

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



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## BJA FY 2022 Invited to Apply - Emergency Federal Law Enforcement Assistance Program 3

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking an application for funding to offset costs in response to the law enforcement emergency that occurred in the City of Waukesha, Wisconsin on November 21, 2021. This program furthers the Department's mission by providing funding for emergency situations in which state and local resources are inadequate to protect the lives and property of citizens and/or to enforce criminal law.

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

The Wisconsin Department of Justice is the eligible applicant for this solicitation. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

### 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](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), 833-872-5175. The JustGrants Service Desk operates 5 a.m. – 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 Jonathan Faley, BJA Associate Deputy Director, by telephone at 202-514-2350 or by email at [Jonathan.Faley@usdoj.gov](mailto:Jonathan.Faley@usdoj.gov).

### **Submission Information**

Applications will be submitted to DOJ using a 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 Resource Website | U.S. Department of Justice \(usdoj.gov\)](#). 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

The Bureau of Justice Assistance is authorized to distribute funds to help offset the costs of an adequate response to an uncommon situation which requires law enforcement, which is or threatens to become of serious or epidemic proportions, and with respect to which state and local resources are inadequate to protect the lives and property of citizens, or to enforce the criminal law.

**Statutory Authority:** 34 U.S.C. §§ 50101-50112; Public Law 115-141, 132 Stat. 348, 420; Public Law 116-6, 133 Stat. 13, 112

### Specific Information

This funding is provided to mitigate the effects of a law enforcement emergency in affected state and local jurisdictions, occurring in or after federal fiscal year 2021. The state must reimburse these jurisdictions in a manner proportionate to the incident and the areas affected.

The application should address the following criteria:

1. **Problem:** The nature and extent of the criminal justice or public safety emergency throughout the state or in any part of a state.
2. **Cause:** The situation or extraordinary circumstances, which produced such an emergency.
3. **Resources:** The availability of state and local criminal justice resources to resolve the problem.

This award may not be used for direct administrative costs. Project activities must be related to overtime and regular salary costs directly incurred during the law enforcement response. By statute, funds may not be used for land acquisition, to supplant state/local funds, for civil justice matters (except insofar as such civil justice matters are inextricably intertwined with criminal justice matters), or for federal law enforcement personnel.

### Goals, Objectives, Deliverables, and Timeline

#### Goals

The goal of this program is to mitigate the effects of a law enforcement emergency in affected state and local jurisdictions occurring in or after federal fiscal year 2021.

#### Objectives

The objective is to ensure that the funds will be used to assist with offsetting the costs related to the law enforcement emergency that occurred in the City of Waukesha, Wisconsin on November 21, 2021.

#### Deliverables

Once the award is accepted, the award recipient must submit quarterly financial status (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 Proposal Narrative.

#### 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: \$150,000  
Total amount to be awarded under solicitation: \$150,000  
Period of performance start date: November 21, 2021  
Period of performance duration: 12 months

### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

### **Awards, Amounts and Durations**

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

\$150,000.00

### **Types of Awards**

BJA expects to make the award under this solicitation as a grant. 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.

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 subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s state appears on the SPOC list, the applicant must contact the state SPOC to find out about, and comply with, the state’s process under E.O. 12372. In completing the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. (An applicant whose state does not appear on the SPOC list should answer question 19 by selecting the response that the: “Program is subject to E.O. 12372 but has not been selected by the State for review.”).

## 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 project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form.

## Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered.

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 to be addressed by this project.
- b. Project Design and Implementation: Describe the project and how it will be accomplished.
- c. Capabilities and Competencies: Describe the roles and responsibilities of 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 at [BJA Performance Measures Semiannual Narrative Questions \(ojp.gov\)](https://www.ojp.gov/BJA-Performance-Measures-Semiannual-Narrative-Questions).

**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 EFLEA goals, objectives, deliverables and timelines in the JustGrants web-based form.

**Budget and Associated Documentation**

See Budget Preparation and Submission Information in the [OJP Grant Application Resource Guide](#).

Direct administrative costs may not be deducted from this award. Project activities must be related to overtime and regular salary costs directly related to the law enforcement response.

Please be aware that BJA must approve all costs contained in the budget prior to the award being made. All cost breakdowns must be provided and there must be well documented justification given for how the requested items relate to law enforcement and security costs.

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Worksheet as they relate to law enforcement activities. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary or how technology and collaboration with outside organizations could be used to reduce costs without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget 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 Worksheet, the Budget Narrative should be broken down by year.

**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)**

The applicant 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)**

The applicant 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**

The application will complete the following disclosures and assurances.

**Disclosure of Lobbying Activities**

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**

The applicant 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**

The applicant 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, the applicant will submit the Applicant Disclosure and Justification 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**

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

The applicant will submit the **full application** including attachments in JustGrants at [JustGrants Resource Website | U.S. Department of Justice \(usdoj.gov\)](#).

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 8:59 p.m. eastern time on Thursday, February 17, 2022. 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 8:59 p.m. eastern time on Wednesday, February 23, 2022. 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 them to be consistent 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 Principal Deputy 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 invited guidance 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**

The award recipient will be required to submit certain reports and data.

**Required reports.** Recipients typically must submit quarterly financial reports, semi-annual progress report, 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 the 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 - Emergency Federal Law Enforcement Assistance Program 3**

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
- Select the 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](#)

*Overview of Post-Award Legal Requirements:*

Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements -](#)

[FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

*Scope Requirement:*

- The federal amount requested is within the allowable limit of \$150,000.

*Eligibility Requirement:* Wisconsin Department of Justice

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

### **Content of Application Submission**

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

*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