using artificial intelligence

Support collaboration among WCR/CIU entities

Other

What are some of the most critical areas of preventing risk for error that contribute to wrongful convictions in your jurisdiction?

What are your most critical training and technical assistance needs?



## Questions?

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