

BUREAU OF JUSTICE ASSISTANCE

# FY 2024 BJA Visiting Fellows Program Solicitation Webinar

Wednesday, June 12, 2024  
12:00 p.m. ET



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



# Presenters

- **Tasha Aikens, Policy Advisor**
- **John Bae, BJA Fellow**
- **Kathy Browning, Senior Policy Advisor**
- **Kristina Bryant, BJA Fellow**
- **Tenzing Lahdon, Senior Policy Advisor**
- **Olivia Schnitzer, Policy Advisor**
- **Courtney Stewart, Policy Advisor**
- **Trish Thackston, Senior Policy Advisor**

# Agenda

**Welcome and Introduction to OJP and BJA**

**Program Overview**

**Guest Speakers**

**Eligibility and Application Requirements**

**Application Resources**

**Q&A**

## SECTION 1

# WELCOME AND INTRODUCTION



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

# 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.



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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.

## Poll Question

Has your organization been awarded federal grants in the past?

Yes, my organization has extensive experience with federal grants.

Yes, though my organization does not currently have any federal grants.

My organization has limited experience with federal grants.

My organization is new to federal grants and looking to learn more!



SECTION 2

**PROGRAM  
OVERVIEW**



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# Background Information

- Launched in FY 2012 to address emerging issues and build capacity to improve the administration of criminal justice.
- Intent is to leverage expertise and develop strategies, tools, and policies benefiting the criminal justice field.
- Purpose of the fellowship is to make important policy and programmatic contributions in a focus area of criminal justice practice.
- Fellows collaborate with BJA and DOJ staff to provide critical outreach, data, research, and subject-matter expertise, informing new BJA strategies and programs to benefit the field.

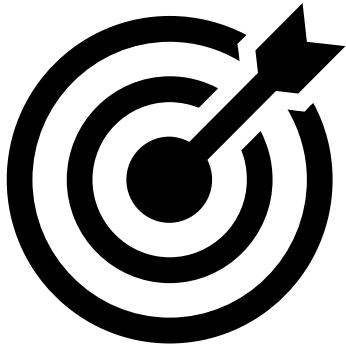
# Specific Information

- Will host fellows from a broad range of disciplines, to address one of the seven focus areas.
- Fellows must be subject matter experts and self-starters.
- Fellows must proactively manage their work in collaboration with BJA staff and adapt to project needs and other work across BJA.
- Fellows will regularly update BJA and other DOJ staff on field issues and current practices in their focus areas.

# Specific Information (cont.)

- Fellows will participate in high-level policy discussions and processes that inform practice.
- Fellows will conduct outreach and produce deliverables such as research tools, training materials, publications, and technical assistance.

# BJA Visiting Fellows Program



**Goal:** To leverage the expertise and experience of the criminal justice field to address key gaps in the field for evidence-based training, technical assistance, and knowledge.

# BJA Visiting Fellows Program

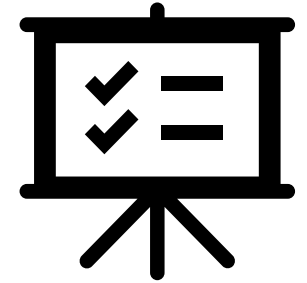
**In FY2024, there are seven focus areas:**

- Reducing Stigma for Persons with Substance Use and Mental Health Disorders and Criminal Justice Involvement
- Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery
- Improving Corrections and Reintegration Under the Second Chance Act
- Advancing Strategies to Prevent and Respond to Hate Crimes
- Building Capacity of Community Violence Intervention (CVI) Leaders to Enhance Community Safety
- Enhancing Tribal Capacity to Build Strong Programs and Access Resources for Programs
- Advancing and Improving Criminal Justice Systems Using Artificial Intelligence

# BJA Visiting Fellows Program

## Objectives:

- Serve as a subject matter expert in the selected focus area.
- Identify research, practices, models, and trends in the focus area.
- Support the development of criminal justice practitioners, researchers, and BJA/OJP staff members to advance BJA's mission.
- Assist and translate knowledge about critical criminal justice issues and strategies and promote innovation.



SECTION 3

# GUEST SPEAKERS



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# BJA Fellows Insight and Experience

## John Bae

Second Chance Fellow

FY 2021 BJA Fellow Recipient

Home Agency: Vera Institute of Justice



## Kristina Bryant

Pretrial Fellow

FY2022 BJA Fellow Recipient

Home Agency: Rulo Strategies LLC



## SECTION 3

# ELIGIBILITY AND APPLICATION REQUIREMENTS



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# BJA Visiting Fellows Program Solicitation Categories

Category	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
Category 1: Agency Sponsored Individual Fellowship	4	Up to \$350,000	October 1, 2024	24
Category 2: Partner Agency Fellowship Program	3	\$500,000	October 1, 2024	36

# Category 1 Eligible Applicants

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City or township government

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County Government

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State Government

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Native American tribal governments (Federally recognized)

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Native American tribal organizations (other than Federally recognized tribal governments)

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Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education

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Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

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Public- and State-controlled institutions of higher education

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Private institutions of higher education

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Small businesses

---

For-profit organizations other than small businesses

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Public housing authorities/Indian housing authorities

# Category 1: Agency Sponsored Individual Fellowship

- Applicants can apply under any of the seven focus areas.
- Applicants will propose to host an individual from or associated with their organization to execute fellowship activities in collaboration with BJA.
- Fellows will complete a "dedicated immersion" period for 9 to 12 months, working 75 to 100 percent of their time with BJA's Policy Office team.
- Must submit a plan with milestones and deliverables, as well as a mentorship and professional development plan for Fellows.

# Category 2 Eligible Applicants

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Public- and State-controlled institutions of higher education

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Private institutions of higher education

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Native American tribal organizations (other than Federally recognized tribal governments)

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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

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For-profit organizations other than small businesses

## Category 2: Partner Agency Fellowship Program

- Eligible applicant to support multiple fellows through a structured fellowship program.
- Must submit a plan for managing subawards with BJA, a timeline with milestones and deliverables, and a mentorship and professional development plan for fellows.
- Fellows will have an option to complete a “dedicated immersion” period for 6 to 9 months, working 75 to 100 percent of their time with BJA’s Policy Office team.

# Category 2: Partner Agency Fellowship Program

- Category 2 should address one of three listed focus areas:
  - ✓ Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship
  - ✓ Building Capacity of CVI Leaders to Enhance Community Safety Fellowship
  - ✓ Enhancing Tribal Capacity to Build Strong Programs and Access Resources for Programs Fellowship



# BJA Focus Areas

# Reducing Stigma for Persons with Substance Use and Mental Health Disorders and Criminal Justice Involvement Fellowship

- ✓ Support BJA's Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP).
- ✓ The fellow will work with BJA's Justice and Behavioral Health Team.
- ✓ Coordinate with BJA staff, grantees, TTA partners, and criminal justice organizations to share knowledge and reduce stigma.
- ✓ Identify best practices for reducing stigma in criminal justice and develop data-driven strategies for assessing organizational change related to stigma.

## Improving Corrections and Reintegration under the Second Chance Act Fellowship

- ✓ The fellow should have experience in reentry policy and practice, with expertise as a policy advocate, legal or social services provider, or academic focusing on successful reintegration after incarceration.
- ✓ The fellow will work with BJA's Corrections, Reentry, and Justice Reform Team.
- ✓ The fellow must be a formerly incarcerated individual who will bring a valuable perspective of the justice system and community reintegration to this role.

## Improving Corrections and Reintegration under the Second Chance Act Fellowship (cont.)

- ✓ May provide strategic guidance related to corrections and reentry to BJA Director and OJP leadership and inform federal interagency policy efforts to remove barriers to successful reintegration.
- ✓ BJA strongly encourages innovative proposals to complement current national efforts related to promoting successful reintegration of the incarcerated population, reducing recidivism, and identifying new reentry challenges.

# Advancing Strategies to Prevent and Respond to Hate Crimes Fellowship

- ✓ Support the growing BJA portfolio to prevent, address, and respond to hate crimes, addressing key issues facing the field.
- ✓ Will work with BJA staff and TTA providers to conduct scans of existing promising practices and participate in dialogue with grantees and the field on approaches to address hate crime.
- ✓ The fellow will work with BJA's Courts, Community, and Strategic Partnerships Team.

## Advancing Strategies to Prevent and Respond to Hate Crimes Fellowship (cont.)

- ✓ Will focus on the rise in hate speech and incidents that may escalate to violence and work to elevate community-based approaches to address these incidents.
- ✓ Will work with grantees to identify, elevate, and promote examples of hate crime cold cases where communities have been engaged in an investigation or case resolution process.
- ✓ Fellow should have experience working with a broad range of stakeholders, including law enforcement, prosecutors, and a diverse range of community-led organizations.

# Advancing and Improving the Criminal Justice System Using Artificial Intelligence (AI) Fellowship

- ✓ Assist BJA to explore impact of AI in a broad area or more targeted area such as law enforcement, courts, prosecution, defense, and/or corrections.
- ✓ Some examples of activities can include, but are not limited to:
  - managing AI's impact on evidence, discovery, and criminal justice processes;
  - contemplating ways to account for bias, completeness, and accuracy in AI tools;
  - supporting state, tribal, and local criminal justice agencies to become better consumers of AI products.
- ✓ Depending on the topic, the selected Fellow could be placed anywhere across the Policy Office.

## Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship

- ✓ BJA is seeking fellows with lived experience and knowledge of substance use recovery and the criminal justice system.
- ✓ Will support BJA's Adult Treatment Court and Veterans Treatment Court Programs.
- ✓ The fellow will work with BJA's Courts, Community, and Strategic Partnerships Team.



# Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship

- ✓ Activities can include:
  - build and foster relationships with treatment and recovery national organizations
  - use data-driven strategies to identify gaps in treatment court services
  - analyze data to explore barriers and enhance access for underserved and historically marginalized populations
  - develop resources and tools that can leverage peer recovery strategies to overcome stigma, strengthen prosocial attitudes and enhance active coping strategies, especially during post-program transition
  - Promote peer-to-peer engagement in treatment courts

# Building Capacity of Community Violence Intervention (CVI) Leaders to Enhance Community Safety Fellowship

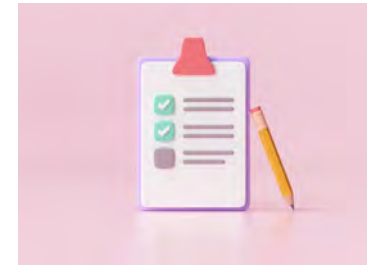
- ✓ BJA is seeking fellows to focus on how to best support the workforce of CVI practitioners across the country, including gaps in educational and employment opportunities.
- ✓ The fellows will work bring their experience and knowledge to support BJA programs currently implementing CVI strategies and will assist BJA and OJP staff members involved in OJP's CVI Initiative.
- ✓ The fellows will work with BJA's Courts, Community, and Strategic Partnerships Team.
- ✓ The Fellows must have a minimum of 5 years of experience as a trusted credible messenger working at the local level on CVI initiatives.

## Enhancing Tribal Capacity to Build Strong Programs and Access Resources for Programs Fellowship

- ✓ The fellow will work with BJA, and tribal justice and court leaders to explore barriers and build approaches to help tribal nations access BJA resources.
- ✓ The fellow will work with BJA's Courts, Community, and Strategic Partnerships Team.
- ✓ The fellow will develop a plan with BJA staff to conduct outreach and listening sessions with tribal justice leaders, both Native Americans in the lower 48 and Alaskan Natives.
- ✓ The fellow will recommend and develop new training and technical assistance tools to enhance access and build capacity to access tribal-focused and other funding available to federally recognized tribes.

# What an Application Should Include

- **Abstract** – A proposal abstract (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form.
- **Project Narrative** – A project narrative that includes the following:
  1. Description of the Issue
  2. Project Design and Implementation
  3. Capabilities and Competencies
  4. Plan for Collecting the Data Required for This Solicitation’s Performance Measures
- Budget and Associated Documentation  
**Budget Worksheet and Budget Narrative (Web-based Form).** Applicants will complete the JustGrants web-based budget form. The amount of the federal request should match the federal request amount on the SF-424.



# Additional Application Components

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Timeline

---

Résumés/Job Descriptions

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Letters of Support

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Applicant Disclosure of Pending Applications

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Research and Evaluation Independence and Integrity

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Subaward Policies and Procedures

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Financial Management and System of Internal Controls Questionnaire

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Indirect Cost Rate Agreement (if applicable)

# Important Dates

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



- **Solicitation posting date: May 30, 2024**
- **Deadline to submit the SF-424 and SF-LLL in Grants.gov: July 24, 2024, 8:59 p.m. ET**
- **Deadline to submit the full application in JustGrants: July 31, 2024, 8:59 p.m. ET**

## SECTION 5

# APPLICATION RESOURCES



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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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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](#)**

### 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. to 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  
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subscribe.

(Message and data  
rates may apply.)



The screenshot shows the top navigation bar of the U.S. Department of Justice Office of Justice Programs website. It includes the DOJ seal, the text 'U.S. DEPARTMENT OF JUSTICE OFFICE OF JUSTICE PROGRAMS', and links for 'Contact Us', 'Careers', 'Subscribe', and a search bar. Below the navigation 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.

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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/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) by July 24, 2024, 8:59 p.m. ET.
- Step 2: Submit the full application, with attachments, at [JusticeGrants.usdoj.gov](https://JusticeGrants.usdoj.gov) by July 31, 2024, 8:59 p.m. ET.

**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).



## Questions?

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