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
What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.

- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).
U.S. Department of Justice
Bureau of Justice Assistance

Mission: BJA’s mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.

Karhlton F. Moore, BJA Director
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
Upholding the Rule of Law and Preventing Wrongful Conviction Program

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
<table>
<thead>
<tr>
<th>Grant Category</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>Category 1: Wrongful Conviction Review Entity-Led Strategy (WCR Entity-Led Strategy)</td>
<td>9</td>
<td>$600,000</td>
<td>10/1/24</td>
<td>36</td>
</tr>
<tr>
<td>Category 2: Prosecutor/Conviction Integrity Unit-Led Partnerships with Wrongful Conviction Review Entities (CIU-Unit-Led Partnerships)</td>
<td>2</td>
<td>$600,000</td>
<td>10/1/24</td>
<td>36</td>
</tr>
<tr>
<td>Category 3: Wrongful Conviction Review/Conviction Integrity Unit Training and Technical Assistance (WCR/CIU TTA)</td>
<td>1</td>
<td>$1,200,000</td>
<td>10/1/24</td>
<td>24</td>
</tr>
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</table>
Upholding the Rule of Law and Preventing Wrongful Conviction Program

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

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

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

<table>
<thead>
<tr>
<th>Service</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Direct Consultation</strong></td>
<td>Conducts meetings to assess grantee needs.</td>
</tr>
<tr>
<td><strong>Subject Matter Experts (SMEs)</strong></td>
<td>Provides SMEs to support the identified needs of the grantee.</td>
</tr>
<tr>
<td><strong>Resource Production</strong></td>
<td>Develops helpful materials for those conducting post-conviction investigations and litigation.</td>
</tr>
<tr>
<td><strong>Monthly Webinars/Trainings</strong></td>
<td>Offers webinars/trainings on topics related to post-conviction investigations and litigation.</td>
</tr>
<tr>
<td><strong>Evaluation</strong></td>
<td>Offer comprehensive, qualitative research-based evaluation of grantees.</td>
</tr>
</tbody>
</table>
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

Release Date: March 20, 2024

Step 1: Grants.gov
Deadline: May 15, 2024

Step 2: JustGrants
Deadline: May 22, 2024
SECTION 4

ELIGIBILITY AND APPLICATION REQUIREMENTS
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
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 trial 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

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

<table>
<thead>
<tr>
<th>Section</th>
<th>Category 1</th>
<th>Category 2</th>
<th>Category 3</th>
</tr>
</thead>
<tbody>
<tr>
<td>a. Description of the Issue</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
</tr>
<tr>
<td>b. Project Design and Implementation</td>
<td>40%</td>
<td>40%</td>
<td>40%</td>
</tr>
<tr>
<td>c. Capabilities and Competencies</td>
<td>20%</td>
<td>20%</td>
<td>20%</td>
</tr>
<tr>
<td>d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures</td>
<td>15%</td>
<td>15%</td>
<td>15%</td>
</tr>
</tbody>
</table>

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

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

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

Users can also log into JustGrants through the site.

News Flash

Feb 21: Register Now! March Dates Added for Virtual Q&A Sessions

Aug 10: Review New and Updated JustGrants FAQs

https://justicegrants.usdoj.gov/
Application Assistance

Grants.gov

• Provides technical assistance with submitting the SF-424 and SF-LLL.
  o Customer Support Hotline
    ▪ 800–518–4726 or 606–545–5035
    ▪ Operates 24 hours a day, 7 days a week, except on federal holidays.
  o Web and Email
    ▪ https://www.grants.gov/web/grants/support.html
    ▪ support@grants.gov

• Provides information on available federal funding opportunities for various federal agencies.

JustGrants Technical Support

Provides technical assistance with submitting the full application in DOJ’s Justice Grants System (JustGrants).

• Customer Support Hotline:
  o 833–872–5175
  o Monday – Friday between 7:00 a.m. and 9:00 p.m. ET
  o Saturday, Sunday, and federal holidays from 9:00 a.m. – 5:00 p.m. ET

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

https://www.ojp.gov/subscribe
Stay Connected!

- Facebook: https://www.facebook.com/DOJBJA
- 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.
Contact the OJP Response Center:

- Email: grants@ncjrs.gov
- Toll free: 800–851–3420
- TTY: 301–240–6310 (hearing impaired only)

The Response Center hours of operation are 10:00 a.m. to 6:00 p.m., ET, Monday through Friday.
Reminder: Dual Deadlines

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

• **Step 1**: Submit an SF-424 and an SF-LLL at [Grants.gov](https://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.

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

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