

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



BJA FY 2021 Smart Suite 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 applications for funding to provide assistance and training and translate knowledge to enhance the use of data and research to understand and target priority crime issues, identify and implement proven and effective practices with fidelity, analyze performance and outcomes to enhance approaches, and support further research. This program is managed in coordination with other BJA training and technical assistance (TTA) partners in the Smart Suite programs and supports building partnerships between researchers and practitioners locally to improve outcomes, programs, and communities in a set of Smart Suite site-based programs.

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:

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, 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 providing and coordinating training and technical assistance for partnerships between researchers and practitioners are eligible. In addition, the applicant must show the capacity to provide technical expertise in implementing action research partnerships between local criminal justice researchers and practitioners in multiple criminal justice subject matter areas.

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 JustGrants.Support@usdoj.gov or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST 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 Smart Suite Training and Technical Assistance Program provides assistance and training and translates knowledge to enhance the use of data and research to understand and target priority crime issues, identify and implement proven and effective practices with fidelity, analyze performance and outcomes to enhance approaches, and advance knowledge and research. This program is managed in coordination with other BJA TTA partners in the Smart Suite programs and supports building partnerships between researchers and practitioners locally to improve outcomes, programs, and communities, working with a set of Smart Suite site-based programs.

Statutory Authority

Justice Assistance Grants Training and Technical Assistance Program, Pub. L. No. 116-260, 134 Stat 1182, 1264

Specific Information

The past several decades have demonstrated increasing commitment — from local to federal levels — to the development of enhanced program management and research capacity in local, state, and tribal criminal justice agencies. Such efforts are intended to encourage strategic problem solving and the integration of evidence-based strategies into practice for more effective, efficient, and economical criminal justice operations. One of the key benefits of the integration of research tools and partners into criminal justice practice is that such analytical skills and processes support the development of highly focused interventions that have been shown to be most effective in terms of crime prevention and control. Another benefit is the information obtained through such analysis helps provide a better understanding of crime drivers, allowing for more targeted responses to specific issues. These efforts help jurisdictions understand the root causes, target with proven interventions, and assess fidelity and impact during the process to ensure the best, most cost-effective programs.

BJA has accelerated the adoption and integration of research and evidence in the field by growing the number of BJA programs that require robust researcher-practitioner partnerships. BJA is promoting researcher-practitioner partnerships in order to implement data-driven approaches to reduce crime, improve community safety, reduce recidivism, and prevent unnecessary confinement.

This model is evident in the following BJA programs:

- Project Safe Neighborhoods (PSN)
- Byrne Criminal Justice Innovation (BCJI)
- Smart Policing
- Smart Prosecution
- Smart Probation
- Second Chance Act (SCA) Reentry Demonstration Programs
- Prescription Drug Monitoring Program (PDMP)
- Sexual Assault Kit Initiative

BJA also has other programs with a focus on integrating research and evidence, including Smart Defense and Smart Pretrial. BJA refers to the programs with these partnerships as its “Smart Suite.”

BJA’s Smart Suite invests in the development of researcher-practitioner partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and economical. These data-driven approaches enable jurisdictions to understand the full nature and extent of the crime challenges they are facing and target resources toward their highest priorities. The Smart Suite represents a strategic approach that incorporates more “science” into criminal justice operations by leveraging innovative applications of analysis, technology, and evidence-based practices (EBPs) with the goal of improving performance and effectiveness while containing costs.

The purpose of this FY 2021 Smart Suite Training and Technical Assistance Program competitive grant announcement is to select one provider to deliver a wide range of training and technical assistance services to researchers and practitioners in BJA’s Smart Suite programs and to criminal justice practitioners and researchers. These services will focus on

researcher-practitioner partnerships and be implemented in coordination with BJA and other Smart Suite TTA partners. Services will also support key tools to translate this knowledge to the field, including tracking and sharing information about Smart Suite-related research, as well as efforts for translating, including technical assistance such as review and feedback on BJA-funded research reports in Smart Suite.

The TTA provider should partner with an interdisciplinary team of subject matter experts (researchers and practitioners). In addition to evaluation and implementation science expertise, the team should include individual(s) with expertise in organizational and/or culture change and strategic communications. Services will include, but are not limited to: virtual training sessions; developing and maintaining a website containing resources to support researcher-practitioner partnerships; developing products to promote continuous learning and a community of practice within the Smart Suite community; collecting and tracking research reports and articles from Smart Suite-related research projects and supporting translation and dissemination of research; collaboration with other Smart Suite TTA partners; and providing remote and onsite guidance on problem analysis, solution development, data analysis, evaluation methodology, and producing "real-time" products and resources for strategic decisionmaking. The services provided should enhance the quality and outcomes of all of the Smart Suite programs, and translate this knowledge as a resource to the field.

BJA is seeking a TTA provider with extensive TTA expertise, experience, and knowledge related to the goals and objectives described below. The Smart Suite TTA Program should include training, technical assistance, and guidance that address the management, organization, and project implementation needs of all BJA Smart Suite programs. The program can also include mentoring by other experts in strategy development and assessment, program implementation, program evaluation, and strategic problem solving. The TTA partner is expected to work closely with BJA staff and the other Smart Suite TTA providers to ensure effectiveness and success.

For more information on programs in the Smart Suite, please visit <https://bja.ojp.gov/program/crppe/smart-suite>.

Goals, Objectives, Deliverables, and Timeline

Goal

The goal of the Smart Suite TTA Program is to support the development, enhancement, and translation of research and knowledge of researcher-practitioner partnerships in each of the Smart Suite programs.

Objectives

The objectives are to coordinate, manage, facilitate, and support training and technical assistance to support:

- Establishing or expanding evidence-based practices in all of the Smart Suite programs.
- Collecting and analyzing criminal justice and public safety data.
- Using data to identify criminal justice- and public safety-related problems.
- Assessing implementation fidelity.
- Measuring program outcomes.
- Using data to determine program effectiveness.
- Evidence translation and how to communicate findings to diverse audiences.
- Making recommendations for program improvement and sustainability.
- Developing "real-time" products and resources for strategic decisionmaking.
- Tracking and supporting dissemination of research and knowledge in the Smart Suite Program.
- Communicating with a wide variety of audiences.

The recipient selected for this award will provide TTA in action research and implementation science, offer resources to proven processes and strategies, and support Smart Suite researchers and practitioners with ongoing assistance. The TTA provider will be expected to meet with all of the individual Smart Suite TTA providers at the beginning of the project to assess the general range and types of TTA on researcher-practitioner partnerships that will be needed for each program. These meetings should also involve discussion of existing communities of practice and how to either enhance or expand these networks.

Deliverables

The deliverables for this award will include:

Coordinating and financially supporting training for at least 50 Smart Suite grantee teams each year on evaluation and implementation science through virtual training sessions. Trainings may be concentrated

virtual sessions over 2-3 days or extended virtual training courses that take place over a number of weeks. Applicants are encouraged to think creatively about training delivery methods, ensuring they are based on adult learning principles and incorporate lessons learned for educating through virtual means. These trainings should be geared to meet the needs of both the researchers and practitioners on Smart Suite implementation teams. The trainings should provide information on adaptive and strategic problem solving, evaluation methods (both basic and advanced as deemed appropriate), and organizational and culture change. The trainings should include hands-on opportunities for applying principles of implementation science. The selection of teams shall be done in coordination with BJA staff and individual Smart Suite TTA providers.

- Developing a web-based resource for Smart Suite and other criminal justice researcher-practitioner teams with information on evaluation and implementation science, tools and guidelines for implementation teams, and tracking and promoting research of Smart Suite program, as well as information highlighting the successes and outcomes of Smart Suite projects.
- Delivery of onsite and remote TTA to Smart Suite grantees, as needed, on implementation challenges. This should include plans for up to 5 onsite engagements in addition to multiple remote-only assistance.
- Delivery of TTA on strategic communications and how to effectively translate research findings into policy or guidance at the state and local levels. This TTA should assist Smart Suite grantees in disseminating information and updates about their projects within their department/agency throughout the life of the project in order to create greater knowledge and understanding about the value of research and EBPs among officers/practitioners.
- Developing a series of products (webinars, white papers, podcasts, videos, short courses, etc.) to promote continuous learning within the Smart Suite community, including one or more Community of Practice for ongoing dialogue of peers to support learning and networking.
- Coordination with Smart Suite TTA providers on compiling lessons learned from Smart Suite programs and development of summary documents and other products on these findings. Conduct inventory of Smart Suite research reports from inception in 2010 and develop searchable tools with ongoing work, including articles.

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."

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$750,000.00

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

\$750,000.00

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.

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 the 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.

Budget Information

The proposed budget should be responsive to the priorities outlined in the solicitation and offer cost-effective approaches.

Applicants should demonstrate in their Budget Narratives how they will maximize cost effectiveness of grant expenditures. Budget Narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a Budget Narrative should detail how technology and collaboration with outside organizations could be used to reduce costs without compromising quality.

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 title page.

For information on cost sharing or match requirements, see Federal Award Information.

Application and Submission Information

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), and
- 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
- Project Summary — per outline above

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. Statement of the Problem

- Provide thorough understanding of data-driven and evidence-based practice and its relevance to contemporary crime problems.
- Demonstrate an understanding of the programs that are in the Smart Suite and how these programs can enhance the use of data and research to improve programs.
- Describe generally both successes and challenges to fostering research and practitioner partnerships.
- Describe the role of crime analysis, action research, or analytical capacity in implementing projects in the Smart Suite.
- Describe the challenges agencies may face in planning, implementing, and sustaining evidence-based crime-reduction strategies; and describe the organizational changes required to support such strategies.
- Describe generally the need for training and technical assistance for researchers and practitioners to enhance their capacity to use data and research to effectively achieve and enhance public safety and crime-reduction initiatives.

b. Project Design and Implementation

- Provide a comprehensive plan for training researcher and practitioner Smart Suite teams to work together to reduce crime and enhance public safety.
- Describe how the applicant will identify and assess the training and technical assistance needs for Smart Suite grantees and deliver those services, building on the work of other Smart Suite programs' training and technical assistance partners.
- Describe how the training and technical assistance will encompass data-driven and evidence-based practices or will be based upon research knowledge and/or data.
- Describe the role of organizational and culture change in the adoption of evidence-based practices, and identify training and technical assistance that will be provided on this topic.
- Describe the original web content that your organization could develop, collect, and present for Smart Suite grantees.
- Describe how you propose to inventory, track, and translate research knowledge of the Smart Suite Program to the field.
- Describe the series of products your organization would develop to promote continuous learning within the Smart Suite community.
- Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity.

c. Capabilities and Competencies

- Demonstrate your organization's experience training and developing educational resources for researchers and practitioners from multiple disciplines in order to enhance public safety and crime-reduction initiatives.
- Describe the organization's expertise in assisting task forces and implementation teams to deliver and implement evidence-based crime-reduction strategies, engage in action research on criminal justice questions, and evaluate crime-prevention interventions.
- Describe your organization's ability to assist Smart Suite grantees in disseminating information and updates about their projects within their department/agency throughout the life of the project in order to create greater knowledge and understanding about the value of research and evidence-based practice among officers/practitioners.
- Describe your organization's ability to encourage Smart Suite grantees to adopt successful strategies and practices tested in the Smart Suite project at the completion of the grant period.
- Demonstrate your organization's ability to help research partners develop strategic plans, use data to identify public safety-related problems and solutions, develop "real-time" products and resources for strategic decisionmaking for task forces and implementation teams, and develop and translate knowledge to the field in quality reports and articles.

List the interdisciplinary subject matter experts, consultants, and/or partners with whom the organization plans to work to deliver TTA. For each consultant or partner, include a letter of commitment and a résumé as

an attachment. Discuss how you will coordinate with and build on the TTA of Smart Suite Program-specific TTA partners.

- Describe your organization's ability to develop a web-based sharing portal that would encourage and help maintain a community of practice.
- Describe the management structure and outline the organization's ability to conduct the individual activities through the organization's and staff's experience, as well as recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA.

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

- For each objective, identify the criteria that will determine how and if the 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.
- 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.

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" on page.

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 measure data in the BJA TTA Reporting Portal and/or JustGrants. Examples of the performance measures questionnaire can be found [here](#). Further guidance on the post-award submission process will be provided, if selected for award.

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 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

As Follows.

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.

Memoranda of Understanding (MOUs) and Other Supportive Documents

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

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 memorandums 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](#).

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.

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 June 29, 2021 at 11:59 p.m. EST. 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 July 6, 2021 at 11:59 p.m. EST.

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 (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 (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 the 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.

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.

Performance Measures

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

Application Checklist

Appendix A: Application Checklist FY 2021 Smart Suite 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 \$750,000

Eligibility Requirement:

- Institutions of higher education (including tribal institutions of higher education)
- Nonprofit organizations (including tribal nonprofit organizations)
 - Public and State controlled institutions of higher education
 - Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
 - Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
 - Private institutions of higher education
 - For profit (commercial) organizations

- 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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#)).

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

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- 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**

- Curriculum Vitae or Résumés
- Timeline Form
- Letters of Support/Memorandum of Understanding
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (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 Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties

