

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



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## BJA FY 2022 Invited to Apply – President-elect Security Assistance Reimbursement Grant Program

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<b>Application JustGrants Deadline:</b>	December 17, 2021 11:59 PM

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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 to reimburse state and local agencies for extraordinary law enforcement and related costs directly associated with the protection of the President-elect during the Presidential transition period between the election and the inauguration. This program furthers the Department's mission by supporting law enforcement efforts to protect the President-elect.

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

Executive Office of the Governor of Delaware

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 2022, 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	1
Program Description	5
Overview	5
Specific Information	5
Goals, Objectives, Deliverables, and Timeline	5
Evidence-Based Programs or Practices	5
Information Regarding Potential Evaluation of Programs and Activities	5
Federal Award Information	5
General Guidance for Federal Award	5
Awards, Amounts and Durations	5
Types of Awards	5
Financial Management and System of Internal Controls	6
Cost Sharing or Matching Requirement	6
Pre-agreement Costs (also known as Pre-award Costs)	6
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	6
Costs Associated with Language Assistance (if applicable)	6
Eligibility Information	6
Application and Submission Information	6
Information to Complete the Application for Federal Assistance (SF-424)	6
Standard Applicant Information (JustGrants 424 and General Agency Information)	6
Proposal Abstract	6
Proposal Narrative	7
Goals, Objectives, Deliverables, and Timeline	7
Budget and Associated Documentation	7
Budget Worksheet and Budget Narrative (attachment)	7
Indirect Cost Rate Agreement (if applicable)	8
Financial Management Questionnaire (including applicant disclosure of high-risk status)	8
Disclosures and Assurances	8
Disclosure of Lobbying Activities	8
DOJ Certified Standard Assurances	8
Applicant Disclosure of Duplication in Cost Items	8
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements	8
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	8
How to Apply	9
Submission Dates and Time	9
Application Review Information	9
Review Process	9
Federal Award Administration Information	9
Federal Award Notices	9
Administrative, National Policy, and Other Legal Requirements	9
Information Technology (IT) Security Clauses	9
General Information about Post-Federal Award Reporting Requirements	9
Federal Awarding Agency Contact(s)	9
Other Information	10
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	10

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) .	10
Provide Feedback to OJP	10
Application Checklist	10
BJA FY 2022 Invited to Apply – President-elect Security Assistance Reimbursement Grant Program	10

## Program Description

### Overview

Funding under this program will provide reimbursement for obligations incurred for extraordinary law enforcement and related costs directly associated with protection of the President-elect from the 2020 election until the 2021 inauguration.

**Statutory Authority:** Emergency Supplemental Appropriations Act, 2021 Pub. L. No. 117-31, 135 Stat. 309, 320

### Specific Information

Consistent with the statutory purpose of this program, funds will be used to reimburse extraordinary law enforcement and related costs directly associated with protection of the President-elect from November 4, 2020, at 12:00 a.m. eastern time until the Inauguration on January 20, 2021, at 12:00 p.m. eastern time. Specifically, funds will be used only for costs that the state or local agencies can document as being over and above the cost of normal law enforcement operations and are directly attributable to the protection of the President-elect.

### Goals, Objectives, Deliverables, and Timeline

#### Goals

The goal of this program is to reimburse state and local agencies that incurred extraordinary law enforcement and related costs directly related to the protection of the President-elect.

#### Objectives

The objectives are to document each state and local agency's expenditures and ensure their incurred costs are eligible for reimbursement.

#### Deliverables

Once the award is accepted, the award recipient must submit quarterly federal financial reports (SF-425) and semi-annual programmatic reports in JustGrants.

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 Application Resource Guide](#).

### Information Regarding Potential Evaluation of Programs and Activities

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

## Federal Award Information

### General Guidance for Federal Award

Total number of awards BJA expects to make: 1  
Maximum dollar amount for each award: \$1,100,000  
Total amount to be awarded under solicitation: \$1,100,000  
Period of performance start date: November 4, 2020  
Period of performance duration: 14 months

### Awards, Amounts and Durations

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

\$1,100,000.00

### 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](#) information on Pre-agreement Costs (also known as Pre-award Costs).

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

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

## **Costs Associated with Language Assistance (if applicable)**

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

## **Eligibility Information**

For eligibility information, see the title page.

## **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)**

### **Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov**

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 organizations legal name and address.

## **Proposal Abstract**

A proposal abstract (no more than 400 words) summarizing the proposed reimbursement project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, must be completed in the JustGrants web-based form. It should provide a description of the applicant’s request for funding and summarize the project’s goal and objectives, providing a nexus between the project’s activities and President-elect security.

## Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The following sections must be included as part of the proposal narrative:

### a. Description of the Issue

- Describe the extraordinary law enforcement activities as they related to providing security for the President-elect during the transition period.
- List each agency covered by the application.
- Refer to the existence of any and all agreements and/or memorandums of understanding (MOUs) that were enacted to establish the security-related activities.

### b. Project Design and Implementation

Provide a broad statement that conveys how the applicant intends to reimburse specific law enforcement and related President-elect security costs. This section of the proposal narrative must outline the specific goal of the project and explain how it will be accomplished. The project's objectives are specific, quantifiable statements of the desired results of the program and should be clearly connected to the activities identified in the preceding section.

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 that will support the project as well as any other federal, state, or private foundation grants.

### c. Capabilities and Competencies

Describe the roles and responsibilities of the project staff and explain the project'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. A list of performance measure questions for this program can be found [here](#).

### 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

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

## Budget and Associated Documentation

### Budget Worksheet and Budget Narrative (attachment)

The applicant will attach the Budget Detail Worksheet and Budget Narrative in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Please be aware that all costs contained in the budget must be approved prior to the award being made. The applicant must provide all cost breakdowns in addition to sufficient justification on how the requested items for reimbursement relate to law enforcement and security that were over and above the cost of normal law enforcement operations and directly attributable to protecting the President-elect.

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet as it relates to President-elect security activities. OJP expects the proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). In addition, in the Budget Narrative, for each covered agency, the award recipient must address the following budget line items:

1. Personnel Overtime: List each employee's name, position, compensation rate, and total number of hours.
2. Provide a brief, one-to-two sentence explanation of the security-related activities engaged in during the transition period.

Direct administrative costs may be charged for up to 5 percent of the total grant award and, if charged, must be clearly delineated in the budget.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

### **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.

### **Disclosures and Assurances**

Applications 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 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://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 11:59 p.m. eastern time on December 14, 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 December 17, 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.

### General Information about Post-Federal Award Reporting 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 2022 Invited to Apply – President-elect Security Assistance Reimbursement Grant Program

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 \$1,000,000

**Eligibility Requirement:** Executive Office of the Governor of Delaware

*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](#), or email at [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

#### **Content of Application Submission**

- Application for Federal Assistance (SF-424)
- 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 Pending Applications (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit Application in JustGrants:*

- Application has been successfully submitted in JustGrants

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

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