



Restrictive Housing Reform Implementation Assistance Program

Assistance Listing Number #	16.738
Grants.gov Opportunity Number:	O-BJA-2021-144001
Solicitation Release Date:	June 24, 2021 6:07 PM
Version:	1
Grants.gov Deadline:	August 10, 2021 11:59 PM
Application JustGrants Deadline:	August 24, 2021 11:59 PM

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications from training and technical assistance (TTA) providers to help state correctional agencies implement changes to reduce their use of restrictive housing while ensuring the safety and well-being of those who live and work in correctional facilities. This program furthers the Department's mission to foster humane and rehabilitative correctional facilities that will promote the successful reintegration of individuals returning from incarceration into their communities.

"Restrictive housing" is defined as holding a person in a cell for an average of 22 hours or more a day for 15 days or longer (also referred to as "extended solitary confinement").

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

For profit organizations other than small businesses, Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Small businesses, Other

Other

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

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

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

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

Contact Information

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

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

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

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

Submission Information

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

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

Step 2: Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

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

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

Contents

Contact Information	2
Program Description	5
Overview	5
Statutory Authority	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	6
Information Regarding Potential Evaluation of Programs and Activities	6
Federal Award Information	6
Awards, Amounts and Durations	6
Continuation Funding Intent	6
Availability of Funds	7
Types of Awards	7
Financial Management and System of Internal Controls	7
Budget Information	7
Cost Sharing or Matching Requirement	7
Pre-agreement Costs (also known as Pre-award Costs)	7
Limitation on Use of Award Funds for Employee Compensation: Waiver	7
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	7
Costs Associated with Language Assistance (if applicable)	7
Eligibility Information	7
Application and Submission Information	7
Information to Complete the Application for Federal Assistance (SF-424)	8
Standard Applicant Information (JustGrants 424 and General Agency Information)	8
Proposal Abstract	8
Proposal Narrative	8
Goals, Objectives, Deliverables, and Timeline	9
Budget and Associated Documentation	9
Budget Worksheet and Budget Narrative (Web-based Form)	9
Indirect Cost Rate Agreement (if applicable)	9
Financial Management Questionnaire (including applicant disclosure of high-risk status)	9
Additional Application Components	9
Research and Evaluation Independence and Integrity Statement	9
Timeline/Project Plan	9
Documentation of Proposed Subrecipients	9
Résumés for Key Personnel	9
Work Product Examples	10
Disclosures and Assurances	10
Disclosure of Lobbying Activities	10
DOJ Certified Standard Assurances	10
Applicant Disclosure of Duplication in Cost Items	10
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	10
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	10
How to Apply	10
Submission Dates and Time	10
Application Review Information	10

Review Criteria	10
Review Process	11
Federal Award Administration Information	11
Federal Award Notices	11
Administrative, National Policy, and Other Legal Requirements	11
Information Technology (IT) Security Clauses	11
General Information about Post-Federal Award Reporting Requirements	12
Federal Awarding Agency Contact(s)	12
Other Information	12
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	12
Provide Feedback to OJP	12
Application Checklist	12
Appendix: Applicant Disclosure of Proposed Subrecipients	15

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.

Through this solicitation, BJA seeks a training and technical assistance (TTA) provider and subject matter experts to help state correctional agencies implement changes to their trainings, policies, and practices to reduce their use of restrictive housing. The TTA provider will support correctional agencies' implementation of alternative strategies to restrictive housing and develop tools and resources to be made available to all correctional agencies.

Statutory Authority

Public Law 116–260, 134 Stat. 1182, 1264 and 34 U.S.C. 30301, et seq.; Public Law 116–260, 134 Stat. 1182, 1257.

Specific Information

Over the past 10 years, research has shown the detrimental effects of restrictive housing on incarcerated people, the potential harmful effects on correctional staff, and the lack of evidence that restrictive housing leads to increased safety within correctional facilities or the community. The research has led policymakers, correctional professionals, and advocates to view extended solitary confinement as a matter of serious concern and a practice in need of reform.

A consensus has arisen among practitioners, researchers, and advocates alike that it is imperative to reduce the use of restrictive housing and build rehabilitative alternatives that ensure the safety and well-being of those who live and work in correctional facilities. The most recent nationwide survey of correctional agencies, conducted by the Liman Center at Yale Law School and the Correctional Leaders Association, found that in several states, restrictive housing is no longer used or looks as it did a few years ago (The Correctional Leaders Association & The Arthur Liman Center for Public Interest Law at Yale Law School, *Time-In-Cell 2019: A Snapshot of Restrictive Housing based on a Nationwide Survey of U.S. Prison Systems*, 1, [September 2020]). Even so, researchers have estimated that between 55,000 and 62,500 prisoners were held in restrictive housing in the summer of 2019.

While there is a growing national consensus on the need for reform — and frequently on what the final end goal should be (e.g., vulnerable populations should not be held in restrictive housing) — many correctional agencies would still benefit from strategic support and assistance on how to implement these reforms while maintaining the safety of their facilities and the support of staff.

Goals, Objectives, Deliverables, and Timeline

Goals

The Restrictive Housing Reform Implementation Assistance Program's goals are to (1) provide support and assistance to correctional agencies that are ready to implement reforms, (2) create resources based on national implementation efforts that will be made available to correctional agencies and facilities engaged in or considering restrictive housing reform, and (3) develop practices for correctional agencies to use in collecting and analyzing data to measure the impact of reforms.

Objectives

The objectives of the Restrictive Housing Reform Implementation Assistance Program are to:

- Assist correctional agencies in implementing meaningful policies, trainings, and practices that will lead to a reduction in the use of restrictive housing while maintaining institutional safety. This could include, but is not limited to, assistance in implementing a new disciplinary matrix, piloting focused deterrence and violence-reduction programming in the general incarcerated population, or creating alternative housing units for vulnerable populations. There must be a specific emphasis on ensuring staff have the training and tools they need to support and implement restrictive housing reforms.
- Assist correctional agencies and facilities with coming into and/or maintaining compliance with the [National Prison Rape Elimination Act Standards](#) that limit the placement in restrictive housing of incarcerated people who are at high risk for sexual victimization or have been alleged to have been sexually abused. (See 28 C.F.R. Parts 115.14, 115.43, 115.68.)
- Increase staff capacity to support and implement reforms.
- Identify, document, and publicize innovative implementation practices in order to inform similar efforts across the country.

Develop tools and resources based on nationwide implementation efforts that can be used by correctional

agencies that are working to reduce and eventually eliminate the use of restrictive housing.

- Promote correctional agencies' collection and analysis of data on restrictive housing to measure the impact of reforms.

Deliverables

Required program deliverables are:

1. Materials and a strategy to promote a competitive, objective site selection process to select sites that are geographically diverse and will receive strategic support and implementation assistance.
2. Implementation plans that will incorporate policy, training, and practice reforms, with a focus on sustainability.
3. Documentation of the outcomes of these implementation efforts so they can be leveraged and replicated in jurisdictions nationwide.
4. A national convening of selected sites, stakeholders, and correctional leaders that have already started implementation efforts to promote peer-to-peer learning and best practices for restrictive housing reform.
5. Identification and documentation of the steps needed to promote and institutionalize broad agency/facility staff buy-in for restrictive housing reform.
6. Tools and resources that can be used by any agency or facility that is implementing reforms. These tools should include information on the steps needed to promote and institutionalize broad agency/facility staff buy-in, a roadmap of milestones and expected challenges, and examples of ways for correctional agencies to regularly collect and analyze data on restrictive housing to measure the impact of reforms and ensure an equitable impact on the incarcerated population.
7. Practices/models for correctional agencies to use when collecting and analyzing data to measure the impact of reforms.

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."

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards

1

Anticipated Maximum Dollar Amount of Awards

\$2,100,000.00

Period of Performance Start Date

10/1/21 12:00 AM

Period of Performance Duration (Months)

30

Anticipated Total Amount to be Awarded Under Solicitation

\$2,100,000.00

Continuation Funding Intent

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, when making continuation award decisions.

Availability of Funds

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

Types of Awards

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant Application Resource Guide](#).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

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

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Eligibility Information

For eligibility information, see the solicitation cover page.

Application and Submission Information

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),
- Timeline/Task Plan,
- Documentation of Proposed Subrecipients,

- Résumés of Key Personnel,
- Work Product Examples.

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 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

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

a. Description of the Issue

Describe the need for restrictive housing reform implementation assistance to support state correctional agencies that are working to reduce their use of restrictive housing. Demonstrate a thorough understanding of the use of restrictive housing by correctional agencies and a thorough understanding of the potential challenges in implementing reforms within a correctional setting.

b. Project Design and Implementation

Describe how the applicant will deliver the proposed assistance by meeting the objectives and completing the deliverables described in the solicitation. Include a detailed discussion of the level of engagement the provider will have with selected sites and how many sites the provider expects to assist. Provide a project task timeline (as an attachment) for completing the deliverables, and identify the percentage of time to be dedicated by the individuals responsible for those tasks.

c. Capabilities and Competencies

Describe the applicant, and if applicable, its partners and each organization's role. Demonstrate the capability of the lead organization and any partners (subrecipients) to complete each deliverable.

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 at: [TTA and Deliverable Performance Metrics Extract from Data Dictionary \(ojp.gov\)](#). Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance under "Note on Project Evaluations" in the [OJP Grant Application Resource Guide](#).

Goals, Objectives, Deliverables, and Timeline

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

Budget and Associated Documentation

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](#).

Timeline/Project Plan

Provide a timeline indicating roughly when key activities or program milestones are to be accomplished in support of the Project Design and Implementation. Applicants will submit the timeline by uploading the document as an attachment in JustGrants.

Documentation of Proposed Subrecipients

Complete the **Appendix** to indicate proposed subrecipients of funding, including the name, organizational affiliation, and city and state of the proposed subrecipient entity. Applicants will submit the **Appendix** by uploading the document as an attachment in JustGrants.

Résumés for Key Personnel

Applicants will submit the résumés by uploading the document as an attachment in JustGrants.

Work Product Examples

Attached two or three examples of relevant products the organization has produced that demonstrate understanding of this program's deliverables, exemplify high-quality product, and show the ability to communicate effectively with stakeholders (e.g., fact sheet, research brief, link to archived webinar, TTA final report with recommendations, infographics, etc.). Applicants will submit the examples by uploading the document as an attachment in JustGrants.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

Applicants will complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide](#).

Applicant Disclosure of Duplication in Cost Items

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements. See [OJP Grant Application Resource Guide](#).

Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

How to Apply

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

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

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

Submission Dates and Time

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59PM EST August 10, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants on 11:59PM EST August 24, 2021.

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

Application Review Information

Review Criteria

a. Merit Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers. Applications will be evaluated on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15%) - 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 (30%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities, 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

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, see solicitation cover.

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

Restrictive Housing Reform Implementation Assistance Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to Registering in Grants.gov:

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting

available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm

(see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grans 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 \$2,100,000.

Eligibility Requirement:

- Public and state-controlled institutions of higher education
- Nonprofit organizations having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofit organizations 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
- 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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](#), or email at support@grants.gov regarding technical difficulties (see [OJP Grant Application Resource Guide](#)).

Receive email notification to complete application in JustGrants:

- Complete Application in JustGrants

Content of Application Submission:

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

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (web-based form)**
- **Timeline/Task Plan**
- **Documentation of Proposed Subrecipients**
- **Résumés of Key Personnel**
- **Work Product Examples**

-
- 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](#))
- 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 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 Service Desk at JustGrants.Support@usdoj.gov or 833–872–5175 regarding technical difficulties.

Appendix: Applicant Disclosure of Proposed Subrecipients

Complete the table below to indicate proposed subrecipients of grant funding, including the name, organizational affiliation, and city and state of the proposed subrecipient entity. Add rows or submit multiple forms, if needed.

Subrecipient Name (Last, First)	Subrecipient Organization	Subrecipient Location (City, State)