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

BJA FY 23 National Center on Restorative Justice

Assistance Listing Number #   16.030

Grants.gov Opportunity Number: O-BJA-2023-171645

Solicitation Release Date: March 06, 2023 1:00 PM ET

Step 1: Application Grants.gov Deadline: May 01, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: May 10, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications to manage the National Center on Restorative Justice, which seeks to educate, train, and build knowledge on restorative justice approaches, principles, and their application to criminal justice and community safety. This program furthers the DOJ's mission by supporting the learning and dissemination of restorative practices that improve justice system outcomes, reduce recidivism and improve accountability, increase access to justice, support crime victims, and build trust between law enforcement and the community.

This solicitation incorporates guidance provided in the OJP Grant Application Resource Guide which provides additional information for applicants to prepare and submit applications to OJP for funding. **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

Accredited universities of higher education

Accredited law schools

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.

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at https://www.grants.gov/web/grants/register.html. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on

Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the "How To Apply" section in the OJP Grant Application Resource Guide and the JustGrants website for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

Contents

Program Description

Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community.

With this solicitation, the Bureau of Justice Assistance seeks to fund an accredited university of higher education or law school to manage and expand the work of the National Center on Restorative Justice (NCRJ), with the overall purpose to educate, train, and build knowledge on restorative justice (RJ) approaches, principles, and their application to criminal justice and community safety. This includes educating and training the next generation of justice leaders on the use of restorative justice within, or in alignment with, criminal justice systems.

Statutory Authority

Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4534)

Specific Information

The purpose of BJA's NCRJ is to invest in and coordinate projects that will:

1. Educate and train the current and next generation of juvenile and criminal justice leaders, engage and challenge undergraduate, graduate, and law students to broaden their understanding of criminal justice systems and restorative justice approaches, and support the development of training and curricula to serve restorative and criminal justice practitioners in the field.

2. Conduct research focused on restorative justice principles and practices. This research should include scanning the field to track restorative justice practices and innovation, assessing how best to provide direct services that address social inequities through the use of these concepts, and the impact of RJ approaches to address public safety and increase access to key services that reduce criminal justice involvement, such as simultaneous access to substance use disorder treatment, higher education, and recovery support. This may include a combination of approaches, including conducting research and evaluations, identifying gaps in research, and translating research in the area of restorative justice, including supporting researcher–practitioner partnerships.

BJA oversees a large and active portfolio of training and technical assistance (TTA). Because this award will be made as a cooperative agreement, BJA staff and leaders will manage the award in close consultation with the awarded TTA provider, using the following principles as guidance:

> **Informed by data, the needs of the field, and research to provide efficient and consistent delivery of services**, TTA partners will actively gather input from grantees and the field and data on relevant crime issues to inform the approach and the TTA plan's feasibility. Any proposed approaches will employ adult learning theory and research on effective practices, and they should leverage technology to enhance

the quality of services.

To reach members of the field where they are and reach a broader audience, TTA partners will ensure that their TTA strategies are fair, flexible, and can be useful for persons and agencies with varying levels of capacity and experience. TTA partners will have a diverse team of members who can effectively work with the field and bring creative ideas to expanding the impact of BJA's TTA.

To assess the TTA's impact and make refinements to better accomplish their goals, TTA partners will have a plan to ensure their TTA strategies are implemented with fidelity, and they will assess how well those being served are engaged and applying what is learned. The partners will evaluate the intended outcome to make refinements to their approach.

By anticipating BJA processes and approvals to proactively manage and share updates and current and relevant information with the field. TTA partners will use a proactive project management approach to ensure the planning and problem solving to accomplish goals and to ensure BJA and those being served aware of status, is coordinated closely with other BJA partners, and ensures effective use of funds. In addition, the TTA partners must make all resources available to the field and proactively market their resources.

This program will include a subaward program component, which is a subaward program made through a competitive selection process whereby the direct recipient (selected TTA Provider) subawards federal funding to a select group of subrecipients. Under this framework, the direct recipient TTA provider will deliver ongoing training and technical assistance to the subrecipients to ensure their successful implementation and to help them build their capacity to conduct this work.

BJA recognizes that smaller entities and those inexperienced in federal grant programs may not have the resources to develop competitive grant proposals relative to large agencies. Smaller entities may also face challenges with direct awards and the fiscal, reporting, and other compliance requirements. Therefore, the NCRJ subaward strategy will assist these entities by providing them with a more flexible, streamlined method to access federal funds. OJP expects substantial involvement between OJP and the direct recipient, and as such, will make awards via cooperative agreements.

Goals, Objectives, and Deliverables

Goals

The primary goals of the National Center on Restorative Justice are to: (1) educate and train the next generation of juvenile and criminal justice leaders, including restorative justice practitioners and (2) advance research related to restorative justice.

Objectives

An applicant should address all the objectives that are relevant to their proposed program/ project in the Goals, Objectives, Deliverables and Timeline web-based form.

To improve criminal justice policy and practice in the United States, the applicant must address the following objectives:

Development and delivery of educational and training curricula designed to broaden the

understanding of justice systems and restorative approaches through a degree program, a summer term institute, or brief training courses, while also encouraging access to restorative justice practitioners and educational opportunities for those who are under supervision or incarcerated.

Conducting research focused on restorative justice principles and practices, including how best to provide direct services that address social inequities through use of these concepts and measuring the impact of restorative justice approaches on public safety and increase access to key services that reduce criminal justice involvement, such as simultaneous access to substance use disorder treatment, higher education, and recovery support.

Deliverables

The deliverables should be directed toward the continuation, expansion, and enhancement of RJ practices that can be used at different stages and settings of the criminal justice system, including police interactions with the community, victim assistance and engagement, and court processes and correctional settings. The selected TTA provider will help support the expansion of a RJ network to engage community-based organizations in local RJ research and work, expand training for grassroots organizations, and support special projects. This will include coordination with other BJA-funded projects where RJ can assist in enhancing approaches such as community-based and diversion programs, problem-solving courts, and corrections.

The TTA provider will deliver the following:

Develop relevant training modules for criminal justice stakeholders such as law enforcement, prosecutors, defense counsel, judiciary and court administrators, corrections and community leaders.

Develop an intensive training and technical assistance for criminal justice agencies looking to implement restorative justice practices that include a cadre of subject matter experts who can be deployed to the field.

Explore a strategy to translate RJ curricula to underserved communities, including through partnerships with historically black colleges and universities (HBCUs), tribal colleges, and other academic institutions serving these communities.

Subaward at least $500,000 to criminal justice agencies, stakeholders, and community-based non-profit organizations to plan for and/or establish RJ programs. The TTA provider will partner with OJP to develop and host a pre-application solicitation webinar for subaward applicants. This webinar will fully explain the purpose of the subaward program, define allowable and unallowable costs, and describe the financial and programmatic reporting requirements.

Expand the existing research portfolio to build knowledge on how restorative justice can address social inequities and enhance fair and just outcomes.

The selected provider will engage the field in order to help build its capacity to understand and address the topics outlined in this solicitation. As part of this work, they will develop resources for the areas of expertise outlined in this solicitation for the field at large, including to:

Build an approach that is responsive to the needs of the field which:

Assesses their needs and develops strategies to expand awareness and build

skills and knowledge. Creates work plans based on the goals outlined in its application. The work plan should be presented to BJA staff and include tools such as spreadsheets or online dashboards to track the execution of key tasks.

Anticipates, quickly identifies, and addresses challenges that arise during completion of the deliverables. When challenges arise, engages in strategies like case conferencing to harness the collective knowledge of staff and partners.

Includes in all training funded by BJA a mechanism for pre- and post-testing of knowledge and other impact assessments.

Build and maintain sufficient technical skill sets and experience to effectively complete the tasks under the award, including:

A bench of vetted local and national subject matter experts, (practitioners, academics) whose expertise and experience may additionally be accessed, as needed.

A set of diverse staff, academic partners, researchers, trainers and/or subject matter experts that reflect a mix of experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.

A diverse set of providers, models, and/or subject matter experts with the skills to ensure culturally responsive programming for those who are in the criminal justice system who would benefit from the TTA strategies and related interventions.

Knowledge of and a plan to manage BJA's approval and reporting processes including for conferences, training for the field, publications, and online tools.

With BJA's approval, assign experts and report on and monitor the TTA services they provide. Their roles will vary across engagements, so the TTA provider must develop protocols to define the scope of the subject experts' roles when needed (e.g., trainer, development of a product, participating in webinars).

Participate in active, ongoing collaboration and cross-organizational coordination, including:

Coordination in local jurisdictions. The TTA provider must be both aware of and in touch with other key, overlapping initiatives and TTA providers in the jurisdictions in which it is providing assistance.

Coordination with federal partners. The TTA provider must serve as a coordinator with federal partners and support strategies as defined in collaboration with BJA staff.

Coordination across interest groups. The TTA provider must develop regular meetings (e.g., quarterly stakeholder meetings, annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, and special interest groups (e.g., peer support community).

Develop a strategy to share information in response to requests from practitioners and the field, in consultation with BJA. In consultation with BJA, design a process to

evaluate requests, triage them, and respond to them efficiently and effectively, then produce regular (i.e., quarterly) written reports that summarize the support provided.

Serve as a thought leader and information clearinghouse for relevant research and best practices. All products must be 508 compliant. The provider must:

Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks.

Convene practitioner learning communities, based on their respective projects/ programs, to explore best practices and lessons learned.

Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

Proactively build field knowledge and capacity. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. The provider must also review trends from requests and TTA needs assessments, and then propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.

Prepare and submit end-of-year annual reports, in addition to other required reporting. The template will be provided and submitted for BJA review. The report will include best practices and success stories, including site-based activity. These reports are on the calendar year and the first one is due Jan 31, 2025.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for 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 projects and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the OJP Grant Application Resource Guide section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards
1

Anticipated Maximum Dollar Amount of Awards
$3,000,000

Period of Performance Start Date	**Period of Performance Duration (Months)**
10/1/23	48

Anticipated Total Amount to be Awarded Under Solicitation
$3,000,000

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 the award-funded work's progress, when making continuation award decisions.

Availability of Funds

This solicitation, and awards 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.

Type of Award

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide for additional information.

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. See the OJP Grant Application Resource Guide for additional information.

Budget Information

Applicants should consider the most effective and efficient ways for reaching the field in proposing approaches to the work.

Applicants should become familiar with the rules and timelines for conference cost approval and reporting, and the applicant should reflect sufficient time and resources to complete these approvals on a timely basis.

This program includes a subaward component, whereby the direct recipient is required to comply with all federal subaward requirements as described in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200 (including, but not limited to, the sections on "Subrecipient Monitoring and Management" contained in Subpart D and audit requirements applicable to subrecipients contained in Subpart F) and the OJP Financial Guide.

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 the 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.

Unmanned Aircraft Systems

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match requirements, see the "Federal Award Information" section.

Notice regarding law enforcement agencies: 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 eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit https://cops.usdoj.gov/SafePolicingEO to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Time Task Plan

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

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

The SF-424 must be submitted in Grants.gov. It 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 8F of the SF-424, please include the name and contact information of the individual **who will complete the application 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 (E.O.) 12372. In completing the SF-424, an applicant is to answer question 19 by selecting "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. The applicant will need to review the Standard

Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the OJP Grant Application Resource Guide for an example of a proposal abstract. The applicant should include the following:

> Applicant's name and the project's title
>
> Dollar amount requested
>
> Summary of the project's goals and objectives
>
> Proposed key partners on the project

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 font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Description of the Issue

> Describe the need for education and training on restorative justice principles and practices and how this work can prevent crime, enhance public safety, and increase access to justice and services.
>
> Describe how training can address these needs, including at accredited universities of higher education and/or law schools.
>
> Describe how curricula will be developed to broaden understanding of justice systems and restorative approaches through coordinated training and collaboration with academic, restorative justice, and criminal justice partners.
>
> Describe the current state of available restorative justice curricula at HBCUs, tribal colleges, and other institutions serving underserved populations.
>
> Describe the educational and training needs of those in the criminal justice system or incarcerated, with a focus on restorative justice.
>
> Describe the current state of research and knowledge on restorative justice. Describe any gaps or areas of needed research or knowledge that need to be addressed to satisfy

this solicitation's goals and objectives. Using a restorative justice lens, describe how this research would also enhance understanding of how best to provide direct services to address social inequities such as access to substance use disorder treatment, higher education, and recovery support services. Describe how the project will support research and evaluation of restorative justice efforts, including assessments of the impact on attitudes and recidivism, as well as the costs associated with expanded restorative justice education for students, professionals, and incarcerated individuals.

b. Project Design and Implementation

Describe how the applicant will identify, assess, develop, and deliver training and educational curricula that broaden understanding of justice systems and restorative approaches. Describe the mechanisms to accomplish this such as degree programs, summer programs, short courses, and/or other adult learning processes.

Discuss how technology and online learning will be leveraged to expand access to training and curricula.

Demonstrate how the applicant will include persons under criminal supervision or who are incarcerated.

Describe how this work will be expanded to serve a larger group, including students at HBCUs and tribal colleges.

Provide specific information on the materials to be developed.

Provide a timeline for the completion of the development and implementation of courses and any potential knowledge transfer to public safety entities.

Describe how the applicant will support the restorative justice network across BJA's partners, programs, and the field to engage national, local, and community-based organizations in NCRJ's RJ training, research, and work to expand this work's reach and impact.

Describe the approach to support or lead research activities focusing on restorative justice, including defining the prominent RJ applications being used in the justice system today, summarizing the findings on the effectiveness of specific RJ approaches in reducing recidivism, and promoting other positive outcomes for victims and offenders. (No more than 30 percent of total grant funds may be used for research/evaluation.)

Detail how the applicant will achieve the deliverables listed in the "Project-specific Information" section. Describe the objectives and identify strategies for designing and achieving each program deliverable.

Describe the methods the applicant agency plans to use and how it will ensure integrity of data and processes, including compliance with Institutional Review Boards (IRB) and privacy and human subjects protections.

Describe the process for an independent review of research methods and reports.

c. Capabilities and Competencies

Clearly articulate the applicant's history of involvement with the development and/or implementation of programs designed to accomplish the goals and objectives of this solicitation.

Illustrate the ability to effectively manage different types of education models, including degree programs, short courses, and/or summer institutes.

Clearly outline the applicant organization's ability to develop, support, and/or oversee an approach to research that will focus on how best to build restorative justice knowledge, consistent with the requirements of this solicitation.

Describe the management structure, staffing, and in-house or contracted capacity to effectively manage NCRJ.

Include the résumé(s)/curriculum vitae of key project staff demonstrating relevant experience.

The management and organizational structure should match the staffing needs necessary to accomplish the tasks outlined in the project task timeline.

Describe any partners, their roles, and how the applicant will work with them to accomplish NCRJ's objectives and deliverables.

Fully describe the applicant's capabilities to administer a subaward program, including, but not limited to, pre-award activities such as solicitation development and posting, stakeholder outreach, receipt and processing of applications, programmatic and financial review of applications, scoring criteria and application evaluation, and award notification. Further, the applicant must demonstrate the ability to administer subawards, including providing ongoing TTA to subrecipients, reviewing financial and performance reports, collecting and reporting performance reports from the subrecipients, and maintaining adequate records management. The requirements for subrecipient monitoring are described in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200 (including, but not limited to, the sections on "Subrecipient Monitoring and Management" contained in Subpart D and audit requirements applicable to subrecipients contained in Subpart F) and the OJP Financial Guide.

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

Describe the process for measuring program performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program's impact. Describe the process to accurately report the implementation findings and, specifically, the impact of the solution on criminal justice operational practices.

Applicants should identify and describe both the outputs and outcomes they anticipate as a result of their proposed implementation strategy and a process for measuring them.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some

measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at https://bja.ojp.gov/ performance-measures/tta-deliverable-performance-metrics.pdf.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. Bureau of Justice Assistance will provide further guidance on the post-award submission process, if the applicant is 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 in the "Note on Project Evaluations" section in the OJP Grant Application Resource Guide.

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the Application Submission Job Aid for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measureable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the Complete the Application in JustGrants – Budget training.

Note: No more than 30 percent of total grant funds may be used for research/evaluation.

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

See the section on Costs Requiring Prior Approval in the <u>DOJ Grants Financial Guide Post Award Requirements</u> for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the <u>OJP Grant Application Resource Guide</u> for more information on indirect costs.

Consultant Rate

See the <u>DOJ Grants Financial Guide</u> for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the <u>OJP Grant Application Resource Guide</u> for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over $250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the <u>OJP Grant Application Resource Guide</u> for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this solicitation are not required to provide this disclosure.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Timeline Form

A time task plan is required and should outline when the objectives will be met over the program period. It must summarize the major activities, responsible parties, and expected completion

dates for the principal tasks required to implement and manage the National Center on Restorative Justice.

Letters of Support

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted by two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet the project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement, (2) scope of the direct service(s) and other work to be performed under the agreement, and (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

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. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the OJP Grant Application Resource Guide.

Subaward Policies and Procedures

Applicants are required to submit, as an attachment, written policies and procedures for administering a subaward program that include:

A detailed description of the competitive selection process, including information on their process for announcing the request for proposals (e.g., posting a solicitation notice on its website, invitations via email or traditional mail, advertisements, etc.), stakeholder outreach such as webinars, application receipt and processing, programmatic and financial review of applications, evaluation and scoring criteria, and award notification.

A description of how they will monitor subrecipients that, at a minimum, must include a plan for (a) reviewing financial and performance reports submitted by the subrecipients, (b) following up and ensuring the subrecipients act to address deficiencies found through audits, onsite reviews, and other means, and (c) issuing a management decision based on the audit findings pertaining to the subawards.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the OJP Grant Application Resource Guide for additional information.

DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the OJP Grant Application Resource Guide for additional information.

Applicant Disclosure of Duplication in Cost Items

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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the OJP Grant Application Resource Guide for additional information.

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award 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; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the OJP Grant Application Resource Guide for additional information.

How to Apply

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

Submission: Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

Step 1: After registering with SAM, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline**. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F

of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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** must be submitted in Grants.gov by May 01, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by May 10, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented application submission.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

An applicant experiencing technical difficulties must contact the associated service desk indicated below to report the technical issue and receive a tracking number:

- SAM.gov - contact the SAM Help Desk (Federal Service Desk), Monday – Friday from 8

a.m. to 8 p.m. ET at 866-606-8220.

- Grants.gov - contact the Grants.gov Customer Support Hotline, 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants - contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded),
- include an attachment of the complete grant application and all the required documentation and materials,
- include the applicant's Unique Entity Identifier (UEI), and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the OJP Grant Application Resource Guide.

Application Review Information

Review Criteria

Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (35%)- evaluate the adequacy of the proposal,

including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (35%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - 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).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

In addition, OJP's application review criteria will focus on the applicant's technical and programmatic capacity to successfully accomplish the goals of the subaward program. The application review criteria will underscore the importance of an applicant's ability to administer a subaward program by giving additional weight to the "Capabilities and Competencies" section of the review criteria. This emphasis will be further highlighted in all peer review materials (e.g., peer review checklist, instructions, etc.) and during the OJP-led peer reviewer panel orientation.

Review Process

Applications submitted under this solicitation that meet the 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 review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- 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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant entity.

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 consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 the 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 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 more information.

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the "Program Description" section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance 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 measure data.

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the 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 the 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.

Performance Measures

https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf

Application Checklist

BJA FY 2023 National Center on Restorative Justice

This application checklist has been created as an aid in developing an application. For more information, reference the OJP Application Submission Steps in the OJP Grant Application Resource Guide and the DOJ Application Submission Checklist.

Pre-Application

Before Registering in Grants.gov:

- Acquire or renew your Entity's System Award Management (SAM) Registration Information (see OJP Grant Application Resource Guide)

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see OJP Grant Application Resource Guide)

- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see OJP Grant Application Resource Guide)

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)

- Access the funding opportunity and application package (see Step 7 in the 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 https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8 (see OJP Grant Application Resource Guide)

Review the Overview of Post-Award Legal Requirements

- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards" in the OJP Funding Resource Center.

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of $3,000,000.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1
Submit the **SF-424** and **SF-LLL** in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- a submission receipt

- a validation receipt

- a grantor agency retrieval receipt

- an agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov customer support, or support@grants.gov regarding technical difficulties (see OJP Grant Application Resource Guide)

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

- **Budget Web-Based form***
- 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

- 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***

- Subaward Policies and Procedures

- Letters of Support (if applicable)

- Résumés of key personnel (if applicable)

- List of procurement contracts (if applicable)

- Organizational chart (if applicable)

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 Assurances (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)

*****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.

- Correct validation errors, if necessary, and then return to the "Certify and Submit" screen to submit the application. Access the Application Submission Validation Errors Quick Reference Guide for step-by-step instructions to resolve errors prior to submission.

- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the "bell" alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received:

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the OJP Grant Application Resource Guide for additional information.

Standard Solicitation Resources

OJP Grant Application Resource Guide provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

DOJ Grants Financial Guide serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

JustGrants Resources Website is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions and sign-up for the JustGrants Update e-newsletter.

JustGrants Application Submission Training Page offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists and other resources to help applicants complete an application.

Virtual Q&A Sessions are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.