

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



BJA FY 21 Matthew Shepard and James Byrd, Jr. Hate Crimes Training and Technical Assistance Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking to support national training and technical assistance to build the capacities of state, local, and tribal law enforcement and prosecution agencies to work closely with victims and community- and school-based partners to conduct outreach on hate crimes, offer training on them, and to investigate and prosecute hate crimes. This program furthers the Department's mission by supporting state, local, and tribal efforts to ensure public safety; increasing the reporting, investigation, and prosecution of hate crimes; and ensuring fair and impartial administration of justice for all Americans.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For profit organizations other than small businesses, Other

Other

For-profit (commercial) organizations, nonprofit organizations (including tribal organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) with demonstrated expertise in assisting communities to develop and implement hate crime investigations, as well as conducting educational outreach and training on hate crimes.

BJA is seeking applicants to provide training and technical assistance that have:

- Expert knowledge of associated work on hate crimes reporting, identification, and responses including investigation and prosecution.
- Extensive experience in brokering and developing technical assistance.
- Experience in identification of best practices.
- Program documentation, resource compilation, and information dissemination experience.
- The willingness to work with BJA and other partners as a member of a training and technical assistance collaborative.

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO>.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the **SF-424 and SF-LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time, Monday-Friday, and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time, Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at JustGrants.usdoj.gov.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

OJP encourages applicants to review, the "How to Apply" section in the [OJP Grant Application Resource Guide](#).

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Program Description

Overview

The Department of Justice is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

The Matthew Shepard and James Byrd, Jr. Hate Crimes Training and Technical Assistance Program supports national assistance to support the efforts of state, local, and tribal law enforcement and prosecution agencies and their partners in conducting outreach, educating practitioners and the public, enhancing victim reporting tools, and investigating and prosecuting hate crimes committed on the basis of a victim's perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability.

Statutory Authority

Hate Crimes Program, 34 U.S.C. 30503; Pub L. No. 116-260, 134 Stat 1182, 1260

Specific Information

The Matthew Shepard and James Byrd, Jr. Hate Crimes Program (Shepard/Byrd Hate Crimes Program) supports state, local, and tribal law enforcement and prosecution agencies in their outreach to and education of the public, victims, and their staff and partners on hate crimes. It also funds extraordinary expenses associated with the investigation and prosecution of hate crimes. This solicitation supports an award for national training and technical assistance (TTA) to support grantees and the field focused on hate crimes.

Hate crimes (sometimes called a bias-motivated crime) are a criminal offense motivated by some form of bias toward the victims on the basis of the victim's perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability. According to the U.S. Bureau of Justice Statistics' National Crime Victimization Survey:

- U.S. residents experienced an average of 250,000 hate crime victimizations each year from 2004 to 2015.
- The majority (99%) of victims cited offenders' use of hate language as evidence of a hate crime.
- During the 5-year aggregate period from 2011 to 2015, racial bias was the most common motivation for hate crimes (48%).
- About 54 percent of hate crime victimizations were not reported to police during 2011–2015.

BJS Report: [Hate Crime Victimization, 2004-2015 \(bjs.gov\)](https://bjs.gov/hate-crime-victimization-2004-2015)

Hate crimes can be more violent and involve greater victim injury as compared to other victimizations, yet they are substantially underreported. Victim reluctance to contact law enforcement may arise from perceptions of police bias, distrust of law enforcement or the criminal justice system, or barriers such as language or concerns about immigration status. As law enforcement agencies use data to inform their strategies and allocation of resources, this can pose a unique challenge in addressing hate crimes. This underreporting in identification of hate crimes can also grow out of a lack of training and understanding on the part of law enforcement and prosecutors to be able to identify, report, or charge these crimes, or to effectively investigate or prosecute these cases. To address these barriers, the Shepard/Byrd Hate Crimes Training and Technical Assistance Program offers assistance to the field to support outreach, build partnerships, improve education to identify and report hate crimes, and support the investigation and prosecution of these cases. This can include building systems for long-term reporting and tracking of hate crime trends.

Hate crimes have a devastating effect beyond the harm inflicted on any one victim. They reverberate through families, communities, and the entire nation as others fear that they too may be threatened, attacked, or forced from their homes because of what they look like, who they are, where they worship, who they love, or whether they have a disability. Like other crimes, the vast majority of hate crimes in the United States are investigated under state law and prosecuted by local, state, and tribal law enforcement authorities.

The federal government also has an important role to play in addressing hate crimes through collaboration with state, local, and tribal partners. Eliminating hate crimes and bias-motivated violence from communities and the country is one of the Department's highest priorities. The Department's Hate Crimes Enforcement and Prevention Initiative is charged with coordinating DOJ's efforts to eradicate hate crimes, in part by facilitating training, outreach, and education to law enforcement agencies and the public at the federal, state, local, and tribal levels. This includes DOJ's Civil Rights Division, the Community Relations Service (CRS), the U.S. Attorney's Offices, the Federal Bureau of Investigation (FBI), the Office of Community Oriented Policing Services (COPS Office), and other agencies in the Office of Justice Programs, including the Office for Victims of Crime and the Bureau of Justice Statistics. For more information on the work of these agencies and opportunities to build on this work, see: www.justice.gov/hatecrimes.

The provider selected under this award will work with BJA staff to offer TTA that complements the Hate Crimes Enforcement and Prevention Initiative. The TTA provider will focus on assessing BJA grantees' needs and development strategies that build on tools such as the COPS Office curricula soon to be piloted for law enforcement or the content and tools on the Department's hate crimes website. The provider will also identify cross-cutting needs and trends and offer strategies to support outreach; collaborate with community partners and schools, universities, and colleges; support grantees' education needs, reporting, and identification of crimes; enhance trust; and help prosecute hate crime cases. The training and technical assistance strategies developed by the provider should seek to enhance the organizational capacity and culture in law enforcement and prosecution entities to lead this work; bring a perspective on the training and tools needed to build critical community partnerships; build trust and enhance the reporting and identification of cases; and improve the data collection, reporting, analysis, and use of data to guide investigations and prosecutions.

Identifying, investigating, and reporting hate crimes when they occur help ensure that data are complete and accurate and allow appropriate resources to be directed toward solving and preventing hate crimes. Law enforcement and prosecutors' offices are a key part of this strategy and through the Shepard/Byrd Hate Crimes Program can lead collaborative approaches that prevent and respond to these crimes. To that end, a comprehensive report was issued in 2020 entitled *Improving the Identification, Investigation, and Reporting of Hate Crimes: A Summary Report of the Law Enforcement Roundtable (August 2020)*. The "Roundtable Report" sets forth key recommendations and action steps to combat hate crime and can be found at: <https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-W0895>. Applicants are encouraged to review and consider this information and DOJ's hate crimes website to inform their response.

The site-based grantees are required to work in conjunction with a number of federal and community-based partners to coordinate the review of case files and evidence related to potential cases, and then pursue these cases consistent with the Shepard/Byrd Hate Crimes Act. Applicants should consider how their TTA approach will support this coordination between state, local, and tribal law enforcement agencies and prosecutors' offices and community-based partners. This includes strategies to help the field improve trust and increase the reporting of incidents to law enforcement and expand outreach to and education of the public and those persons and groups disproportionately impacted by these crimes. BJA also encourages partnerships with schools, colleges, and universities as part of these TTA strategies. This may involve other BJA TTA partners and other Department agencies. For more information, see: [Matthew Shepard and James Byrd, Jr. Hate Crimes Program | Overview | Bureau of Justice Assistance \(ojp.gov\)](#)

Goals, Objectives, Deliverables, and Timeline

Goal

To enhance the capacities of state, local, and tribal jurisdictions to collaborate to increase public awareness and reporting of hate crimes and to enhance law enforcement and prosecution strategies to prevent and respond to hate crimes, thereby bringing justice for victims and stakeholders impacted by these hate crimes and building trust with community partners and victims.

Objectives

- Build the capacity of jurisdictions to form strong collaborations between law enforcement and prosecution and community-based organizations including schools, colleges, and universities to conduct outreach and educate persons and groups at risk for hate crimes.
- Expand and enhance strategies including tools, policies, and procedures to increase the reporting, identification, and charging of hate crimes, including victim reporting.
- Enhance the capacity of law enforcement and prosecutors to prevent and address hate crimes through education, training, and tools for the field to investigate and prosecute hate crime cases.
- Support BJA as it enhances collaboration between federal, state, local, and tribal law enforcement and prosecution agencies in their investigation and prosecution of hate crimes.

Deliverables:

The TTA provider will work with BJA to provide knowledge, resources, and project management guidance to all Shepard/Byrd grantees and other hate crimes-related grantees. For FY 2021, this will include about 16–18 grantees and potentially another cohort in FY 2022. The TTA will assist grantees to meet the objectives and deliverables of their projects. Specifically, the TTA provider will be expected to deliver the following:

1. Identify and maintain a list of TTA consultants/subject matter experts, and their qualifications, whose subject matter expertise and experience can best meet the needs of the grantees and the field.
2. Following approval from BJA, assign a subject matter expert/consultant to each grantee to help it complete its proposed grant activities and align its operations with best and evidence-based practices relevant to those activities.

3. Build a community of practice (COP) to support dialogue and coaching.
4. Host webinars related to the site-based grantees, including an orientation webinar to onboard new grantees within 60 days of their receiving awards and fieldwide webinars to translate key knowledge, opportunities, and resources.
5. Assist grantees during the initial 6 months of the project period to assess their needs and develop individualized TTA plans for each grantee.
6. Assess grantee performance and provide coaching through COP and periodic calls to:
 - a. Review grantees' progress toward their goals and deliverables in accordance with the project task timeline.
 - b. Spot issues and provide feedback to site-based grantees.
 - c. Discuss and review draft deliverables and other grant-related materials.
 - d. Determine emerging trends to inform overall training and capacity-building strategies for the field and promote innovation.
7. Assess grantee capacity for data collection reporting during technical assistance visits and phone calls, and make recommendations for improvement.
8. From the grantees, collect and document lessons learned and other useful examples for the field at large, then disseminate this information via web content, publications, and conference presentations. Assist grantees in disseminating information and updates about their projects within their departments or agencies throughout the life of their projects.
9. Create and maintain a website to share information with the field and assess technical assistance needs. Create program site summaries and at least two publications relevant to the field.
10. Provide subject matter expertise to and collaborate with BJA and federal partners such as DOJ's Civil Rights Division, CRS, FBI, COPS Office, and other OJP offices.
11. Participate in BJA-led grant performance reviews that track grantee or program performance along several key indicators.
12. Convene at least two focus groups, listening sessions, or advisory panels to better understand the needs of the field to inform education and program strategies, and disseminate resulting products, including marketing and communication.
13. Coordinate with BJA to support the continuation of two COPS Office-funded trainings currently in development. The first is a training currently being piloted through the COPS Office Collaborative Reform Initiative Technical Assistance Center entitled "Hate Crimes: Recognition and Reporting training." The course's purpose is to enhance law enforcement's response and a uniform patrol officer's ability to recognize and report a hate crime. This includes addressing victim needs, reporting incidents, and building community trust. The second is under development and will focus on law enforcement investigations of hate crimes.
14. Develop a training strategy and initial content and tools related to hate crimes outreach and education, and on prosecuting cases.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under the Application and Submission Information section. BJA reserves the right to modify work tasks at any time with reasonable advance notice provided to the awardee prior to execution.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$650,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

24

Anticipated Total Amount to be Awarded Under Solicitation

\$650,000.00

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

BJA does plan to supplement this award to support future cohorts of grantees and additional years of performance.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

BJA expects to make an award under this solicitation as a cooperative agreement, which provides for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on [Pre-agreement Costs \(also known as Pre-award Costs\)](#).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

Application and Submission Information

Content of Application Submission

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (Web-based Form)
- Letters of Support and Memorandums of Understanding from key partners

See the “[Application Elements and Formatting Instructions](#)” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual **who will complete application materials in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This solicitation (“funding opportunity”) is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “Program is not covered by E.O. 12372.”).

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal 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. The applicant must also provide the following:

- Applicant name
- Project period
- Total funds requested
- Key partners to the project (including role and whether they are a subawardee or subgrantee)

Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 20

pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and final award decisions.

The following sections must be included as part of the proposal narrative:

a. Statement of the Problem

- Describe the history, nature, and extent of hate crimes in the United States based on a victim's perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability. Include summary information and data related to incidents, efforts to identify potential cases, case-related data, witnesses, and suspects. Indicate if there are concentrations of cases where support can be targeted.
- Describe the current challenges facing state, local, and tribal agencies to identify, investigate, and prosecute these cases. Indicate what access the applicant has to case files and data to support the work, existing laws to pursue cases, and resources to support the project. Describe the current capacity of jurisdictions to investigate and prosecute these complex cases. Describe how these challenges and needs may vary and inform the response.

b. Project Design and Implementation

- Articulate the applicant's "vision" for the role of TTA. Describe how the applicant will identify, assess, and deliver TTA. Describe the specific activities for providing TTA, including outreach to grantees and the field at large, as appropriate. Describe the objectives and identify strategies for designing and implementing each project deliverable as described in this solicitation.
- Provide specific information on any materials to be developed and/or technical assistance to be provided. Include the method of delivery.
- Provide a project task timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for those tasks.

c. Capabilities and Competencies

- Describe the applicant, its partners, and each organization's role. Demonstrate the capability of the lead organization and any collaborative partners (subrecipients) to implement each component of the project, including staff capacity to provide technical assistance to large numbers of grantees simultaneously. Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA and developing protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and necessary follow-up activities.
- Provide examples of the organization's experience in using TTA strategies that include developing tools and resources for grantees, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance. List the consultants/subject matter experts with whom the applicant plans to work to deliver TTA services.
- Describe the management structure and outline the organization's ability to conduct the individual activities, including the organization's and staff's experience and staff's ability to recruit and partner with individuals and other organizations with the expertise to enhance the applicant's experience in developing and providing TTA. The management and organizational structure described should match the staff necessary to accomplish the tasks. Detailed information in the project task timeline, position descriptions, and letters of support will form the basis for assigning points relative to this criterion.
- Describe the strategy for responding to requests from practitioners in the field.
- Describe how the applicant will coordinate with BJA and its partners to deliver updates on existing activities.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

- Describe the process the applicant will use to measure project performance. This should include measures on adhering to the project task timeline, meeting deliverable schedules, obtaining input from grantees, and seeking feedback from stakeholders.
- Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and

deliverables identified under “Goals, Objectives, and Deliverables.”

Award recipients will be required to submit performance measure data in the BJA TTA Reporting Portal and/or JustGrants. Further guidance on the post-award submission process will be provided, if selected for award. Examples of the performance measures questionnaire can be found at:

https://bjatta.bja.ojp.gov/sites/default/files/interest_groups/TTA%20Reporting%20Portal%20Data%20Dictionary_0.pdf.

Applicants can also visit OJP’s performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the Shepard/Byrd Hate Crimes TTA Program goals, objectives, deliverables, and timeline in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management Questionnaire (including applicant disclosure of high-risk status)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Attach position descriptions for the staff to be funded under this grant. Provide the curricula vitae or résumés for current staff. If the applicant is hiring, please detail in the project task timeline when it anticipates the hiring process to be completed and the new hires to commence work.

Timeline Form

Attach a project task timeline indicating each project objective, activity, expected completion date, and responsible person or organization

Letters of Support

Attach relevant letters of support and/or memorandums of understanding from the key project partners that reflect their support, roles, and agreements about collaboration.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59 pm EST on July 6, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants by 11:59 pm EST on July 23, 2021.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

a. Merit Review Criteria

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

1. Statement of the Problem (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (including strategies to address underreporting), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet basic minimum requirements, will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the stated review criteria above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting peer review. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may take into account not only peer review ratings and BJA's recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the "Administrative, National Policy, and Other Legal Requirements" section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the Program Description section, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports: Recipients typically must submit quarterly financial reports, progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

Federal Awarding Agency Contact(s)

For OJP contact(s), see solicitation cover page.

For contact information for Grants.gov and JustGrants, see solicitation cover page.

Other Information

Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

Provide Feedback to OJP

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

Application Checklist

FY 2021 Matthew Shepard and James Byrd, Jr. Hate Crimes Training and Technical Assistance Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm

(see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2021 Awards](#)” in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$650,000

Eligibility Requirement:

- For-profit (commercial) organizations, nonprofit organizations
- Other: For-profit (commercial) organizations, nonprofit organizations (including tribal organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) with demonstrated expertise in assisting communities to develop and implement hate crime investigations, as well as conducting educational outreach and training on hate crimes.
- Submit **SF-424** and **SF-LLL** in Grants.gov

After SF-424 and SF-LLL submission in Grants.gov, Receive Grants.gov Email Notifications That:

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

If No Grants.gov Receipt, and Validation or Error Notifications are Received:

- Contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Receive email notification to complete application in JustGrants.

- *Complete Application Sections Listed Below in JustGrants*

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)**
- **Letters of Support and Memorandums of Understanding from key partners**
- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information (SF-424 Information from Grants.gov)

Budget and Associated Documentation

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Position Descriptions, Curricula Vitae, and/or Résumés
- Project Task Timeline

- Letters of Support/Memorandums of Understanding

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (Duplication in Cost Items) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
- *Submit Application in JustGrants:*
 - Application has been successfully submitted in JustGrants
 - *If No JustGrants Application Submission, Validation, or Error Notifications are Received:*
 - Contact JustGrants.Support@usdoj.gov or 833–872–5175 regarding technical difficulties.