

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



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

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| Assistance Listing Number # | 16.040 |
| Grants.gov Opportunity Number: | O-BJA-2021-111003 |
| Solicitation Release Date: | May 14, 2021 4:00 PM |
| Version: | 4 |
| Grants.gov Deadline: | July 26, 2021 11:59 PM |
| Application JustGrants Deadline: | July 28, 2021 11:59 PM |

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to conduct outreach and offer training on hate crimes, as well as investigate and prosecute hate crimes. This program furthers the Department's mission by supporting state, local, and tribal efforts to ensure public safety by 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 for the preparation and submission of 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:

Other

Other

- State, local, and tribal law enforcement and prosecution agencies

Tribal law enforcement and prosecution agencies must be from federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior).

Applicants can create task forces and/or partner with other agencies and nonprofit organizations with expertise to support outreach, education, investigation, and prosecution of hate crimes.

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and any other territory or possession of the United States.

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>.

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](https://www.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 Program supports 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 the 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 related to hate crimes. This program also provides support for extraordinary expenses associated with the investigation and prosecution of hate crimes. Hate crimes (sometimes called bias-motivated crimes) are criminal offenses 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' (BJS) National Crime Victimization Survey (NCVS):

- U.S. residents experienced an average of 250,000 hate crime victimizations each year from 2004 to 2015.
- The majority (99 percent) 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 percent).
- About 54 percent of hate crime victimizations were not reported to police during 2011 to 2015.

Hate crimes can be more violent and involve greater victim injury as compared to other victimizations, yet 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 and identification of hate crimes can also grow out of a lack of training and understanding on the part of law enforcement and prosecutors resulting in the inability to identify, report, or charge these crimes, or to effectively investigate or prosecute these cases. To address these barriers, this program offers resources to support outreach, build partnerships, improve education to identify and report hate crimes, as well as support the investigation and prosecution of these cases. These efforts can include building systems for the long-term reporting and tracking of hate crime trends. BJS Report: [Hate Crime Victimization, 2004-2015 \(bjs.gov\)](https://www.bjs.gov/index.cfm?ty=pr&id=1144)

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 work is collaborative and includes the Department of Justice's Civil Rights Division, the Community Relations Service (CRS), U.S. Attorneys' Offices, the Federal Bureau of Investigation, the Office of Community Oriented Policing Services, and other agencies in the Office of Justice Programs such as 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.

Identifying, investigating, and reporting hate crimes when they occur helps ensure that data is complete and accurate, and allows 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. 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 crimes and can be found here: <https://cops.usdoj.gov/RIC/ric.php?page=detail&id=COPS-W0895>.

Applicants are encouraged to work with their federal partners to coordinate the review of case files and evidence related to potential cases and pursue these cases consistent with the Shepard/Byrd Hate Crimes Act. To effectively approach this work, applicants should also develop strategies in coordination with community-based partners and state, local, and tribal agencies to form collaborative approaches or task forces that can help to address the concerns and needs of all affected parties. This includes strategies to increase trust and reporting of incidents to law enforcement, and expand outreach and education of the public and those persons and groups disproportionately impacted by these crimes. BJA also encourages partnerships with schools, colleges, and universities in an applicant’s jurisdiction as part of these strategies. OJP has several other programs that can support jurisdictions seeking to address hate crime, including funds to prevent and address school-based violence, training on restorative justice approaches, and funds to support victims of hate crimes. 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 increase public awareness and reporting of hate crimes, as well as enhance law enforcement and prosecution strategies to prevent and respond to hate crimes, bringing justice for victims and stakeholders impacted by these hate crimes.

Objectives

- Build strong collaborations between law enforcement and prosecution and community-based organizations — including schools, colleges, and universities — to conduct outreach and education to 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.
- Enhance collaboration between federal, state, local, and tribal law enforcement and prosecution agencies in their investigation and prosecution of hate crimes.

Deliverables

Deliverables will include documentation of enhanced awareness of and reporting by the public related to hate crimes and available resources in the applicant jurisdiction; increased skills of law enforcement and prosecutors to identify, investigate, and prosecute hate crimes; and stronger partnerships to support this work. This documentation will be compiled through required progress reporting, and a final report to be delivered as part of the grant award.

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.

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.”

Priority Area

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. In FY 2021, OJP will give priority consideration in award decisions to applications that demonstrate ways in which their projects will advance one or more of these areas.

To receive priority consideration for advancing one or more of the Department’s priorities, the applicant must provide a sufficient narrative explanation as an attachment, that specifies how the project will advance the promotion of civil rights, access to justice, support to crime victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community.

Priority consideration is one of many factors that OJP considers in making funding decisions and is not a guarantee of an

award.

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

13

Anticipated Maximum Dollar Amount of Awards

\$300,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

36

Anticipated Total Amount to be Awarded Under Solicitation

\$3,844,328.00

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.

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 awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

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 the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Applicants should outline expenses on an annual basis consistent with the Budget Worksheet. Funding requested must not exceed \$100,000 per year for a total of no more than \$300,000 for a 36-month project period.

Allowable uses of funding include resources for outreach, education, reporting and identifying, and investigation and prosecution of hate crimes.

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](#) 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 Memorandum 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 clearly describe the following:

- Applicant name
- Project period
- Total funds requested
- Key partners to the project

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 in final award decisions.

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

a. Description of the Issue

- Describe the jurisdictional boundaries of the proposed project; history, nature, and extent of all hate crimes in this target area, including overall demographic data on residents; summary information and data related to incidents and trends of hate crimes; any groups particularly impacted by hate crimes; challenges in the reporting, identification, and charging of potential cases; and current efforts to identify, investigate, and prosecute these cases.
- Describe the challenges, including lack of resources, that the applicant faces in planning and implementing strategies to address these hate crimes. Describe the nature and extent of underreporting of hate crimes by community members to law enforcement. Describe the existing laws in the jurisdiction to pursue cases. Describe any coordination with federal efforts to address these cases. Discuss why the applicant cannot address these issues using existing resources, and why these federal funds are needed.

b. Project Design and Implementation

- Describe how the applicant will respond to the issue defined in this application. Describe the proposed strategies to conduct outreach and educate the public and groups or persons at risk for hate crimes. Describe the community-based partnerships that will be created or enhanced with groups that will support this work and overcome barriers to reporting and identifying hate crimes and prevention of future hate crimes, including schools, colleges, and universities.
- Describe the proposed strategies to enhance reporting of hate crimes, including education and other efforts to assist staff and partners to identify hate crimes and investigative strategies to ensure that hate crimes are identified and charged as hate crimes.
- Describe the proposed strategies to effectively investigate and prosecute hate crimes, including how the applicant will work to enhance cooperation of witnesses and enhance success to addressing the challenges of pursuing these investigations and prosecutions. Describe the partnerships with other federal, state, local, and tribal partners to implement the project design.
- Describe how the resources sought in the application will support and relate to this project design. Annual expenses should not exceed \$100,000 per year. Describe how funds requested to support investigation and prosecution activities are extraordinary expenses.

c. Capabilities and Competencies

- Describe the applicant's management structure and outline its ability to conduct the individual activities through the organization and its staff's expertise. Identify all key partners to this project, and describe their role in implementing the proposed project design. The management and organizational structure described should match the staff and partner needs necessary to accomplish the tasks outlined in the solicitation, consistent with the budget, budget detail, and narrative.
- Describe how the applicant and its partners will implement the proposed design, including gathering and analyzing information, developing a plan, and implementing efforts by staff and partners to conduct outreach and training, educate stakeholders and staff, and identify, track, investigate, and prosecute these cases.
- Discuss the expertise of the applicant and its partners to effectively implement the proposed program design, including outreach, education, reporting, investigation, and prosecution of these incidents.
- The design should be supported by the required project timeline, position descriptions, and letters of support/MOU; how well they reflect the design and approach will inform the basis for assigning points relative to this criterion.

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

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"

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.

- For each objective, identify the criteria that will determine how and if objectives have been successfully met, as well as one or more specific measurable outcome(s) and the data sources that will be used to determine whether or not the outcome was accomplished.
- All applicants must indicate their willingness and ability to collect and report performance and outcome data through BJA's reporting tools (no personally identifiable information will be collected). Applicants are expected to report on behalf of any subawardees. Additionally, please see deliverables described early in the **Goals, Objectives, Deliverables** section that discuss the willingness to cooperate with any evaluation efforts. Also, confirm applicant's willingness, with assistance, to collect and provide a spreadsheet with case-level data to support trends in casework and approach.
- Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program.

Applicants can also visit OJP's performance measurement page at <http://www.ojp.gov/performance> for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measurement data and performance reports in 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 [here](#).

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 Program goals, objectives, deliverables, and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

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 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 timeline when it anticipates the hiring process to be completed and the new hires to commence work.

Tribal Authorizing Resolution

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

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

Letters of Support

Attach relevant letters of support and/or memorandum of understanding between key partners to the project to reflect 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](#).

Documentation of Advancing DOJ Priorities (if applicable)

As is mentioned above, OJP will give priority consideration in award decisions to applications that specify how the project will advance one or more of the following DOJ priorities: the promotion of civil rights, access to justice, support to crime

victims, protecting the public from crime and evolving threats, or building trust between law enforcement and the community. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

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 26, 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 28, 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/Description of the Issue (25%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - 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 (specifically including, but not limited to, those mentioned above relating to priority areas), 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 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 \$300,000.

Eligibility Requirement:

- Other: State, local, and tribal law enforcement and prosecution agencies

Tribal law enforcement and prosecution agencies must be from federally recognized Indian tribal governments that perform law enforcement functions (as determined by the Secretary of the Interior).

Applicants can create task forces and/or partner with other agencies and nonprofit organizations with expertise to support outreach, education, investigation, and prosecution of hate crimes.

For purposes of this solicitation, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, and any other territory or possession of the United States.

- Submit **SF-424** and **SF-LLL** in Grants.gov

After SF-424 SF-LLL submission in Grants.gov 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 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 Memorandum 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

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation of Advancing DOJ Priorities (If applicable)
- Curricula Vitae or Résumés
- Timeline Form
- Letters of Support/Memorandum of Understanding
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (See [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (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.