

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



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## BJA FY 2021 Invited to Apply – Presidential Nominating Conventions

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for law enforcement activities associated with the presidential nominating conventions. This program furthers the Department's mission by supporting law enforcement efforts to provide a safe and secure environment for presidential nominating convention events.

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

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Other

### Other

City of Baltimore, Maryland

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

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

## 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, [Grants.gov customer support webpage](#), or email at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the full application in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175. 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 BJA contact identified below **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 Stephen Fender, Senior Policy Advisor, by telephone at 202-598-9490 or by email at [Stephen.Fender@ojp.usdoj.gov](mailto:Stephen.Fender@ojp.usdoj.gov).

## 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://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

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

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# Program Description

## Overview

Pursuant to the Department of Justice Appropriations Act 2020, the Bureau of Justice Assistance is authorized to distribute FY 2020 appropriated funds "...for grants for law enforcement activities associated with the presidential nominating conventions."

**Statutory Authority:** Department of Justice Appropriations Act, 2020, Pub. L. 116-93, 133 Stat 2317, 2407.

## Specific Information

In furtherance of the statutory purpose, the funds will be awarded, subject to compliance with the requirements in this solicitation, to the City of Baltimore for 2020 nominating convention events that occurred in or around Baltimore, Maryland, on August 26, 2020. Upon successful completion of the application process, the City of Baltimore will be designated the administrative agency and fiscal agent for the 2020 Presidential Candidate Nominating Convention event that occurred in its jurisdiction.

## Goals, Objectives, Deliverables, and Timeline

### Goals

The goal of this program is to support designated host cities to help ensure a safe and secure 2020 Presidential Nominating Convention across a variety of convention-related activities.

### Objectives

The objective is to ensure that the selected Presidential Nominating Convention sites have the resources they need to ensure a successful event through the purchase of necessary law enforcement-related equipment, supplies, and personnel costs. Costs may include personnel, necessary equipment/supplies, and overtime expenses associated with the Nominating Convention.

### Deliverables

Once an award is accepted, award recipients must submit quarterly financial status (SF-425) and semi-annual programmatic reports in JustGrants. Additionally, a monthly expenditure report must be submitted to BJA in JustGrants. A monthly reporting template is provided post-award for grantee completion.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Content of Application Submission.

## 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](#)

## **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

## **Federal Award Information**

### **General Guidance for Federal Award**

Total number of awards BJA expects to make: 1

Maximum dollar amount for each award: \$90,000

Total amount to be awarded under solicitation: \$90,000

Period of performance start date: May 1, 2020

Period of performance duration: 12 months

### **Types of Awards**

BJA expects to make awards under this solicitation as grants. 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 [OJP Grant Application Resource Guide](#) for additional information.

### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

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

known as Pre-award Costs).

## **Limitation on Use of Award Funds for Employee Compensation: Waiver**

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

## **Eligibility Information**

For eligibility information, see the title page.

For information on cost sharing or matching requirements, see Federal Award Information.

## **Application and Submission Information**

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.

**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 organizations legal name and address.

## **Proposal Abstract**

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 organizations legal name and address.

## **Proposal Narrative**

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

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

Describe the nature and scope of the problem in the jurisdiction to be addressed by this project and describe the law enforcement and related security expenses incurred with respect to local law enforcement’s role in providing security associated with the 2020 Presidential Candidate Nominating Convention event.

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

Describe the proposed project and how it will be accomplished. Provide a broad statement that conveys how the program intends to address specific law enforcement and related security needs. This section of the proposal narrative must outline the specific goals of the project. Explain how the program will accomplish its specific goals. Objectives are specific, quantifiable statements of the desired results of the program and should be clearly connected to the problems identified in the preceding section.

Identify the project’s security needs; explain how the strategy will achieve the identified goals and objectives. Detail how the project will operate throughout the grant period. Identify any leveraged resources (cash or in-kind) from other federal, state, or local sources to support the project, and any other federal, state, or private foundation grants that serve the same local



area and target population.

c. Capabilities and Competencies

Describe the roles and responsibilities of project staff and explain the program's organizational structure and operations. Describe how the project will be managed and staffed. Management and staffing should be clearly connected to the project design. Describe the experience and capability of the applicant's organization and any contractors who will be used to effectively implement and manage the project. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

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

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

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

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

Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data and performance reports in JustGrants. 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 Presidential Nominating Convention objectives, deliverables, and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

**Budget and Associated Documentation**

**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.

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## **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.

## **Operational Security Plan (Unclassified Version)**

Please retain an unclassified operational security plan and make it available for review upon request.

## **Prohibited Expenditures**

Please attach all required prohibited expenditure requests, addressed to the BJA Director, on agency letterhead and signed by the authorized representative separately in GMS. These requests must address all issues at hand, and approval/disapproval is at the discretion of the BJA Director. All requests must be submitted in GMS at the time of application and addressed to the BJA Director, on agency letterhead and signed by the authorized representative. The request should also certify that vehicles were not otherwise available through a mutual aid agreement or from another jurisdiction. Examples of prohibited items include mobile command posts, armored response vehicles, boats, aircraft, and any other types of vehicles outside of police cruisers, police boats, and police helicopters. Prohibited expenditures guidance must be adhered to and can be found here: <http://www.bja.gov/Funding/JAGControlledPurchaseList.pdf>.

## **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 DOJ Certified Standard Assurance on 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](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** will be submitted in Grants.gov by 11:59pm eastern time on

January 29, 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 p.m. eastern time on February 5, 2021. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

## **Application Review Information**

### **Review Process**

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## **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.

## **Requirements**

In addition to the deliverables described in Program Description, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit monthly expenditure reports, quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

## **Federal Awarding Agency Contact(s)**

For OJP contact(s), see solicitation cover page.

For contact information for Grants.gov and JustGrants, see solicitation cover page.

## **Other Information**

### **Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

See the [OJP Grant Application Resource Guide](#) for information on Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## **Application Checklist**

### **BJA FY 2021 Invited to Apply – Presidential Nominating Conventions**

This application checklist has been created as an aid in developing an application.-

#### **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 \$90,000

*Eligibility Requirement: City of Baltimore, Maryland*

- 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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support webpage](https://www.grants.gov/customer-support), or email at [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

### **Content of Application Submission**

- Standard Applicant Information (SF-424 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative
- Budget and Associated Documentation
  - Budget Worksheet and Budget Narrative
  - 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](#))
- 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](#))
- Additional Application Components
  - Operational Security Plan (Unclassified Version)
  - Prohibited Expenditures

#### *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