

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



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## BJA FY 21 Project Safe Neighborhoods 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 the Project Safe Neighborhoods National Training and Technical Assistance Program. This program furthers the Department's mission by providing support to state, local, and tribal efforts to reduce violent crime.

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 to OJP of applications for funding. **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, Native American tribal organizations (other than Federally recognized tribal governments), 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

Only applicants that have experience delivering training and technical assistance on a national level are eligible to apply.

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](#).

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## 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](#), or email at [support@grants.gov](mailto: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](mailto: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](mailto: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](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.

## 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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agencies operating within PSN Districts to improve these capacities. This assistance should be available to all 94 federal judicial districts and provided in accordance with DOJ guidance related to the PSN model. This assistance must focus on all aspects of violent crime response and community partnership building, to include: the provision of specialized, functional assessments of state and local partners' training and technical assistance needs in such areas as investigation practices, crime analysis, prosecution strategies, evidence collection, collective efficacy building, technology implementation, media and community engagement, and others deemed relevant to effective violent crime reduction. In this context, technical assistance can be virtual or in person, and include opportunities for peer-to-peer information exchange with other agencies that have successfully implemented similar initiatives. In each instance, technical assistance should be tailored to meet the needs of the PSN Team requesting the assistance.

The objectives specific to this area of responsibility include assisting the PSN Teams and their partners to:

- Identify and assess violent crime reduction capacity gaps among state and local partners, and provide expert guidance as to how to fill such gaps.
- Support peer exchange opportunities for state and local partners to discuss effective police, prosecution, and community engagement strategies with jurisdictions that have successfully addressed these areas.
- Provide access to subject matter experts in the areas outlined in this section.
- Provide access to training in the areas outlined in this section and establish or expand a catalogue of available trainings.
- Support the development of productive partnerships between state/local entities and their federal counterparts in the pursuit of violent crime reduction.
- Provide TTA regarding accepted best practices in violent crime reduction such as (but not limited to):
  - The development of prolific offender and hot spot policing strategies balanced with community concerns related to possible racial, ethnic, or economic bias.
  - The use of the GunStat model and leveraging the National Integrated Ballistic Information Network as an investigative tool.
  - Strategies for collaborating with federal partners to more effectively investigate and prosecute crime related to the felonious possession and use of firearms.
  - Establishing a firearms case adoption protocol that incorporates the roles of all PSN Team member agencies.
  - Building collective efficacy and social cohesion-based crime reduction capacities within partner communities.
  - Strategies for responding to armed individuals or individuals in crisis that deescalate such encounters and increase officer and community safety.

Deliverables for this area of responsibility should include:

- Assessments of state and local partners' capacities for violent crime reduction by qualified subject matter experts and specific recommendations for improvements based on the District's PSN Strategic Plan.
- Peer-to-peer information-sharing opportunities among state and local law enforcement and partner agencies to exchange best practice ideas and approaches.
- Innovative instructional materials via workshops, meetings, webinars, and other mediums to state and local law enforcement, prosecution, criminal justice stakeholders, and communities in PSN Districts about violent crime prevention and reduction and community engagement.
- Guidance and materials to state and local partners related to using and evaluating the impact of strategic messaging, marketing, and public outreach initiatives in relation to their violence reduction and community engagement, and supporting general deterrence of violence associated with the felonious possession and use of firearms.
- Reports, publications, and other outreach vehicles to relay data-driven, practical information about effective public safety strategies to state and local partner organizations.

### **Training and Technical Assistance to Support Violent Crime Survivors and Witnesses**

The PSN National TTA Program supports the activities and objectives of the PSN Teams in each district by expanding the capacity of state and local law enforcement and community-based partners to effectively address violent crime, build



community trust, and fairly hold prolifically violent individuals accountable for their actions. The employment of best practices to support survivors and witnesses of violent crime is critical to accomplishing these goals.

The selected TTA provider and its subrecipients should describe how they will provide TTA to PSN Teams, as well as to their state and local public safety and community counterparts, to increase their capacity to effectively support survivors and victims of violence. A primary objective should be to increase those individuals' trust and participation in the criminal justice process, and mitigate the damage violence causes to individuals, family units, and communities in PSN Districts and Target Enforcement Areas (TEAs). Increasing trust in law enforcement among the broader community affected by violent crime is also a key goal of the TTA program funded under this area. This assistance should be available to all 94 federal judicial districts and provided in accordance with DOJ guidance related to the PSN model. Technical assistance can be virtual or in person, and include opportunities for peer-to-peer information exchange with other agencies that have successfully implemented similar initiatives. In each instance, technical assistance should be tailored to meet the needs of the PSN Team requesting the assistance.

The objectives specific to this area of responsibility include assisting the PSN Teams and their partners to:

- Enhance the understanding and skills of local and state police, prosecutors, and victim specialists to assist victims and witnesses of violent crime, with special emphasis on violent crime related to the felonious possession and/or use of firearms.
- Enhance capacity to provide support and resources that will help empower survivors of violent crime, protect and support witnesses to increase their participation in the investigations and prosecutions of violent crimes, and increase community trust in the criminal justice process.
- Enhance understanding of the best practices for criminal justice professionals to assist and protect victims and witnesses of violent crime to minimize retraumatization, including understanding of the impact of trauma on victims and witnesses.
- Provide guidance to PSN Teams and their partners on evidence-based practices related to the mitigation of retaliatory violence, victim/witness intimidation, locating and interviewing victims and witnesses, preparing victims and witnesses for testimony, and the prosecution of witness intimidation.

Deliverables expected under this area of responsibility should include:

- Provision of assessment, training, and support to help PSN Districts improve their response to, and mitigate the effects of, witness intimidation and community trauma and distrust.
- Conduct trauma-informed gaps and needs assessments for PSN Districts related to victim and witness support, and assist them in implementing assessment recommendations.
- Development and provision of training to help mitigate retaliatory violence and victim/witness intimidation.
- Provision of materials to assist PSN Team members working with victims and witnesses of violent crime.
- Identification of emerging trends, promising practices, and model programs that are being used to assist, support, and protect victims and witnesses of violent crime and build broader community trust.
- Identification of emerging trends, promising practices, and model programs that are being used to build relationships and trust between law enforcement and communities with high levels of violent crime.
- Development of materials and training curricula to assist law enforcement, prosecutors, victim advocates, and service providers working with victims and witnesses of violent crime.

BJA TTA providers are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). The successful applicant will be required to comply with NTTAC protocols in order to ensure coordinated delivery of services and effective use of BJA TTA grant funding. BJA reserves the right to reasonably modify these protocols at any time at its discretion. For more information on NTTAC, visit: <https://bjatta.bja.ojp.gov/>.

Applicants should, within their applications, factor in an approximate 120-day pre-approval time period for training delivery; the approval request will need to be submitted at least 120 days prior to the proposed training delivery date.

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.

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

\$2,000,000.00

#### 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

\$2,000,000.00

## 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.

### **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)

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 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 15 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 why this project is necessary (significance/value) and/or address a need and include supporting information.

b. Project Design and Implementation: Describe how the applicant will identify, assess, and deliver the proposed assistance. Describe the objectives and identify strategies for designing and implementing each program deliverable as described. Provide specific information on any materials to be developed and/or technical assistance to be offered as they relate to the program. Include the method of delivery (e.g., onsite TA, telephonic, publications, and distance learning).

c. Capabilities and Competencies: Describe the applicant, its partners, and each organization's role. Demonstrate the capability of the lead organization and any collaborative partners (subrecipients) to implement each component of the project. Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and necessary follow-up activities. Provide examples of the organization's experience in using TTA strategies that include developing grantee tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.

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

Describe the process for measuring project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders. Identify what data will be collected, who will collect and report the data; who is responsible for performance measurements; and how the information will be used to guide the project.

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."

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 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 program'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.

### **Curriculum Vitae or Resumes**

Attach staff résumés and/or position descriptions and qualifications relative to their job roles. Identify which staff are considered key project staff.

### **Timeline Form**

Attach a Project Task Timeline broken out by year (with an estimated start date of October 1, 2021) with each project objective, deliverable, 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](#).

### **Supporting Documentation of Past TTA Delivery Experience (required)**

Attach documentation of prior experience delivering TTA, including: URL of website built and maintained, example of individualized technical assistance work plan, sample policy documents, fact sheets, sample curriculum.

### **Memoranda of Understanding (MOUs)/Letters of Support (if applicable)**

If applicable, attach MOUs or letters of support from co-applicants and collaborative partners (signed copies should be scanned and submitted with the electronic submission of the application).

### **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://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 22, 2021 at 11:59 pm. 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 6, 2021 at 11:59 pm.

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 (10%) – evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) – evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (10%) – evaluate the 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 (10%) – 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).
6. Other Required Attachments: résumés and position descriptions for key personnel (5%) – evaluate staff résumés and/or position descriptions to assess compatibility with program requirements.
7. Other Required Attachments: project task and timeline (5%) – evaluate completeness of the project time task plan.

Other Required Attachments: supporting documentation of past TTA delivery experience (10%) – evaluate

documentation of prior experience delivering TTA.

#### **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 the 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, semiannual 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

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

### The Project Safe Neighborhoods National 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, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://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 \$2,000,000

*Eligibility Requirement: See Eligibility Section*

- 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.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)**

**Content of Application Submission**

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

**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

**Additional Application Components**

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Project Task and Timeline (required)
- Résumés and Position Descriptions of Key Personnel (required)
- Supporting Documentation of Past TTA Delivery Experience (required)
- Documentation of Advancing DOJ Priorities (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