



BJA FY 21 National Initiatives: Law Enforcement and Prosecution

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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 create and implement training and technical assistance programs for law enforcement, prosecution, and analysis in criminal justice agencies. This program furthers the Department's mission by supporting and assisting state, local, territorial, and tribal jurisdictions in improving the criminal justice system and enhancing efforts to prevent, investigate, and respond to 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

Competition ID	Category	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2021-00151-PROD1	1	1	\$3,000,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00152-PROD2	2	1	\$1,000,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00153-PROD3	3	1	\$1,000,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00154-PROD4	4	1	\$3,000,000.00	10/1/21 12:00 AM	36

Eligible Applicants:

For profit organizations other than small businesses, Individuals, 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, Small businesses, Other

Other

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

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

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

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

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

Contact Information

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

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

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

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

Submission Information

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

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

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

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

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

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Program Description

Overview

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

The purpose of this solicitation is to fund national in-scope training and technical assistance (TTA) efforts to support law enforcement, prosecution, and analysis within key criminal justice operations.

Statutory Authority

Awards made under this solicitation may be made under the statutory authority provided by 34 U.S.C. 10157(b), Pub. L. No. 116-260, 134 Stat 1182, 1260 or 1264.

Specific Information

This solicitation contains four categories. Each category is seeking applications for a separate national initiative. Applicants can apply to more than one category but must submit a separate, complete application for each.

Category 1 seeks applications to develop and deliver the National Law Enforcement Learning Lab.

Category 2 seeks applications to implement a prosecution research collaborative.

Category 3 seeks applications to enhance case clearance rates.

Category 4 seeks applications to grow crime and corrections analysis capacity.

BJA will consult with the National Institute of Justice (NIJ), Office of Juvenile Justice and Delinquency Prevention (OJJDP), Office of Community Oriented Policing Services (COPS Office), Office for Victims of Crime (OVC), and DOJ's Civil Rights Division on the collaborative implementation of these national initiatives.

Goals, Objectives, Deliverables, and Timeline

Goals

Category 1: National Law Enforcement Knowledge Lab

Create a single entity called the National Law Enforcement Knowledge Lab where core competencies and standards for law enforcement operations are defined, training is developed, expert assessment and assistance is provided, and law enforcement entities can go to develop or learn model policy to advance constitutional policing.

Category 2: Prosecution Research Collaborative

Work in partnership with the nation's prosecutors who are experiencing an increase in violent crime to identify current research and knowledge gaps regarding prosecutorial practices that improve public safety and build trust.

Category 3: National Case Closed Project

Enhance clearance rates, witness participation, victim services, community trust, and the delivery of fair and unbiased justice through improvement of investigative policies, protocols, and practices of response to violent crime.

Category 4: Crime and Corrections Analyst in Residence Program

Expand the use of data analysis and analytics in the management of law enforcement and institutional corrections operations and practices. This category covers both law enforcement and corrections analysts to allow sharing of information and resources, and leverage management and subject matter expertise.

Objectives

Category 1: National Law Enforcement Knowledge Lab

- Identify, develop, and disseminate constitutionally sound standards of professional practice for police officers, police staff, and all who work in policing.
- Establish evidence-based core competencies for law enforcement agencies and measure them.
- Provide training to support the professional development of those working in policing and crime prevention.
- Provide consultation, advice, and assistance to departments and partner organizations to work together to protect the public and prevent crime.

Category 2: Prosecution Research Collaborative

The purpose of this effort is to review existing related research; identify best practices on what works in effective, unbiased crime reduction; identify areas for future research; and develop accessible products/tools. Prosecutorial efforts to address violent crime should always include the perspectives of victims and survivors. This project must focus on jurisdictions experiencing a precipitous increase in crime.

Category 3: National Case Closed Project

Provide onsite assessment and assistance to jurisdictions seeking to improve their investigative processes, practices, and protocols. This project must focus on jurisdictions experiencing a precipitous increase in crime.

Category 4: Crime and Corrections Analyst in Residence Program

Build the capacity of law enforcement and corrections entities through technical assistance to more fully integrate sophisticated crime/data analysis practices, products, tools, and information into the daily operations and management of the department's crime fighting or institutional management efforts. This project must be focus in jurisdictions experiencing a precipitous increase in crime.

For law enforcement analysts, work closely with the recipient department to create tools that drive operations and activities that would assist in solving cases, help in the identification of crime patterns, support problem-solving approaches, and promote crime-reduction strategies. Achieve these objectives by deploying senior crime analysts to departments to be embedded in-person and remotely. During the time onsite, the analyst will do an initial assessment and then fully immerse in the department to help implement recommendations.

For corrections, work closely with the department to create tools that drive operations and activities that would assist in the core competency of understanding and projecting the incarcerated population and related staffing needs. The selected entity must have the capacity to extend this effort to include community supervision if BJA so designates in future years.

Applicants should budget \$2,000,000 toward supporting crime analysis with law enforcement departments and \$1,000,000 toward supporting institutional management analysis with corrections departments.

Deliverables

Category 1: Law Enforcement Knowledge Lab

1. Create a dedicated infrastructure in the establishment of the Law Enforcement Knowledge Lab to coordinate and prioritize law enforcement knowledge, policy, practices, and professionalization. Build a robust online presence independent of any existing website for resources, training, and coordination of project activities to include a project management coordination and tracking system.
2. Provide modernized training focused on constitutional policing, evidence-based policing practices, and a scenario-based curriculum so that core standards are identified and trained on, and progress is measured toward reaching those goals in academy, specialized, and in-service training. Ensure that the competencies reflect Civil Rights Division findings and work in the field. Develop a "Train the Trainer" curriculum and training curriculum. Implement training robustly, quickly, and on demand. Internal review by the recipient organization of all products, documents, guides, etc. must be completed within 7 business days once the product draft is approved by BJA. All products must be 508 compliant.
3. By request of state and local law enforcement, review and assess practices, protocols, training, and subject matter content to provide recommendations for training and operations to align with core evidence-based constitutional standards.
4. Develop a collaborative, law enforcement advisory group drawing from all DOJ resources and national stakeholder groups representing fields such as law enforcement, forensic science, community-based services, public health, and local governments to identify victim-centered best practices and gaps in knowledge, and provide strategic direction to support all facets of this lab. Host regular biannual in-person meetings of this group to coordinate and guide lab activities.
5. Develop and maintain model evidence-based policing policies. Working with law enforcement to develop specific guidance and standards and model policies and practices that are supported by local law enforcement and non-law enforcement stakeholder groups for departments of varying size. Ensure those standards, policies, and practices are maintained and updated.
6. Review all consent decrees issued by the Department of Justice in the last 7 years. Analyze the findings and create interactive, accessible training and guidance to assist departments preemptively. Create a searchable web-based database of findings, recommendations, and resources related to addressing those specific findings. Maintain this database with regular frequency incorporating new research, new policy, and new practices. Automatically deliver updated information to users based on user needs.
7. Maintain a cadre of researchers, subject matter experts (SMEs), and analysts who can assist law enforcement in assessing, planning, and implementing policy, training, or practices to ensure the proposed activities are evidence informed and directed to supporting crime reduction, officer safety and well-being, organizational improvement, and constitutional policing. This service should be offered on demand to requesting jurisdictions.
8. Coordinate with and provide outreach to other national and international organizations that promote the profession of policing, forensic sciences, community-based services, public health, local governments, and victims' interests; share resources, materials, and incorporate new research and evidence. Participate in national conferences, events, and training opportunities. Support the travel of SMEs to the same.
9. Develop cost benefit analyses of initiatives and programs at the request of law enforcement.
10. Host in-person convenings, communities of practices, and educational opportunities. Dedicate an onsite BJA staff person with mid-career level expertise to work fulltime on this effort. This person would be identified with approval from BJA. Coordinate all activities and products with BJA's National Training and Technical Assistance Center (NTTAC) and through an online work tracker.

Category 2: Prosecution Research Collaborative

Develop and institute a prosecution research collaborative that will:

1. Convene a group of cross-disciplinary experts, academics, prosecutors, and service providers that can serve as an advisory board of up to 30 people to the collaborative in conjunction with BJA. Convene on a regular basis twice annually (hybrid in-person and virtually).

2. Host executive sessions and review literature to determine where there is strong research and where gaps exist regarding effective and unbiased prosecutorial strategies to include topics such as, but not limited to (Applicants should propose additional topics of interest. Topics will be determined in coordination with BJA.):
 - Effectiveness of working with law enforcement, public health, community-based violence interventions, and other providers to effectively problem-solve to reduce violent crime.
 - The collection and application of community input and impact data resulting in the deployment of prosecutorial efforts or prosecutorial resources.
 - Measuring impact on crime reduction on prosecutorial activities.
 - How to modernize offices to support long-term storage, sharing, and retrieval of digital evidence.
 - Identification of core elements of case management systems that would be broadly applicable across prosecutorial offices that build transparency and improve public safety outcomes.
 - Work with prosecutors' offices to determine how they are making charging decisions and addressing implicit biases.
1. Support and manage short-term, in-depth research assistance to prosecutors' offices that are experiencing an increase in crime to provide evidence-based research assistance to the office to inform practice. This should include a minimum of one onsite visit per engagement.
2. Create publications, online resources, videos, and infographics to inform the field of findings. Collaborate with existing ongoing research initiatives such as Innovative Prosecution Solutions. Coordinate all activities and products with NTTAC and through an online work tracker. Internal review by the recipient organization of all products, documents, guides, etc. must be completed within 7 business days once the product draft is approved by BJA. All products must be 508 compliant.

Category 3: National Case Closed Project

Provide training and technical assistance that will:

1. Provide onsite, evidence-based assessments of the investigative process, practices, training, and protocols pertaining to violent crime, homicide, or non-fatal shootings in jurisdictions that are experiencing an increase in crime. A proposal should include the estimated number of assessments.
2. Develop and publish the process for jurisdiction selection in coordination with BJA.
3. Deliver an assessment to each jurisdiction complete with recommendations, a potential timeline for completion of each recommendation, and an online tracking mechanism for recommendations and results.
4. Provide technical assistance in implementing recommendations.
5. Plan and implement two national convenings.
6. Deliver a final report for the field summarizing major assessment findings.
7. Work with BJA to develop tools, educational materials, and other programming support items that address deficiencies found. Internal review by the recipient organization of all products, documents, guides, etc. must be completed within 7 business days once the product draft is approved by BJA. All products must be 508 compliant.

Category 4: Crime and Corrections Analyst in Residence Program

1. Establish a national crime and corrections analysis technical assistance program. Support and manage all aspects of the deliverables.
2. Maintain a cadre of subject matter experts/practitioners to serve in-residence at local law enforcement and corrections departments. Deploy the SMEs onsite 1 week per month for the length of the site's engagement. Engagements should be at a minimum 4 months. Applicants can propose various hybrid models to execute the remote portion of this program. Applicants should demonstrate how they will utilize a hybrid model to ensure the SME is engaged with sites in ways that are cost effective and meet the goals of the program.
 - a. Applicants are expected to describe how they will provide assessments, tools, and training to address areas of improvement and ensure integration of efforts into agency leadership operations to combat violent crime. Applicants should assist departments in measuring the impact of their violent crime efforts, measure community trust, and be able to recognize any unintended negative impacts of enforcement efforts.
 - b. Once awarded, for each site engagement, the TTA provider and the SME should establish a mutually agreeable schedule between BJA and the site for each engagement, with a goal of the SME being fully integrated into the work of the site.
 - c. Develop and publish a plan (in coordination with BJA) for selecting departments based on an application process inclusive of the chief executive's expressed support.
3. For crime analysis, the TTA provider selected and BJA will identify jurisdictions that are experiencing a precipitous increase in crime; for corrections analysis, the effort must focus on institutional corrections.
4. Provide training on how to best leverage and manage crime analysis tailored to the department's senior leadership and provide institutional management analysis training for corrections departments' senior leadership.
5. Develop an online presence for tools, resources, and assistance pertaining to crime and corrections analysis.

6. Support in-person and remote meetings of the SMEs.
7. Provide ad hoc crime analysis assistance as needed in shorter nonresidence engagements to the field. This may include assistance such as development of a product, tool, or consulting (virtual or in-person). Ad hoc analysis assistance for corrections analysis is not required under this solicitation.
8. Identify or create model tools, model products, and model reports for use. Internal review by the recipient organization of all products, documents, guides, etc. must be completed within 7 business days once the product draft is approved by BJA. All products must be 508 compliant.
9. Coordinate all activities and products with NTTAC and through an online work tracker.

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

Solicitation Category

Competition ID Enter to sort	Category	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2021-00151-PROD	1	1	\$3,000,000.00	10/1/21 12:00 AM	36
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C-BJA-2021-00153-PROD	3	1	\$1,000,000.00	10/1/21 12:00 AM	36
C-BJA-2021-00154-PROD	4	1	\$3,000,000.00	10/1/21 12:00 AM	36

Awards, Amounts and Durations

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

\$8,000,000.00

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

Budget Information

For applicants in Categories 1, 2, or 4 in the Washington, D.C. region, as part of the coordination and planning of TTA activities, BJA may request a dedicated key project staff person remain onsite at BJA for up to 40 hours weekly during the duration of the award, though BJA will consider shorter periods of time where the applicant makes the case that they will still satisfactorily accomplish the goals of the solicitation. BJA will not cover the cost of residency or travel to Washington, D.C. for the purpose of meeting this onsite coordination and planning obligation.

For Category 4 (the Crime and Corrections Analyst in Residence Program), applicants should budget \$2,000,00 toward crime analysis with law enforcement departments and \$1,000,000 toward institutional management analysis with corrections departments

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

For eligibility information, see the solicitation cover page.

Application and Submission Information

Content of Application Submission

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

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

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 12 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 OR Statement of the Problem if research is involved:

Describe why this project/these proposed activities are necessary (significance/value) and/or address a need, and include supporting information.

b. Project Design and Implementation:

Describe the strategy to address the needs identified in the Description of the Issue/Statement of the Problem. List the proposed program activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and deliverables and reach the program goal(s). Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished.

c. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the project.

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

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

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 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 project'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.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

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](#).

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 the [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.

Disclosure of all proposed subgrantees or contracts included in a chart as follows:

Applicant Legal Name	Subrecipient Last Name, First Name <i>(if available)</i>	Subrecipient Organization Name	Subrecipient Organization City, State
Agency A	Dudley, Carrie	Organization B	Dallas, TX

How to Apply

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

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by August 13, 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 by August 18, 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

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 (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 (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (20%) - 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, 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.

Application Checklist

FY 2021 National Initiatives: Advancing Law Enforcement, Prosecution, and Analysis

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
- Select the correct Competition ID
- 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 \$1,000,000 and \$3,000,000.

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
- Individuals
- Small businesses

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

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

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

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

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

Receive email notification to complete application in JustGrants:

- Complete Application Sections Listed Below in JustGrants

Content of Application Submission:

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

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

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

Budget and Associated Documentation

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

Additional Application Components

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Documentation regarding contracts and subgrantees
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

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

- DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit Application in JustGrants:

- Application has been successfully submitted in JustGrants

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

- Contact JustGrants.Support@usdoj.gov or 833-872-5175 regarding technical difficulties.