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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.

This solicitation includes support for a rural violent crime training and technical assistance (TTA) initiative, with microgrants to be awarded on a competitive basis to small law enforcement agencies in rural locations. Grants are to support improved training and technology, expanded community-based crime prevention programs, and partnerships with victim service providers. This initiative is intended to improve communication and collaboration between state, local, and tribal law enforcement agencies and the communities they serve to address the unique criminal justice challenges in rural areas.

The organization awarded under this solicitation would be expected to provide TTA services for the site-based awardees receiving funding under the Rural Violent Crime Reduction Initiative. That solicitation can be found [here](#).

## Statutory Authority

Public Law No. 116-260, 134 Stat. 1182, 1257

## Specific Information

The Rural Violent Crime Reduction Initiative Training and Technical Assistance Provider Program will support a qualified organization to provide Constitutionally sound TTA to site-based grantees. Those agencies will apply for a separate site-based award that is intended to provide funding to law enforcement agencies, including prosecutors' offices, committed to engaging in strategies to address underlying crimes and criminogenic conditions contributing to clearly identified violent crime problems occurring in rural jurisdictions. All applicants that receive funding under that solicitation are expected to collaborate with a TTA provider that will be selected from applicants to this solicitation. The site-based solicitation can be accessed [here](#).

The qualified TTA provider will assist site-based agencies in defining, refining, implementing, and tracking outcomes for the site's individualized rural violent crime problem(s). Sites are encouraged to use the SARA (Scanning, Analysis, Response, and Assessment) model for problem-solving or a similar approach. All site-funded agencies, with the assistance of the TTA provider, are expected to track violent crime outcomes before and after implementation of their violent crime reduction strategies. While site-based awardees should be able to ascertain if their strategy had an impact, they are not required to conduct formal process or outcome evaluations.

In addition to providing TTA to assist small rural agencies awarded through the site-based grant program, the TTA provider is expected to competitively award and administer microgrants and provide TTA support to agencies that are experiencing small-scale or narrowly focused rural crime problems.

For planning and budget purposes, applicants to this TTA award solicitation should plan on supporting 45 grantees that will be funded directly by BJA **in addition to** the aforementioned microgrants to be administered by the selected TTA provider.

Applicants for this TTA provider solicitation should budget a total of at least \$500,000 for microgrants to support local law enforcement agencies to address relatively small-scale or narrowly focused rural violent crime problems. The funding level for these individual microgrants would average approximately \$50,000 per site.

These microgrant sites are to be competitively selected post-award in collaboration with BJA program managers. These may include site-based agencies that applied for the general solicitation but were not funded or other agencies that could benefit from smaller-scale assistance, such as crime analysis software, technology tools, or hiring contractors to be used to support violent crime reduction efforts. TTA applicants are encouraged to include plans in their proposals for identifying and selecting those 10 microgrant sites. The application process suggested by the applicant must ultimately be approved by BJA. The design should recognize the somewhat limited capacity of rural agencies to apply for and administer grant funding and suggest methods to ensure accountability and reach desired program outcomes.

Consistent with the TTA scope of work, applicants should submit proposals that describe projects detailing their experience specific to rural violent crime and crime reduction strategies across different rural settings and crime problem types. For the purpose of this solicitation, preference will be given to agencies with experiences that are "national in scope." In this case, they should have relevant experience in rural law enforcement projects with different geographic areas and rural population groups.

The applicants should familiarize themselves with the relevant rural entity definitions and roles that would be applicable to awardees of the [rural violent crime reduction site-based award solicitation](#).

## Goals, Objectives, Deliverables, and Timeline

### Goals

The overarching goal of the TTA award is to provide site-based grantees, as well as microgrant recipients selected in collaboration with BJA, with assistance to develop and implement sound rural violence reduction plans. TTA should be designed to help localities optimize, effectively document, and share their efforts to reduce rural violence problems that are affecting their jurisdictions.

### Objectives

Specific objectives the TTA provider should address are:

- Develop a plan to identify 10 law enforcement agency subrecipients that will develop small-scale strategies to reduce violence in their jurisdiction.
- Assist site-based grantees in achieving their deliverables and objectives.
- Work collaboratively with each site-based awardee agency and microgrant recipient to implement their strategy and deploy resources. The TTA provider will distribute allocated funding to subrecipient agencies based on project timelines and those agencies' planned purchases and deployment of resources.
- Compile a description of all the crime reduction strategies implemented by the site-based awardees and TTA awardees. Including a cross-sectional analysis of these strategies, their impact, how they may be replicated, and implications for practice.
- Establish regular briefings and meetings with BJA policy staff to discuss TTA plans, achievements, work products, and adjustments.
- Provide a monthly summary of achievements and products.

### Deliverables

- Conduct meetings with localities (direct-funded and subrecipients) on a periodic basis, and memorialize the proceedings with meeting notes, transcripts, and/or recordings. Initial meeting notes should define a TTA plan and document the types of TTA that will likely be needed to implement and track each locality's violent crime reduction strategy. Work with localities to implement successful projects.
- Identify relevant research and resources to assist site-based grantees in refining and planning their violent crime reduction strategies through formal literature reviews, searches of professional and academic literature, reference to the National Institute of Justice's [CrimeSolution.gov](https://www.crimesolution.gov), George Mason University's [Center for Evidence-Based Crime Policy Matrix](https://www.gmu.edu/centers/center-for-evidence-based-crime-policy-matrix/), the Arizona State University [Center for Problem-Oriented Policing](https://www.asu.edu/center-for-problem-oriented-policing/), and other similar repositories.
- Conduct regional and topical meetings across site-based localities on common issue areas. Incorporate existing subject matter experts and material from DOJ programs and initiatives, including but not limited to the Office on Violence Against Women (OVW), the Office for Victims of Crime (OVC), and BJA programs related to drugs, mental health, and treatment courts.
- Conduct a site selection process, in collaboration with the BJA project manager, to identify and enlist 10 subrecipient sites as part of a microgrant process. This site selection process should ensure that the microgrant sites selected meet the following criteria: (1) they qualify as rural based on the definition used in the Rural Violent Crime Reduction site-based grant solicitation, (2) there is at least one identified rural crime problem in the jurisdiction, and (3) the agencies have capacity and demonstrate a willingness to work collaboratively with the TTA provider.
- Establish and maintain an onsite toolkit to allow grantees and other interested parties to search and access any knowledge products (e.g., reports, research briefs, webinars, or podcasts) created by the TTA provider and other relevant existing knowledge products related to rural violent crime reduction.
- Complete a final report that includes: (a) a clear summary description of all crime reduction strategies implemented by localities, (b) assessment of crime reduction outcomes, (c) identification of promising or effective practices, (d) common themes that emerge across strategies, (e) lessons learned and challenges encountered, and (f) recommendations for future rural crime reduction program development. This report should emphasize an evidence-based assessment framework that is attentive to contextual factors at participating law enforcement agency sites.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of

the work completed, as discussed under Application and Submission Information.

### **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.”

### **OJP Priority Areas**

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.

In addition, OJP will give priority consideration, if applicable, to applicants that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties. For purposes of this priority consideration, the term “high-poverty area” means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term “persistent-poverty counties” means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

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**

1

#### **Anticipated Maximum Dollar Amount of Awards**

\$1,000,000.00

#### **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**

\$1,000,000.00

### **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 awards under this solicitation as cooperative agreements, which provide 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**

Provide a proposed budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project. The funds awarded under this solicitation may not be used for land acquisition or construction projects, and may not be used to purchase firearms, ammunition, armored vehicles, or other tactical equipment that will be used strictly for enforcement purposes.

### **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.

## **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)
- Project Timeline



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.

Proposal abstracts should:

- Be written for a general public audience.
- Briefly discuss the applicant's experiences in addressing violent crime in rural settings, or, if applicable, the combined experiences of the primary applicant and its partners.

### **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 25 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**

This section should describe the applicant's understanding of rural violent crime issues across the nation and what makes them unique from urban violent crime issues. The description should address how these rural crime problems affect rural communities in terms of financial costs, social costs, and other forms of harm to the community. Successful applicants will demonstrate that they are familiar with the academic literature on violence and professional literature on violence reduction issues, the efficacy of various approaches, and the challenges in their implementation.

#### **b. Project Design and Implementation**

This section should address how the applicant would work collaboratively with the localities (directly funded grantee and microgrant recipients) to refine and assess their rural violent crime reduction efforts. Successful applicants will provide a clear plan on how they will achieve the goals, objectives, and deliverables outlined above and demonstrate that they have worked on projects of similar scope and complexity in delivering TTA. Applicants should describe how they will go about selecting and monitoring the 10 microgrant recipients. The project design should make reference to a project timeline, which should be either inserted in this section or included as an attachment to the application and referenced in this section.

#### **c. Capabilities and Competencies**

Fully describe the applicant's capabilities to implement the project/initiative submitted and the competencies of the staff assigned to project tasks or those who will oversee the project. Identify personnel who are critical to the project's

successful implementation and discuss their roles, responsibilities, and qualifications. Discuss organizational capabilities or competencies that will directly impact the ability to successfully implement the proposed TTA delivery and management of microgrants. The agency should provide a description of any additional capacity in terms of personnel, services, or equipment it will need to deliver the TTA and monitor the microgrants. The applicant should describe how it will work with other partners and stakeholders that will be used to deliver TTA and monitor subawardees. Applicants should demonstrate how they have worked closely with law enforcement agencies and allied public safety or health providers in the past in addressing violent crime problems.

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 objectives and deliverables identified under "Goals, Objectives, Deliverables" in the Program Description.

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.

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. Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. 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 Rural Violent Crime Reduction Initiative Training and Technical Assistance Provider's goals, objectives, deliverables, and timelines in the JustGrants web-based form.

**Budget and Associated Documentation**

**Budget Worksheet and Budget Narrative (Web-based Form)**

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

**Indirect Cost Rate Agreement (if applicable)**

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

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

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

**Disclosure of Process Related to Executive Compensation**

If applicable, applicants will submit a description of the process used to determine compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

**Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

**Timeline Form**

Timeline/Program Plan with each objective, activity, expected completion date, and responsible person or organization.

## **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 mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number (s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. Applicants will submit the narrative by uploading the document as an attachment in JustGrants.

## **Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority must provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number (s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county. 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://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 July 6, 2021 at 11:59 pm 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 on July 20, 2021 at 11:59 pm EST.

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

## Application Review Information

### 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 (10%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - 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 (20%) - 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).

### 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, semi-annual 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.

### **Performance Measures**

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

## **Application Checklist**

### **Rural Violent Crime Reduction Initiative Training and Technical Assistance Provider 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, 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 \$1,000,000.

### *Eligibility Requirement:*

- 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 organizations, other than small businesses
- Other

Applying agencies should be aware that preference will be given to organization entities that have demonstrated experience in working with rural law enforcement agencies and violent crime assessments, intervention, and reduction strategies.

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

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

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

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

- Contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto: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.

- **Application for Federal Assistance (SF-424)**
- **Proposal Abstract**
- **Budget Worksheet and Narrative (see [OJP Application Resource Guide](#))**
- **Project Timeline**

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- Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov
- Standard Applicant Information

Budget and Associated Documentation

- Budget Worksheet and Budget Narrative (Web-based form)
- 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](#))
- Disclosure of Process related to Executive Compensation *[insert if applicable, consult with OGC]*

Additional Application Components

- Research and Evaluation Independence and Integrity *[insert if listed in the solicitation]* (see [OJP Grant Application Resource Guide](#))
- Documentation of Advancing DOJ Priorities (if applicable)
- Documentation of high-poverty areas or persistent-poverty counties (if applicable)
- 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 (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If No JustGrants Application Submission, Validation, or Error Notifications are Received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties