























coordination with BJA staff and the TTA program providers.

**10. Advancing Strategies To Prevent and Respond to Hate Crimes:** This This fellow will support the development of training and technical assistance in a new portfolio of hate crimes work. This program is being launched this year and will support funding and creation of TTA for state, local, and tribal law enforcement and prosecutors, working with community-based and nonprofit partners to support outreach to and education of those impacted by hate crimes based on their national origin, race, religion, gender, sexual orientation or identify, or disability. The program will also support the investigation and prosecution of hate crimes, including education and efforts to increase the reporting and identification of hate crimes, and leverage the power of partnerships with community-based partners to increase trust and reporting of crimes as well as create a culture in criminal justice agencies that ensures staff have the skills to address these crimes and prioritize these cases. The fellow will focus on addressing key issues facing the field and support the implementation of this new TTA program, working with staff and other federal and Department of Justice components. This fellow should have experience in preventing and addressing hate crimes and working with impacted groups as well as law enforcement and prosecution agencies.

**11. Supporting Law Enforcement Outreach, Communication, and Engagement to Enhance Awareness of BJA Resources:** This fellow will assist in promoting outreach, communication, and engagement activities to law enforcement agencies and other stakeholders to enhance awareness of BJA resources for law enforcement and to gather information about ongoing and emerging needs. The fellow will work to strengthen the existing lines of communication and establish new pathways for sharing timely information with law enforcement agencies concerning funding opportunities, training, technical assistance, and other BJA resources. Sharing information with 18,000 law enforcement agencies presents complex challenges and requires innovative approaches. . This fellow should have substantial knowledge and experience with social media platforms and other means of peer-to-peer communications within law enforcement communities.

**12. Supporting Prosecution Outreach, Communication, and Engagement To Address Increases in Crime:** This fellow will assist in promoting outreach, communication, and engagement activities to prosecutors who are in jurisdictions experiencing an increase in crime and to other stakeholders to enhance awareness of BJA resources for prosecutors and to gather information about ongoing and emerging needs. The fellow will work to strengthen existing lines of communication and establish new pathways for sharing timely information with prosecutors concerning funding opportunities, training, technical assistance, and other resources. The fellow will also assist with developing new resources, publications, and guides and will coordinate across BJA's TTA programs to ensure the field is aware of all available products. The fellow will organize events for prosecutors and develop marketing materials. This fellow should have substantial knowledge of and experience with social media platforms and be able to effectively communicate with prosecutors' offices.

Note: Applicants should apply for only one of the areas of focus in the application. Applications that propose to work in more than one area will not be considered. Applicants may submit more than one application to separate areas of focus but will only be selected for one award.

## Federal Award Information

### Awards, Amounts and Durations

#### Anticipated Number of Awards

12

#### Anticipated Maximum Dollar Amount of Awards

\$350,000.00

#### Period of Performance Start Date

10/1/21 12:00 AM

#### Period of Performance Duration (Months)

24

#### Anticipated Total Amount to be Awarded Under Solicitation

\$4,200,000.00

### 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 a cooperative agreement. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants (and cooperative agreements).

### **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**

Because a fellow’s salary is intended to compensate them for an expected level of work during the funding period, any adjustment to a fellow’s level of effort during the funding period (e.g., changes to the number of hours worked beyond that set out above) may require an adjustment to the fellow’s drawdown schedule or award budget. Fellows are generally required to spend a minimum of 1,500 hours during the duration of their fellowship onsite at BJA, though BJA will consider shorter periods of time where the applicant makes the case that they will still satisfactorily accomplish the goal of the solicitation. During the fellow’s residency period, BJA will provide workspace and equipment, including telephone, computer, office supplies, and internet access.

The funding level for each visiting fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, housing expenses, travel, and other limited administrative expenses. **BJA will not fund salary (or costs) for any person other than the person to be placed in the fellowship, with the following exception: BJA will fund small costs for a support staff person or contractor to perform support functions in completing research and/or analysis, meeting support, or document development insofar as such is a core need to accomplish the goals of the fellowship.** The needs must be fully documented in the budget worksheet and budget narrative and be clearly tied to the proposed fellowship activities.

Travel can include: (1) travel associated with the fellowship’s duties, (2) travel from the fellow’s home to BJA and back for the fellowship residency, and (3) up to two trips to travel home during the period of the residency. This travel will not include local travel between the fellow’s local residence and the office or meetings during the period of the residency at BJA. Proposals primarily to purchase equipment, materials, or supplies will not be funded.

### **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

All persons serving in the fellowship positions must be U.S. citizens at the time of application. The person seeking to complete the fellowship should have all of the expertise needed to conduct the proposed activities in the fellowship, including at least 5 years of criminal justice experience in the relevant area of practice or research, working in a policy or applied criminal justice setting (such as a criminal justice agency, law enforcement, criminal courts, prosecutor, corrections, or partner agency such as a social service provider) or an agency or office with responsibility for criminal justice and public policy (such as a governor's or mayor's office, or other important policy setting pertinent to criminal justice). Researchers should apply only if they have the expertise and specific skills in developing models and applied research tools for the field, implementation of evidence-based practices, collection and analysis of data, and performance management.

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 for-profit organization) must forgo any profit or management fee.

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)
- Letters of support from host agency if applicant is an agency or organization
- Curriculum vitae (CV) or résumé of the potential fellow

See the "[Application Elements and Formatting Instructions](#)" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or that is nonresponsive to the scope of the solicitation.

### Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual **who will complete application materials in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation ("funding opportunity") is not subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form. The applicant must also clearly describe the following:

- Applicant name
- Project period
- Total funds requested
- Area of focus under which the applicant is applying
- Summary of the proposed approach for the fellowship including the “residency” at BJA during which the fellow will work closely with the BJA team; include timelines for preparation, residency, and finalization periods
- Brief summary of the applicant’s criminal justice expertise that is relevant to the area of focus under which they are applying
- An overall summary of the project, including goals, objectives, and deliverables
- A short statement of why the applicant wants to be a fellow with BJA

Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.

## **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

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

### **a. Description of the Issue**

- Identify the particular area of focus of the fellowship, consistent with one of the areas of focus listed above.
- Describe the challenges facing the criminal justice field in this area.
- Provide data to show the nature and scope of the issue and explain previous or current efforts to address the issue.
- Describe the applicant’s professional interest in working on this issue.
- Discuss challenges and opportunities to engage with BJA and the field as a result of the pandemic.

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

- Clearly state how the applicant proposes to address the identified area of focus.
- Outline the specific goals and objectives of the project and how they will address the area of focus. This description should clearly tie to a time/task plan.
- Describe the strategies proposed for the fellowship, including specific deliverables to be completed during the period of the fellowship.
- Discuss your strategies to work with the BJA team during the project and especially the residency to advance the goal of the solicitation and to communicate and collaborate with BJA staff and the field.

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

- Describe the applicant’s knowledge of BJA and/or prior experience working with BJA or its projects.
- The applicant should discuss why they want to be a fellow at BJA.
- For applications from an organization seeking to place an employee in a fellowship with BJA, describe the agency’s interest in supporting the applicant in this fellowship.

Describe the experience and capability of the applicant, including relevant work and academic experience, to

be able to complete the proposed fellowship activities.

- Provide documentation of any prior work or collaboration that has previously been undertaken by the applicant in the selected area of focus.
- Describe any potential barriers to implementing the project and strategies to overcome them.
- Describe the applicant's capacity to use technology, social media, and communication tools to facilitate the work proposed.
- Demonstrate that the applicant possesses the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround times.
- Document the applicant's ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies and with practitioners in the field.
- Document the applicant's ability to facilitate national scope projects and communicate with diverse stakeholders.
- Demonstrate the applicant's expertise working with and developing documents for practitioners and policymakers
- Include a résumé/CV demonstrating a minimum of 5 years criminal justice-related experience that is specific to the scope of the fellowship proposed.

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

Identify who will collect performance data, who will be responsible for performance measures, and how the information will be used to guide the program.

Note: applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at <http://www.ojp.gov/performance> for an overview of performance measurement activities at OJP.

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

#### **Note on Project Evaluations**

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

#### **Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the program 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.

Applicants are to disclose whether they are currently designated high risk by another federal grantmaking agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation

## **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

### **Curriculum Vitae or Resumes**

Provide the proposed BJA Fellow's CV or résumé.

### **Tribal Authorizing Resolution**

If applicable, applicants will submit the Tribal Authorizing Resolution by uploading the resolution as an attachment in JustGrants. An application in response to this solicitation may require inclusion of information related to a tribal authorizing resolution as an attachment. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

### **Timeline Form**

Attach a project timeline with each project objective, activity, expected completion date, and responsible person or organization.

### **Letters of Support**

Attach relevant letters of support and/or memorandum of understanding (MOU) between key partners to the project to reflect support, roles, and agreements about collaboration. If the application is from an organization, it must provide a letter or MOU outlining the agreed upon details of how it will work with the proposed fellow during the award period.

### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

### **Disclosures and Assurances**

Applicants will complete the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

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

#### **DOJ Certified Standard Assurances**

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

#### **Applicant Disclosure of Duplication in Cost Items**

Applicants will complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP](#)



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

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

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

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

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

### **How to Apply**

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

Applicants will submit the **full application** including attachments in JustGrants at [JustGrants.usdoj.gov](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 11:59 PM ET on August 2, 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 by 11:59 PM ET on August 16, 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. Description of the Issue (20%) - evaluate the applicant’s understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - 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 (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, 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.)

Fellows will be required to maintain time records and submit progress reports documenting their work to ensure a continuous level of effort. Progress reports will also be used to ensure that the fellow's activities support the stated purpose of the award and that the fellowship's deliverable requirements are being met as established by the approved schedule for that reporting period. Every fellow's financial, administrative, and programmatic compliance, as well as overall performance, will be monitored by BJA staff.

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

### *BJA Visiting Fellows 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](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 \$350,000.

### Eligibility Requirement:

- See solicitation cover page.

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- 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)
- Letters of support from host agency if applicant is an agency or organization
- Curriculum vitae (CV) or résumé of the potential fellow

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

Budget and Associated Documentation

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- 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](#))
- Timeline Form

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