



FY 21 BJA Visiting Fellows Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the BJA Visiting Fellows Program. This program furthers the Department's mission to ensure public safety and ensure fair and impartial administration of justice by bringing talent and expertise from the field to BJA to inform policy and practice and create new tools for the field that disseminate knowledge of effective and innovative approaches to priority criminal justice issues.

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 of 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:

City or township governments, County governments, For profit organizations other than small businesses, Individuals, Native American tribal governments (Federally recognized), Nonprofits having 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, State governments, Other

Other

Eligible applicants are limited to individuals, as well as state, tribal, or local government, organizations, or academic institutions seeking to provide federal-level experience for one of their staff members. Organizations seeking to place an employee as a fellow under this program will not have programmatic oversight of that staff person for those activities conducted as part of the fellowship. For-profit organizations must agree to forgo any profit or management fee.

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. See

eligibility section for additional information.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications, the availability of appropriations, and applicant availability and current interest.

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](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	6
Evidence-Based Programs or Practices	8
Information Regarding Potential Evaluation of Programs and Activities	8
Anticipated Areas of Focus for BJA Fellows	8
Federal Award Information	11
Awards, Amounts and Durations	11
Continuation Funding Intent	11
Availability of Funds	12
Types of Awards	12
Financial Management and System of Internal Controls	12
Budget Information	12
Cost Sharing or Matching Requirement	12
Pre-agreement Costs (also known as Pre-award Costs)	12
Limitation on Use of Award Funds for Employee Compensation: Waiver	12
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	12
Costs Associated with Language Assistance (if applicable)	12
Eligibility Information	13
Application and Submission Information	13
Information to Complete the Application for Federal Assistance (SF-424)	13
Standard Applicant Information (JustGrants 424 and General Agency Information)	13
Proposal Abstract	13
Proposal Narrative	14
Goals, Objectives, Deliverables, and Timeline	15
Budget and Associated Documentation	15
Budget Worksheet and Budget Narrative (Web-based Form)	15
Indirect Cost Rate Agreement (if applicable)	15
Financial Management Questionnaire (including applicant disclosure of high-risk status)	16
Additional Application Components	16
Curriculum Vitae or Resumes	16
Tribal Authorizing Resolution	16
Timeline Form	16
Letters of Support	16
Research and Evaluation Independence and Integrity Statement	16
Disclosures and Assurances	16
Disclosure of Lobbying Activities	16
DOJ Certified Standard Assurances	16
Applicant Disclosure of Duplication in Cost Items	16
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	17
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	17
How to Apply	17
Submission Dates and Time	17

Application Review Information	17
Review Criteria	17
Review Process	17
Federal Award Administration Information	18
Federal Award Notices	18
Administrative, National Policy, and Other Legal Requirements	18
Information Technology (IT) Security Clauses	18
General Information about Post-Federal Award Reporting Requirements	18
Federal Awarding Agency Contact(s)	19
Other Information	19
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	19
Provide Feedback to OJP	19
Application Checklist	19

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 the BJA Visiting Fellows Program, BJA invests in future and current leaders in the field to advance priority national policy issues and offer cross developmental opportunities for DOJ staff and criminal justice practitioners and researchers. Awards made under the BJA Visiting Fellows Program will fund fellowships for a period of 24 months, including a residency period of at least 9 to 12 months onsite at BJA in Washington, D.C.

The purpose of each fellowship is to make important policy and programmatic contributions in a priority area of criminal justice practice. Fellows will collaborate with BJA and DOJ staff to provide critical outreach, data, research, and subject-matter expertise to inform the development of new BJA strategies and programs to benefit the field.

Statutory Authority

This program is funded under a number of authorities including: the Adult Drug Court Program (34 USC 10611, et seq.; Public Law 116-260, 134 Stat. 1182, 1259), the Sixth Amendment carve-out of the Justice Assistance Grant Program (34 U.S.C. 10153(b)), Justice and Mental Health Collaboration Program (34 U.S.C. 10651; Public Law 116-260, 134 Stat. 1182, 1259), Second Chance Act (34 U.S.C. 10631; Public Law 116-260, 134 Stat. 1182, 1259 (SCA); and 34 U.S.C. 30301, et seq.), the Prison Rape Elimination Act (Public Law 116-260, 134 Stat. 1182, 1257), Byrne Criminal Justice Innovation Program (Public Law 116-260, 134 Stat. 1182, 1260), and the training and technical assistance (TTA) carve-out and the Precipitous Increase in Crime carve-out of the Justice Assistance Grant Program (Public Law 116-260, 134 Stat. 1182, 1264), and (34 U.S.C. 10157(b)) respectively.

Specific Information

BJA's mission is to provide leadership and services through grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities. Driving BJA's work in the field are the following principles: to reduce crime, recidivism, and unnecessary confinement and to promote a safe and fair criminal justice system. This mission supports the Department of Justice's commitment to advancing work that increases access to justice, protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

To implement our strategies consistent with these principles, BJA supports effective criminal justice policy, programs, information sharing, and collaboration within and among state, local, and tribal agencies and communities, and promotes the use of data, research, and information to increase the effectiveness of criminal justice programs. BJA has four primary components: Policy, Programs, Operations, and the Public Safety Officers' Benefits Office. The fellows will work in the Policy Office, which provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice. It also acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices. These fellowships support this strategy.

To address emerging issues and build capacity to improve the administration of criminal justice, BJA launched the BJA Visiting Fellows Program in FY 2012. The intent was to leverage state, local, or tribal subject-matter expertise to assess areas of need and to develop strategies, tools, and policies in collaboration with BJA staff for the benefit of the criminal justice field. By hosting up to 12 fellows with FY 2021 funds, BJA will collaborate with practitioners, advocates, and researchers to build capacity to address gaps in priority and emerging issues in the criminal justice field. BJA encourages applicants from a broad range of disciplines to consider how their work in areas related to crime and justice would address the 12 anticipated areas of focus outlined below.

To ensure the goal and objectives of the program are achieved, BJA is only recruiting fellows who have significant work and academic experience in a criminal justice policy, practice, or research setting specific to the area of focus for which they are applying. The fellow must have the experience and expertise to make significant contributions, through BJA, to enhance practice and innovation in the field. BJA Fellows will be accomplished practitioners with the credentials and experience that demonstrate significant achievements in—and a continuing commitment to—solving the persistent challenges of crime and justice in the United States. A key focus for these fellows will be to support the use of data and research to inform the development of effective strategies, including the translation of research and evidence into implications for criminal justice policy and practice.

This program is not intended to fund a set of activities with a group of staff but rather the fellows' activities in close collaboration with BJA. Each fellow's goals, objectives, and deliverables will be managed by BJA staff within the assigned Policy team with ultimate oversight by the BJA Associate Deputy Director.

A centerpiece of the Visiting Fellows Program is a term of "residency" at BJA, working full-time for 9 to 12 months, integrated into a Policy team. Fellows will be expected to work closely with BJA staff on a regular basis because the

fellowship is intended to provide professional development opportunities for the fellow and technical expertise that supports BJA's efforts through fellow/staff interaction. BJA generally requires this residency period to be onsite in BJA's Washington, D.C., office. Given the impact of COVID, this residency can be scheduled later in the fellowship or hosted remotely if conditions require. BJA adheres to a flexible work environment, and applicants should plan to be flexible with their budget and timelines to reflect the changing pandemic conditions. Applicants are encouraged to offer creative approaches to collaborate with BJA and the field during this time, using technology, social media and other tools to facilitate collaboration and communication. The applicant should plan some resources to support travel and time spent working at the BJA office. For this residency period, BJA will provide the equipment and system access, including telephone, computer, office supplies, and internet access. This also includes tools like WebEx, Microsoft Teams, and SharePoint. If there is a period of residency onsite, BJA will also offer space to work.

Oversight of the direction of the grant goals and implementation of deliverables will be managed by staff within the assigned unit with ultimate oversight by the BJA Associate Deputy Director on the team to which they are assigned. Time should be allotted before and after the residency period at BJA to start fellowship work and to complete deliverables. The total fellowship, including both the offsite and residency periods, will last no longer than 24 months. During this period, it is estimated that about 30 percent of the time will be devoted to collaborative work with BJA staff and leadership that complements the planned projects described in the fellowship agreement. BJA will consider a period of less than 9 months full-time residency (with a minimum of 1,500 hours in residence, some of which can be part time) or a part-time schedule (i.e., 20 hours per week) for a longer period such as 1 year only if the applicant makes the case that the goal of this solicitation can still be accomplished with this approach.

Fellows are expected to be self-starters who can work in a fast-paced environment. Additionally, fellows must proactively manage their planned work while collaborating with BJA staff and adjusting to the needs of the project and other work across BJA. Fellows will be expected to produce specific deliverables that can address these priority issues, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical subject-matter assistance, that address the area(s) of focus. Further, they will assist BJA in enhancing strategies and building capacity, then bring their fellowship experience back into the field.

Applications should propose strategies that address the stated goal of the solicitation and the specific area of focus, but the final deliverables will be based upon those proposed in the application and negotiated with BJA through the award-making process and during the start-up period. These deliverables must advance one of the focus areas during the fellowship at BJA and can either be an enhancement or new development.

FY 2021 fellowships are expected to begin after October 1, 2021, and end about September 30, 2023, or later, depending on the start date. BJA will consider a later start to the project period. **Any offer of a fellowship is contingent upon the applicant successfully passing a complete and thorough background investigation and drug test. Applicants will not automatically be screened out if they have a record, and BJA is committed to seeking a variety of expertise and perspective in these fellowships.**

In addition, the BJA Fellow will be expected to undergo OJP Financial Management training. Additionally, applicants with delinquent federal student loans or other unresolved federal debt, including unresolved tax debt, may not receive fellowship awards. Applicants must certify in their application that they have no unresolved federal debt, including delinquent federal student loans or unresolved federal tax debt.

Pursuant to 2 C.F.R. 200.315, OJP retains a royalty-free, non-exclusive, and irrevocable license to use, for federal purposes, any work or derivative work subject to copyright that is developed under a fellowship. OJP also has the right to obtain, reproduce, publish, or otherwise use data first produced under these fellowships, and to authorize others to receive, reproduce, publish, or otherwise use the data for federal purposes.

Goals, Objectives, Deliverables, and Timeline

Goals:

To leverage the expertise and experience of the criminal justice field to address key gaps in the field for evidence-based training, technical assistance, and knowledge in the focus areas, discussed in more detail below:

- Enhancing access to treatment and addressing the needs of defendants with substance use disorders.
 - Advancing strategies to help state and local agencies ensure the provisions of the Sixth Amendment to the U.S. Constitution, including right to counsel, speedy trial, cross examination of witnesses, and impartial juries.
 - Enhancing efforts to implement cross-system behavioral health programming to improve public safety responses and outcomes for individuals with mental illnesses (MI) or co-occurring mental illness and substance abuse (CMISA) who come into contact with the justice system.
 - Enhancing corrections and the successful reintegration of people returning home to their communities after incarceration, bringing the perspective of the formerly incarcerated.
 - Enhancing Prison Rape Elimination Act (PREA) implementation efforts.
 - Building the capacity of community leaders and partners to enhance community safety and build trust with criminal justice partners, strengthening strategies in the most distressed communities.
- Supporting BJA's National Law Enforcement Knowledge Lab Initiative, which will support advancements in

- police accountability through core competencies and standards for law enforcement operations, training, assessment, and assistance.
- Enhancing and coordinating strategies to prevent and respond to violent crime, using crime analysis tools and resources to drive crime strategies, and to coordinate various local efforts and initiatives into a single, citywide crime strategy.
- Enhancing corrections spaces and cultures to ensure individuals are more likely to be prepared for successful reentry and reintegration into communities.
- Advancing strategies to prevent and respond to hate crimes, including multidisciplinary approaches that engage those at risk, educate partners, and enhance the identification, reporting, investigation, and prosecution of these crimes.
- Supporting outreach, training, communication, and engagement with law enforcement to strengthen and establish new pathways for sharing timely information with over 18,000 law enforcement agencies concerning BJA resources.
- Supporting prosecutors who are in jurisdictions experiencing an increase in crime to enhance awareness of BJA resources and gather information about needs.

Objectives:

- Enhance BJA capacity and expertise to assess the technical assistance, training, and capacity building needs in the areas of focus listed above and discussed further below.
- Bring real world experience and knowledge to BJA that enhances staff ability to deliver relevant and effective tools to the field.
- Support the development of criminal justice practitioners, researchers, and BJA/Office of Justice Programs staff to advance BJA's mission.
- Advance and translate knowledge about critical criminal justice issues and strategies and promote innovation.

Deliverables:

Each fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues in the criminal justice field and build capacity to address one of the areas of focus discussed in the “Anticipated Areas of Focus for BJA Fellows” section below. In addition, all fellows will be expected to engage in the following kinds of activities:

- Assess BJA's current training and technical assistance (TTA) resources in the area of focus to determine if the products should be updated to be relevant to the field.
- Use data to assess the needs of the field in the area of focus, using external as well as BJA's performance data from grantees. Examine and translate research and evidence into programmatic and policy implications for practitioners.
- Work with BJA staff to plan and implement/enhance strategies to engage in regular dialogue with the field as well as TTA partners and plan project deliverables, including identifying and researching topics and subject matter experts.
- Create at least two major TTA deliverables addressing the area of focus such as reports, publications, toolkits, training curricula, applied research tools, and other creative learning strategy resources.
- As requested by BJA management, participate in internal and external stakeholder meetings, forums, conferences, and international briefings for the purpose of presenting information on BJA's efforts to address the area of focus, and its corresponding gaps in services, and the capacity building needs of the field.
- Prepare detailed reports, speeches, and articles at the request of OJP and BJA management.
- Offer strategies and assistance to translate information to the field, including BJA and partner websites and social media.
- Develop written responses to various requests for information, including public inquiries seeking information on BJA's efforts in the area of focus.
- Participate in professional development and training activities in consultation with BJA management to enhance expertise related to the area of focus.
- Travel to support the execution of the above activities.
- Other duties as assigned to support the implementation of the fellowship.

Enhancing fellows' professional development is an important aspect of the program, but the activities and deliverables must conform to the solicitation's parameters, with a specific connection to the areas of focus discussed below. Applicants who propose more narrowly focused fellowships that focus on their specific interests will not be considered responsive to this solicitation and will not be forwarded for peer review.

In order to enhance the knowledge-building work of BJA, fellows will be expected to participate in a wide range of collegial work with the BJA Director and BJA staff. Fellows will provide subject-matter expertise that exposes BJA and other DOJ staff to issues facing the field and current practices. This means fellows will have a range of opportunities to participate in high-level policy discussions and processes that inform practice, and they will be expected to take this expertise back to share with the field.

BJA is especially interested in funding fellows who can make significant contributions toward building a cumulative body of knowledge in one of the 12 areas of focus below. Depending on the level of interest and applications received, BJA plans to fund at least 12 fellows but may choose to fund multiple fellows in an area of focus and not fund others.

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."

Anticipated Areas of Focus for BJA Fellows

In FY 2021, the BJA Visiting Fellows Program's anticipated areas of focus are below. Please note that depending on the applications received, BJA may fund more than one fellowship in any one of these areas, and may also choose not to fund other areas.

1. Enhancing Strategies To Effectively and Fairly Manage Crime Related to Substance Use Disorders

Through Drug Courts: The fellow will support BJA's Adult Drug Court & Veterans Treatment Court Training and Technical Assistance Program. The program provides TTA to state, local, and tribal governments to implement or enhance the operations of drug courts. These courts effectively integrate evidence-based substance abuse treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised court settings. The fellow will focus on key issues facing drug courts, including the impact of the pandemic, and ensuring fairness in drug courts by increasing access to treatment and other recovery support services, increasing the use of problem-solving courts as alternatives to incarceration, and ensuring equity and access including eligibility, services, and responses in problem-solving courts. In addition, the fellow will explore ways to increase collaboration with partners including law enforcement. This fellow will have direct experience in drug courts operations and research and have the ability to bring their experience and knowledge of the field to support national TTA efforts. BJA is also encouraging practitioners, advocates, and researchers who are in recovery and/or are a drug court graduate to apply. The fellow will work in coordination with BJA staff and the TTA program providers, including statewide drug court coordinators.

2. Enhancing Efforts To Enforce the Provisions of the Sixth Amendment in State, Local, and Tribal Courts:

The fellow will support BJA's Sixth Amendment Training and Technical Assistance Program. The program provides TTA to states and local governments to build the capacity and tools necessary to meet the obligations established by the Sixth Amendment. The fellow will focus on identifying and supporting practices that align with the rights outlined in the Sixth Amendment including access to justice and fairness by improving court operations and capacity, the right to speedy trial and enhancing the right to counsel at first appearance, and ensuring equity and access. In addition, the fellow will focus on addressing the impact of the pandemic on these rights and the role of the public defender. Finally, the fellow will support and highlight collaborative efforts at the state and local levels that promote and enhance the role of public defenders. The fellow will have direct experience in public defense work and have the ability to bring their experience and knowledge of the field to support national TTA efforts. The fellow will work in coordination with BJA staff and the TTA program providers.

3. Enhancing Efforts To Implement Cross-System Behavioral Health Programming: This fellow will provide support to the BJA Justice and Mental Health Collaboration Program's (JMHCP's) training and technical assistance

efforts. JMHCP and its related TTA provide funds and services to jurisdictions and support cross-system collaboration to improve public safety responses and outcomes for individuals with mental illnesses or co-occurring mental illness and substance abuse who come into contact with the justice system. This program supports public safety efforts through partnerships with social services and other organizations that will enhance responses to people with MI and CMISA. The fellow will focus on coordinating products and information for delivery to criminal justice practitioners from a variety of sources, determining needed resources, and developing new products. The fellow will promote and enhance best practices in model responses and increase collaboration with partners across disciplines through planning and hosting focus groups, events, meetings, webinars, etc. The fellow will have direct experience in behavioral health and criminal justice work and have the ability to bring their experience and knowledge of the field to support national TTA efforts.

4. Improving Corrections and Reintegration Under The Second Chance Act: The fellow will possess significant reentry policy and practice experience, and have substantial expertise as a policy advocate, legal or social services provider, or academic focusing on the successful reintegration of people returning home to their communities after incarceration. The fellow must be a formerly incarcerated individual who will bring the unique perspective of the justice system and community reintegration to this role. (Any applicant without this background will be removed at the Basic Minimum Requirements phase of the review process.) Potential fellows are strongly encouraged to propose specific strategies that build upon and improve BJA's investments in reentry and reintegration. For example, an applicant with significant experience in leading reentry policy efforts or programs at a state or local level—or a reentry advocate with experience in collateral consequences of criminal conviction, including challenges with the reentry population securing housing, employment, educational, healthcare, or voting opportunities—could propose innovative ways to assist BJA to build more responsive funding opportunities and technical assistance support and document the achievement of successful outcomes in these areas in jurisdictions across the nation. BJA strongly encourages applicants to submit innovative proposals to enhance BJA's current national efforts related to promoting successful reintegration of the incarcerated population and reducing recidivism and/or assist BJA to identify and define new and emerging reentry challenges as well as define efficient and effective methods to address them. The individual may also have opportunities to provide strategic guidance related to corrections to the BJA Director and OJP leadership and to inform federal interagency policy efforts to remove barriers to successful reintegration.

5. Enhancing the Prison Rape Elimination Act Implementation Efforts: The fellow will have substantial expertise as a policy advocate, legal or victim services provider, academic, or criminal or juvenile justice practitioner focusing on preventing, detecting, and/or responding to sexual victimization of people who are incarcerated. They will support and enhance the ongoing efforts of BJA's PREA Management Office (PMO) to carry out the Department's many PREA legal requirements, as defined in the PREA statute (codified at 34 U.S.C. § 30301 et seq.) and PREA standards (see 28 CFR Part 115.) Examples of these requirements include supporting a national grant program, providing TTA, which includes the PREA Resource Center (www.prearesourcecenter.org), partnering with the nation's governors to help them to fulfill their annual PREA reporting requirements, and directing all aspects of the PREA Audit Function. For more information about the requirements associated with PREA audits, see www.prearesourcecenter.org/audit/prea-auditors/auditor-handbook.

BJA strongly encourages potential PREA fellows to submit innovative proposals to address the following or other PREA implementation challenges, to enhance BJA's ongoing national efforts related to promoting sexual safety in confinement, and to implement the PREA standards:

- Enhancing the quality and integrity of PREA audits.
- Assessing how the PREA auditing requirements defined by the PMO in the Auditor Handbook and elsewhere align with the time and/or resources that many PREA auditors have to carry out PREA audits.
- Articulating the characteristics of "zero tolerance" cultures in confinement agencies and facilities that are associated with increases in sexual safety, and supporting efforts in agencies and facilities to implement and institutionalize these characteristics.
- Measuring the outputs and outcomes associated with the PREA implementation efforts of PREA grantees and other agencies and facilities in receipt of PREA funding.
- Reaching, and providing needed support and assistance to, small, local, underserved agencies and facilities, including police lockups, across the nation to implement the PREA standards.
- Promoting linkages between confinement facilities/agencies and community-based victim service providers to provide needed support to incarcerated victims of sexual abuse and/or sexual harassment.

Focusing on the successful implementation of PREA standards that are particularly challenging for

confinement facilities/agencies such as those that focus on limiting cross-gender viewing and searches, investigating allegations of sexual abuse and sexual harassment, screening for risk of sexual victimization and abusiveness, instituting mechanisms for reporting sexual abuse and sexual harassment, and accessing outside confidential victim support services.

The successful applicant will be an integral member of BJA's PMO and may also have the opportunity to participate in DOJ's PREA Working Group and to provide strategic guidance related to PREA implementation and corrections to the BJA Director and OJP leadership.

6. Building Capacity of Community Leaders and Partners To Enhance Community Safety and Build Trust with Criminal Justice Partners:

The fellow will provide support to BJA's strategies to build the capacity of community leaders and organizations, working with criminal justice partners, to serve as active and effective partners in maintaining and improving community safety, including community violence interventions. The fellow will work in conjunction with key programs under the Byrne Criminal Justice Innovation (BCJI) Program, including the development of a community trust training for law enforcement, engaging communities with listening sessions, and assessing community capacity and effective approaches to inform future training and technical assistance strategies. This approach will support violent crime strategies and integrate the resources and expertise of key projects including Community Courts, National Center on Restorative Justice, and the reconciliation work in the Emmett Till Cold Case Program. (See: [Community Courts Program | Overview | Bureau of Justice Assistance \(ojp.gov\)](#), [National Center on Restorative Justice | Overview | Bureau of Justice Assistance \(ojp.gov\)](#), and [Emmett Till Cold Case Investigations Program | Overview | Bureau of Justice Assistance \(ojp.gov\)](#).) The fellow will focus on addressing key issues facing communities, including the impact of the pandemic, and enhance communication and partnerships that build trust and effective strategies to build approaches that co-define safety and justice with those who live in the community. BJA recognizes that these relationships cannot be built overnight and that the work should focus on the communities where there is greatest need in a way that it can grow and be sustained over time. This fellow will have direct experience in building community capacity to address crime or building and operating community justice or community violence initiatives and have the ability to bring their experience and knowledge of the field to support national TTA efforts. The fellow will work in coordination with BJA staff and the TTA program providers, including the BCJI site peer experts and coordinators and other noted projects.

7. Supporting BJA's National Law Enforcement Knowledge Lab Initiative: This fellow will assist in promoting outreach, communication, and engagement activities to law enforcement agencies and stakeholders to enhance awareness of BJA's law enforcement knowledge lab. In 2022, BJA will create a single entity, called the "National Law Enforcement Knowledge Lab" (NLEKL), where core competencies and standards for law enforcement operations are defined, training is developed, expert assessment and assistance are provided, and where law enforcement can go to develop or learn model policy. This fellow, in partnership with BJA, will coordinate and develop resources, provide expert review of and guidance on NLEKL trainings, assessments, and products. This fellow will assist BJA in the development, coordination, and launch of NLEKL. This fellow should have substantial knowledge and experience with law enforcement training, evidence-based practices, constitutional policing, civil rights reviews and consent decree processes, policy development, and project implementation.

8. Enhancing and Coordinating Strategies To Prevent and Respond to Violent Crime: This fellow will help coordinate BJA's violent crime and prosecution initiatives and its community violence initiatives with BJA's TTA efforts and sites, including the activities of BJA's partner providers and BJA's communication and engagement activities. This fellow, working closely with BJA staff, will provide expert guidance and assistance in how to implement local programming to combat violent crime, to use crime analysis tools and resources to drive crime strategies, and to coordinate various local efforts and initiatives into a single, citywide crime strategy. They will bring their experience and knowledge of the field to support the project and national TTA efforts. The fellow will work in conjunction with key programs, including the development of a training for law enforcement, engaging practitioners with listening sessions, assessing law enforcement and community capacity to combat crime, and implementing effective approaches. This fellow should have extensive experience in combatting violent crime at the local level, evidence-based practices, and law enforcement.

9. Enhancing Corrections Spaces and Cultures: This fellow will initiate a project that focuses on how to best support correctional agencies' efforts across the country to transform jail and prison environments, physical spaces, and staff culture to ensure individuals are more likely to be prepared for successful reentry and reintegration into communities. The fellow will address the impact of the pandemic on corrections populations and focus on practices and innovations that successfully reduced correctional populations and are possible and worth sustaining. The fellow will also provide support to BJA's corrections and reentry training and technical assistance efforts. The fellow will have direct experience in corrections, including with correctional populations, corrections physical plant challenges and innovations, and correctional culture change initiatives, and have the ability to bring their experience and knowledge of the field to support the project and national TTA efforts. In addition, the fellow may bring the unique perspective of the justice system having been formerly incarcerated themselves. The fellow will work in

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 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 12, 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 18, 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
(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. 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 or 833-872-5175 regarding technical difficulties.