

BUREAU OF JUSTICE ASSISTANCE

THE FEDERAL FUNDING PROCESS: THE FIRST STEPS TO APPLYING, HOW TO PREPARE NOW, & OTHER CONSIDERATIONS

February 9, 2023
10:30 am – 12:00 pm ET



BJA
Bureau of Justice Assistance
U.S. Department of Justice

THE FEDERAL FUNDING PROCESS:

THE FIRST STEPS TO APPLYING, HOW TO PREPARE NOW, & OTHER CONSIDERATIONS

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U.S. Department of Justice



Agenda

I. Overview of Funding Opportunities

I.OJP and BJA

II. Grant Life Cycle Overview

II. JustGrants

I. Transition to JustGrants System

II. Entity Onboarding, Application Submission, and Award Acceptance

III. Key Steps to Completing Your Application

I. How to Read a BJA Solicitation

II. Key Steps to Completing your Application

III. Understanding the Peer Review Process

IV. Question and Answer Session



Learning Objectives

- Help prospective BJA applicants prepare for the FY 2023 funding season.
- Review how to prepare and successfully submit an application in Grants.gov and JustGrants.
- Review how to find the critical elements of a solicitation.
- Share tips for developing a budget.
- Review how the peer review process works.
- Review how attendees can stay connected.

What is the Office of Justice Programs?

- The Office of Justice Programs (OJP) provides grant funding, training, research, and statistics to the criminal justice community.
- OJP is one of three grant-making components of the Department of Justice along with the Office on Violence Against Women (OVW) and the Office of Community Oriented Policing Services (COPS).

Office of Justice Programs

BJA - Bureau of Justice Assistance

BJS - Bureau of Justice Statistics

NIJ - National Institute of Justice

OVC - Office for Victims of Crime

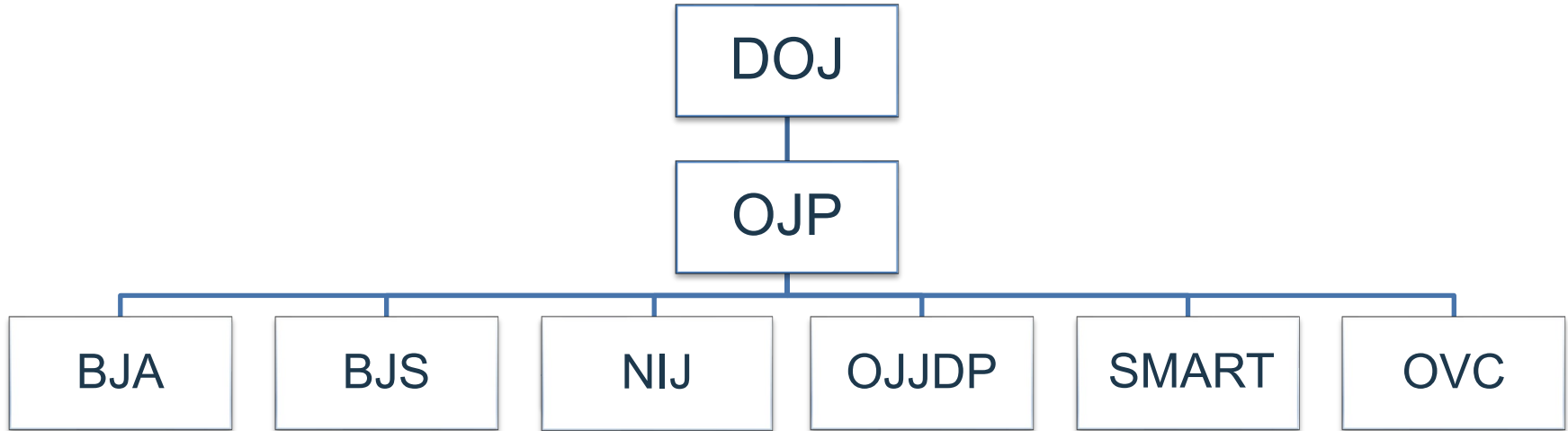
OJJDP - Office of Juvenile Justice and Delinquency Prevention

SMART - Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking

OJP Bureaus and Offices



BJA
Bureau of Justice Assistance
U.S. Department of Justice





U.S. Department of Justice Bureau of Justice Assistance

Mission: BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support state, local, and Tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement, and promote a safe and fair criminal justice system.



Bureau of Justice Assistance
U.S. Department of Justice

<https://bjaojp.gov>





**BJA Director
Karhlton F. Moore**

Appointed by President Biden in February 2022, Director Moore leads BJA's programmatic and policy efforts on providing a wide range of resources, including training and technical assistance, to law enforcement, courts, corrections, treatment, reentry, justice information sharing, and community-based partners to address chronic and emerging criminal justice challenges nationwide.

Policy Office

provides national leadership to criminal justice organizations that partner with BJA to identify effective program models for replication and infuse data-driven, evidence-based strategies into operational models, practices, and programs.

Programs Office

administers state, local, tribal, and territorial grant programs. It acts as BJA's direct line of communication to states, local jurisdictions, territories, and tribal governments by providing customer-focused grants management support and careful stewardship over federal funds.

Operations Office

coordinates all communication, formulates and executes the budget, manages contracts, measures grantees' performance, and provides administrative support to BJA.

Public Safety Officer Benefits Office

provides death and education benefits to survivors of fallen law enforcement officers, firefighters, and other public safety officers, and disability benefits to officers catastrophically injured in the line of duty.



Five Major Strategic Focus Areas

Improve public safety through measures which build trust with the community and ensure an effective criminal justice system

Reduction in recidivism and prevention of unnecessary confinement and interactions with the criminal justice system

Integration of evidence-based, research-driven strategies into the day-to-day operations of BJA and the programs BJA administers and supports

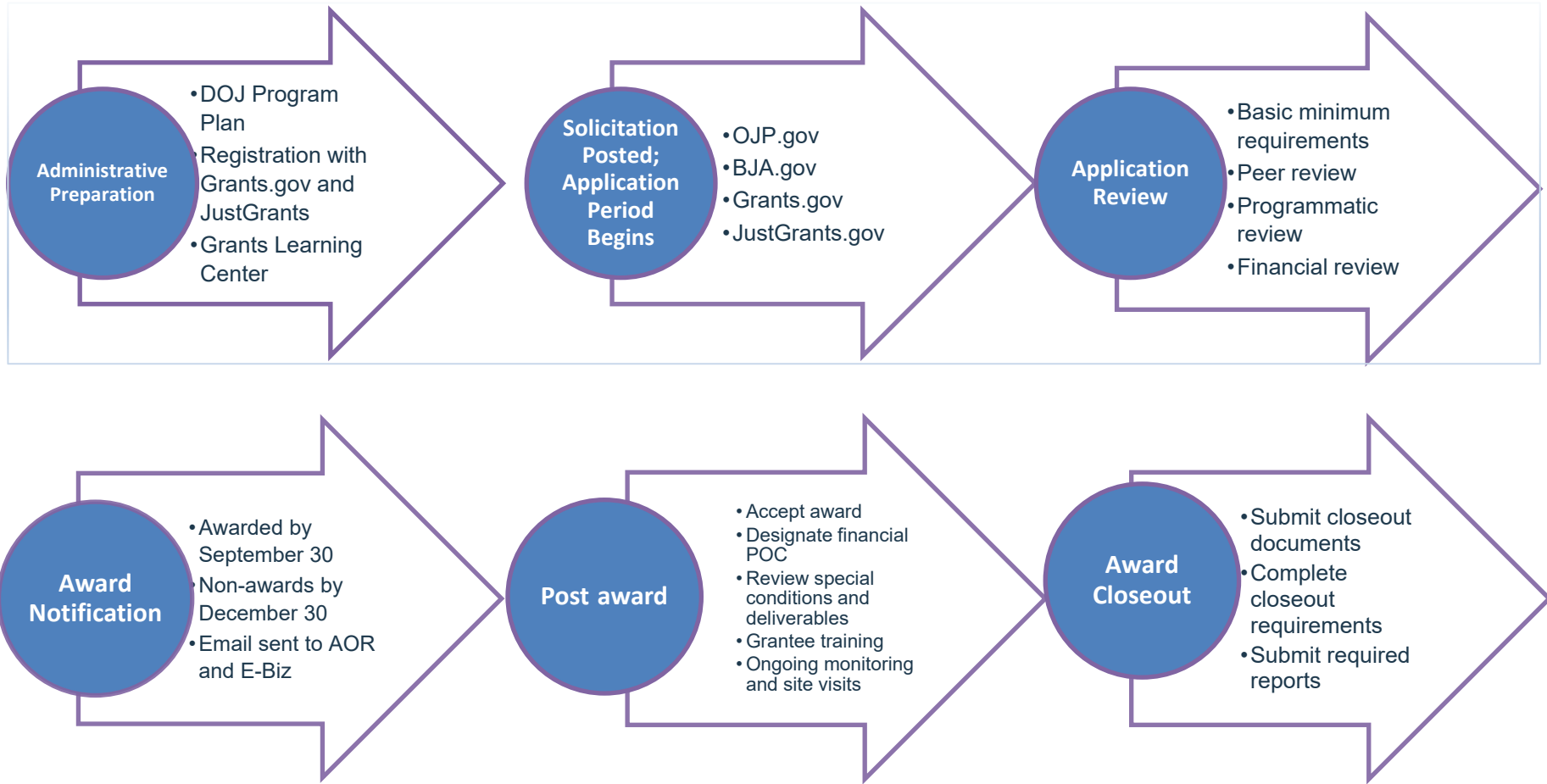
Increasing program effectiveness with a renewed emphasis on data analysis, information sharing, and performance management

Ensuring organizational excellence through outstanding administration and oversight of all of BJA's strategic investments

Grant Life Cycle



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Transition to JustGrants

DOJ's Grants Management and Payment Systems

On October 15, 2020, DOJ's grantmaking components — OJP, OVW, and COPS — launched new grantmaking and payment systems, JustGrants and ASAP.

These systems are intended to offer the user an improved, seamless experience.



JUSTgrants
JUSTICE GRANTS SYSTEM

**GMS and GPRS
Transitioned to
JustGrants and ASAP**

JustGrants

The Goal: Improved User Experience

- Offers a streamlined end-to-end process, allowing applicants and grantees to move seamlessly through the full grants management lifecycle.
- Gives applicants and award recipients new ways to manage their own entity information and users in the system.
- Leverages a shared service payment system to simplify the federal grantee payment user experience and expedite payments.



JUSTGRANTS



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A photograph of four professionals (three men and one woman) sitting around a table in a modern office setting, engaged in a discussion. The image is overlaid with a blue gradient.

JUSTGRANTS
Learning Session

BJA Federal Funding Program

First Steps to Applying, How to Prepare Now, and Other Considerations

February 9, 2023



JUSTgrants.
JUSTICE GRANTS SYSTEM

Agenda

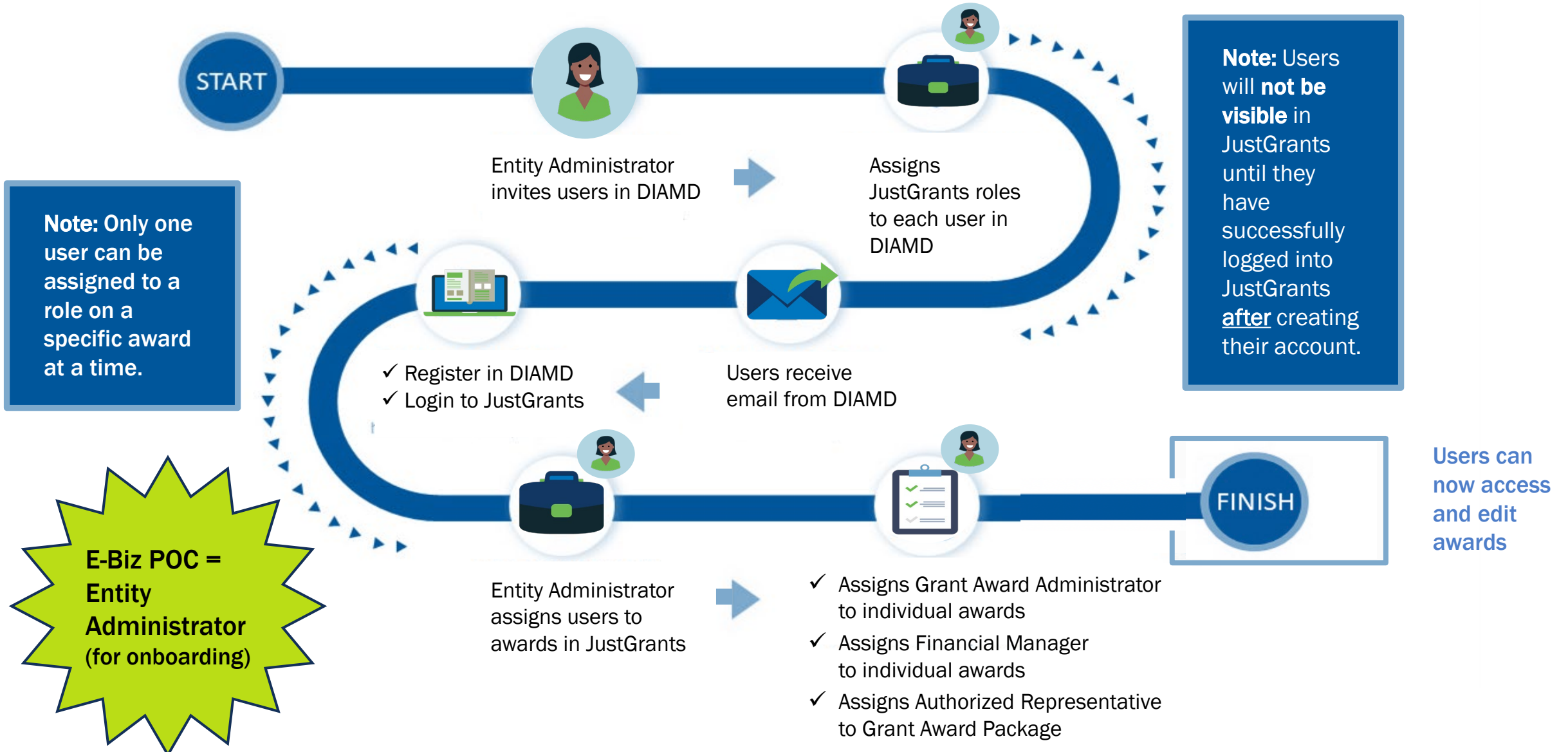
- Entity Onboarding
- Application Submission
- Award Acceptance
- Resources



Onboarding



JustGrants Onboarding



Entity Roles



JustGrants Roles

There are six roles
for applicants and
awardees

ENTITY ADMINISTRATOR



Confirms Entity profile information is current. Manages users and user assignments. Confirms Authorized Representative has proper legal authority to accept or decline an award.

APPLICATION SUBMITTER



Completes and submits applications on behalf of an Entity, including Entity Assurances and Certifications.

AUTHORIZED REPRESENTATIVE



Accepts or declines awards on behalf of an Entity. Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.



GRANT AWARD ADMINISTRATOR

Edits/submit programmatic-related award requirements, including Performance Reports, certain Grant Award Modifications (GAMs), and portions of the Closeout.



ALTERNATE

GRANT AWARD ADMINISTRATOR

Supports the Grant Award Administrator (GAA). Can initiate and submit programmatic-related award requirements, including Performance Reports and GAMs.



FINANCIAL MANAGER

Certifies and submits financial information and all Federal Financial Reports on behalf of an Entity.



Multiple roles can be assigned to a single user.

Application Submission



Application Submission Overview



Applicants have two application submission deadlines. **First:** Grants.gov (submitting the SF-424 and SF-LLL). **Second:** JustGrants.



It's OK to enter preliminary budget or programmatic data in Grants.gov and update later in JustGrants.



A JustGrants submission should include all items as defined in the solicitation.



The application in JustGrants is customized per the requirements of the solicitation. Your application will have specific requests.

Application Submitter (AS)

AS Abilities and Responsibilities

In addition to the Entity Administrator, a new Application Submitter (AS) role in JustGrants has some specific abilities and responsibilities.

- Complete a web-based budget form,
- Complete an application on behalf of an entity, including certifying the information, and
- Submit the application in JustGrants.



Application Submission

Demo



Award Acceptance



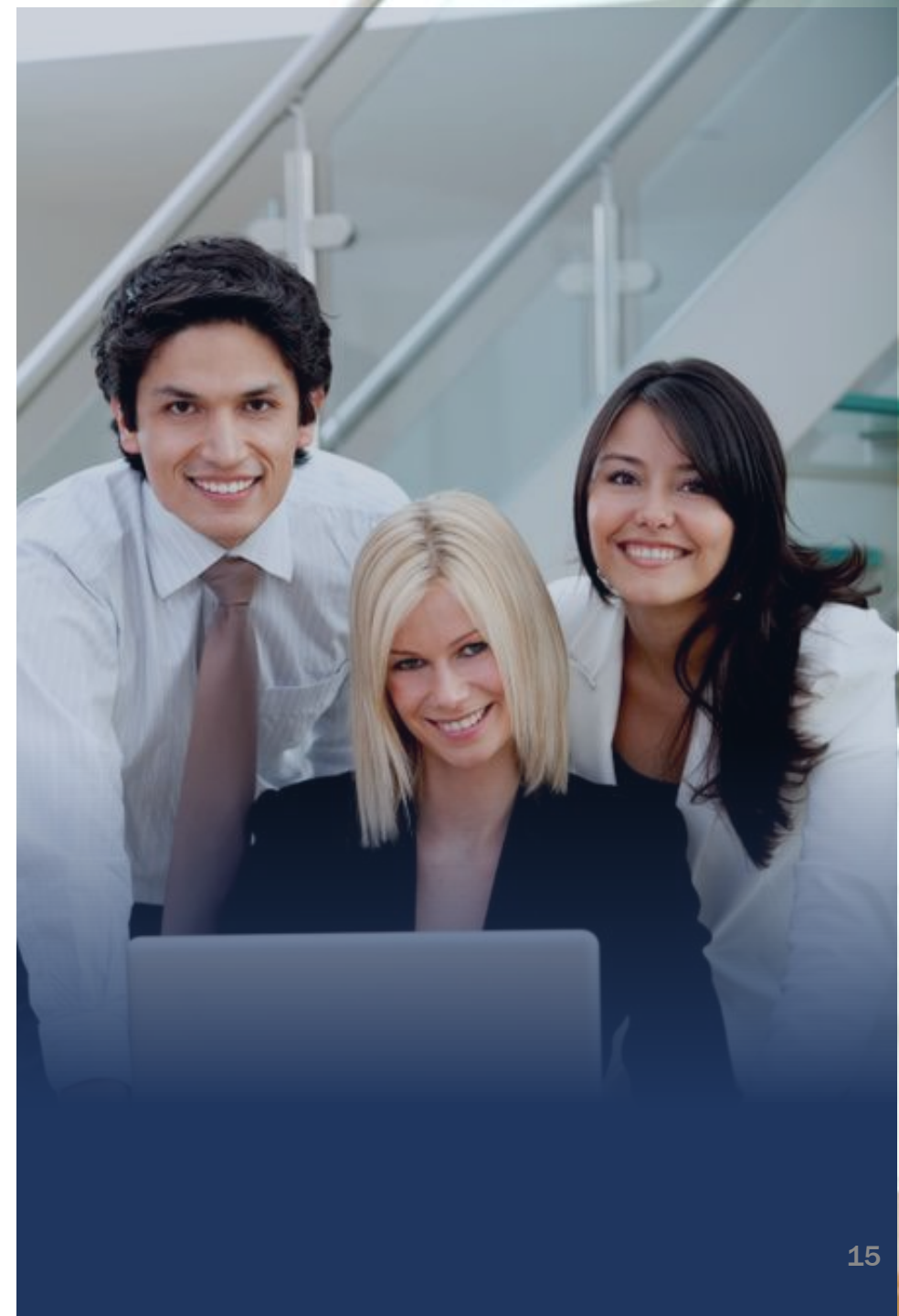
Award Acceptance: Authorized Representative

- Has the authority to accept or decline awards on behalf of an Entity.
- Must have legal authority to enter into contracts, grants, and cooperative agreements with the federal government on behalf of the Entity.
- Must be assigned to the award by the Entity Administrator in order to accept or decline the award.



Award Acceptance: Key Takeaways

- ✓ Prior to accepting an award, the entity administrator must assign a financial manager and a grant administrator.
- ✓ Each Authorized Representative will receive an electronic notification to sign and accept their award.
- ✓ The system-generated award notification email is saved in JustGrants for audit purposes and becomes part of the history of the award.
- ✓ The process of accepting/declining an award no longer requires printing and signing a PDF to accept the award. It is now done electronically by the Authorized Representative(s).



Award Acceptance

Demo



Resources



Resources

- [Justice Grants Website](#): Find more information about JustGrants, including training, resources, and news and updates.
- [Entity User Experience Training and Reference Materials](#)
- [Application Submissions Training and Reference Materials](#)
- [Application Submission JARG](#)
- [Award Acceptance JARG](#)
- [JustGrants User Roles Guide](#)



JustGrants *Technical Support*

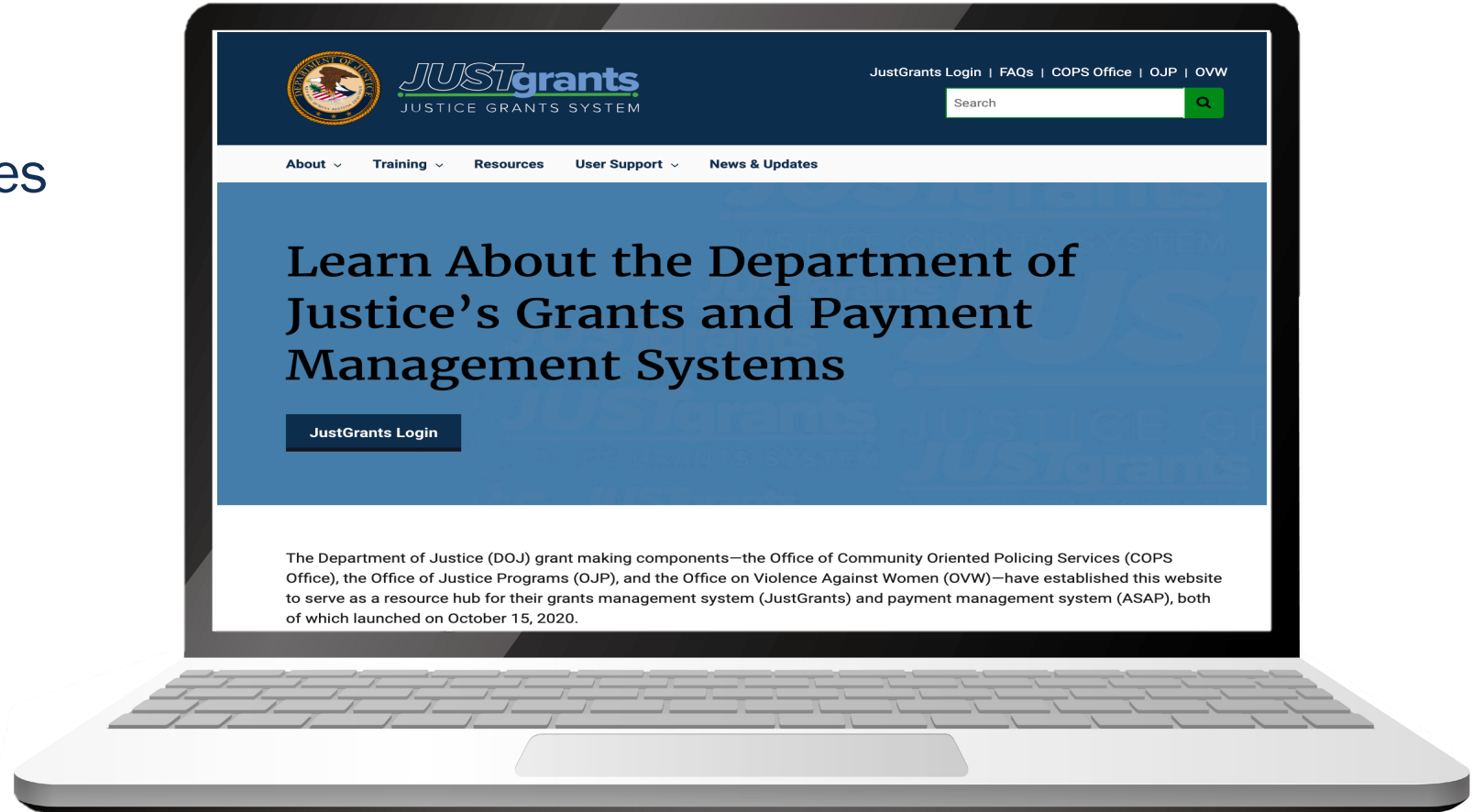
JustGrants technical issues should be sent to JustGrants Technical Support. For ***grant application status*** check the website from the DOJ Managing Offices, COPS, OJP, and OVW

Technical Support	
All other applicants and award recipients	<p>JustGrants.Support@usdoj.gov</p> <p><i>Or</i></p> <p>(833) 872-5175</p> <p><i>Monday – Friday between the hours of 7:00 AM and 9:00 PM Eastern Saturday, Sunday, and Federal holidays from 9:00 AM to 5:00 PM Eastern</i></p>

JustGrants Training

justicegrants.usdoj.gov

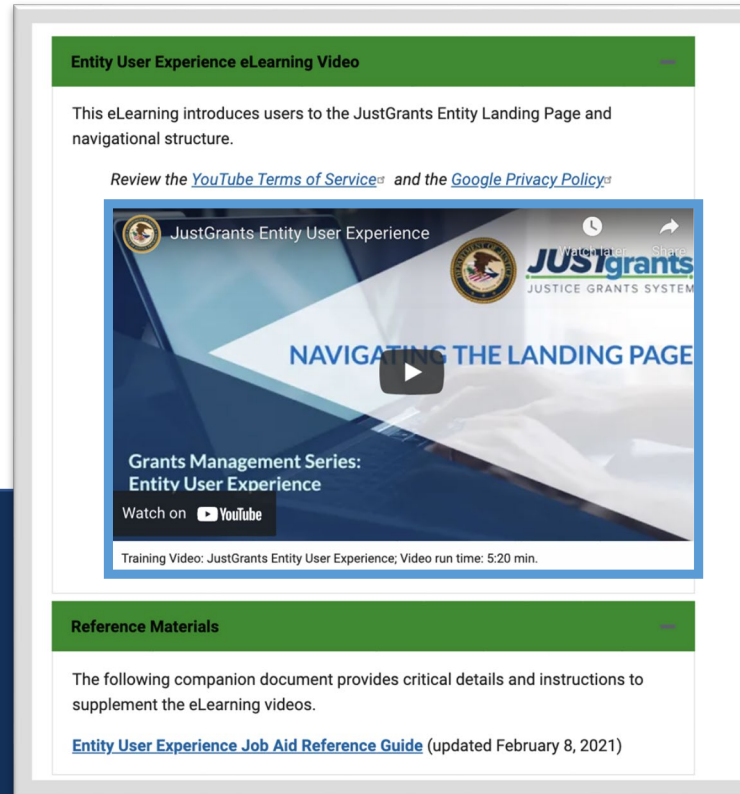
- Job Aid Reference Guides
- Microlearning videos
- Recordings of past sessions
- Frequently Asked Questions (FAQs)
- Glossary terms



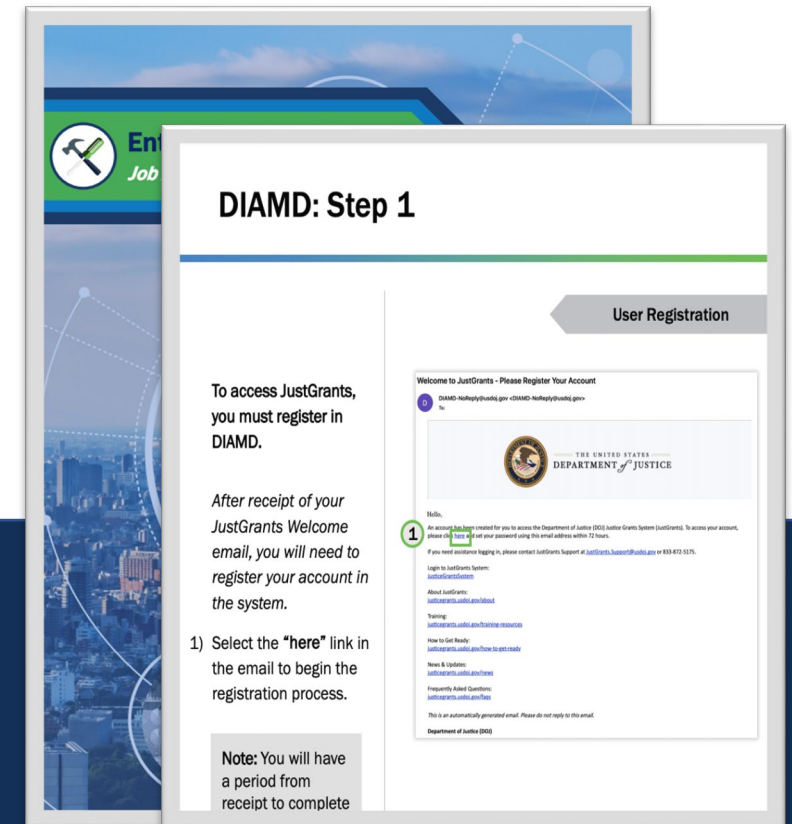
JustGrants Training Resources



Organized by Topics



Micro-learning videos



Job Aid Reference Guides

Upcoming Sessions

JUSTICEGRANTS.USDOJ.GOV/Training/training-virtual-sessions

Post-Award Management: **MONDAYS** from 1:00 PM to 2:30 PM

GEARED TOWARDS: Grant Award Administrators, Entity Administrators, Financial Managers

Entity Management: **TUESDAYS** from 2:00 PM to 3:00 PM

GEARED TOWARDS: Entity Administrators

Application Mechanics: **WEDNESDAYS** from 2:30 PM to 4:00 PM

GEARED TOWARDS: Entity Administrators, Application Submitters, Authorized Representatives

Award Acceptance: **THURSDAYS** from 2:00 PM to 3:00 PM

GEARED TOWARDS: Entity Administrators, Authorized Representatives



Understanding the Solicitation



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Step 1: Ensure that your agency is eligible to apply or that you have a partner agency you can apply with that is eligible. Eligibility is listed on the first page of a solicitation.

Step 2: Ensure that you have enough time to develop your application. The due date is also listed on the first page. Take into account the time required to register to apply, prepare the application, gather the required attachments, and complete any local, state, or tribal review processes.

Important: Applications have two deadlines. The first is in Grants.gov, and the second is in JustGrants.

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

OMB No. 1121-0329
Approval Expires 12/31/2023



FY 22 Office of Justice Programs Community Based Violence Intervention and Prevention Initiative

Assistance Listing Number #	16.045
Grants.gov Opportunity Number:	O-BJA-2022-171282
Solicitation Release Date:	April 19, 2022 2:00 PM
Grants.gov Deadline:	June 16, 2022 8:59 PM
Application JustGrants Deadline:	June 21, 2022 8:59 PM

Eligible Applicants:

Other

Other

For Category 1: CVI Planning and Implementation for Community Based/Tribal Organizations and Category 3: CVI Expansion and Enhancement for Community Based/Tribal Organizations, eligible applicants are limited to:

- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- For-profit organizations including small businesses
- Native American and Alaska Native tribal organizations (other than Federally recognized tribal governments)

For Category 2: CVI Planning and Implementation for City/County/Tribal Governments and Category 4: CVI Expansion and Enhancement for City/County/Tribal Governments, eligible applicants are limited to:

- City or township governments

Understanding the Solicitation (cont.)

Step 3: Read the program-specific section to understand how funds can be used and the intent of the funding agency.

Step 4: Read the rest of the application in its entirety at the beginning so you know what is needed as you prepare your application.

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. OJP's Community Based Violence Intervention and Prevention Initiative (CVIPI) seeks to prevent and reduce violent crime in communities by supporting comprehensive, evidence-based violence intervention and prevention programs, including efforts to address gang and gun violence, based on partnerships among community residents, local government agencies, victim service providers, community-based organizations (CBOs), law enforcement, hospitals, researchers, and other community stakeholders.

BJA is administering OJP's CVIPI, working in partnership with the Office of Juvenile Justice and Delinquency Prevention (OJJDP) and the Office for Victims of Crime (OVC). This collaborative approach will help ensure jurisdictions have access to the expertise to address community violence that involves children, youth, young adults, and adults, both as the individuals responsible for perpetrating this violence and those who are victims of it. As appropriate, awards made under this solicitation may be managed by BJA, OJJDP, or OVC depending on the nature of the funded project.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, 136 Stat. 49, 127.

Specific Information

In May 2021, the Department of Justice released its [Comprehensive Strategy for Reducing Violent Crime](#). One of the features of this strategy is its focus on the benefits of investing in community-based violence prevention and intervention programs, as well as the importance of approaches that intervene to break patterns of violence in the lives of those individuals at the highest risk of engaging in or becoming victims of violence. These intervention approaches, generally carried out by community-based organizations and local government partners, are recognized in DOJ's strategy as highly effective complements to the enforcement of criminal laws. In June 2021, the Biden-Harris Administration outlined a [comprehensive strategy](#) to combat gun violence and other violent crime, which also featured community violence intervention programs as a key element of local strategies.

Community violence intervention (CVI) is an approach that uses evidence-informed strategies to reduce violence through tailored, community-centered initiatives. These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation and establish relationships between individuals and community assets to deliver services that save lives, address trauma, provide opportunity, and improve the physical, social, and economic conditions that drive violence. Community violence generally happens outside the home in public spaces. Most community violence involves a relatively small number of people— whether youth or adult — as the parties who carry out violence or become its victims. This violence affects entire communities, thereby eroding public health, causing economic disruption, and contributing to lasting individual and community traumas. The physical conditions and lack of resources in the community can also increase the risk for this violence to occur, so strategies that bolster community resources and improve community conditions should be considered to support CVI strategies.



Understanding the Solicitation (cont.)

Step 5: Determine if your agency has the capacity to do the work or if you need additional resources built into the project to successfully manage the project.

Helpful Hint: Identify if you need project partners and, if so, reach out to them as soon as possible.

Deliverables

Applicants to Categories 1–4 must address the following deliverables in their proposal narratives in the project design and implementation section:

- A full list of active working group members as well as letters of commitment and/or MOUs should be submitted within the first 6 months of the date of the award.
- Develop or enhance a community-specific Violence Reduction Strategic Plan that is informed by available local data and existing plans, which should be used to guide the project. For Categories 1 and 2, this plan is to be submitted within 12 months of the date of the award and should be comprehensive and updated annually as a key. For Categories 3 and 4, the existing strategy should be assessed and enhanced within 6 months of the award being made and should be comprehensive and updated annually as a key deliverable.
- Participate in efforts to assess, evaluate, and/or translate learning from the program to the field to advance knowledge and support peer learning. Examples of these types of efforts may include, but not be limited to, participating in a presentation at a national conference, a web-based presentation, and/or a podcast organized by an OJP-funded technical assistance partner or OJP.
- Document the implementation of a CVI strategy that is data driven, evidence informed, community led, and trauma informed. A final report summarizing the activities of the CVI program, including successes and lessons learned, as well as future plans for the program, is due 90 days after the program end date. If the initiative includes a research partner as part of the working group, it is expected their programmatic process and/or outcome findings be integrated into the final report.

Category 5 deliverables

In accordance with the cooperative agreement with OJP, the successful awardee will partner with OJP to administer subawards to CBOs for the purpose of building capacity and supporting CVI strategies. To accomplish this, the successful applicant will undertake the following:

- Assess the gaps in CBOs' capacity to implement CVI projects.
- Develop, in collaboration with OJP, a solicitation or request for proposals with agreed-upon selection criteria and in accordance with state, local, and OJP regulations.
- Develop and host, in collaboration with OJP, a pre-application solicitation webinar for potential applicants. This webinar will fully explain the purpose of the program, define allowable and unallowable costs, and describe the financial and programmatic reporting requirements.
- Conduct a CBO selection process, in collaboration with and approval from BJA, to identify and award subrecipient sites as part of a subaward process. This CBO selection process should ensure that each of the selected CBOs meet the following criteria:

(1) The CBO identifies at least one CVI strategy it is planning to initiate or that is already operational in the jurisdiction.



Planning and Organizing Your Writing

Step 1: Read the application a second time and develop a timeline and a checklist for yourself. The application checklist is a good resource for getting organized.

Think about the steps you need to do first or steps that will take the most time and do those first.

- Registrations complete and current
- Letters of support/MOUs
- Inviting partners to a planning meeting

Application Checklist

FY22 Office of Justice Programs Community Based Violence Intervention and Prevention Initiative

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

To 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](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- 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](#)



Planning and Organizing Your Writing (cont.)

Step 2: Read the review criteria section carefully. Develop an outline for the program narrative based on the questions you have to answer.

The biggest mistake applicants make is not answering every question.

DO NOT change the order in which you answer the questions! Follow the order of the review criteria.

Application Review Information

Review Criteria

a. Merit Review Criteria

Applications under Categories 1–4 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 (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Applications under Categories 5–7 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 (15%) - 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 administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but



A Sample Outline from the Review Section

Statement of the Problem

Clearly identify the community, state, or region that is included in the proposed program.

[Insert text to answer this question]

Describe the nature and scope of the problem, providing local, state, or regional data to support the discussion.

[Insert text to answer this question]

Identify each partner agency that has demonstrated commitment to this effort via an interagency agreement or letter of support.

[Insert text to answer this question]

Identify existing strategic plans relevant to the program and describe how the proposed initiative aligns with the existing plan.

[Insert text to answer this question]

Helpful Tip: Leave the questions in red until you have others review your draft. Once you are confident that every question has been answered, remove the questions in red.



Planning and Organizing Your Writing (cont.)

Step 3: Make sure you understand and follow the instructions about page limits for the proposal narrative.

Helpful Tip: A table can be single spaced and can be put in an attachment if it is not a required component of the proposal narrative.

Proposal Narrative

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

NOTE: If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

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

- a. **Description of the Issue**
- b. **Project Design and Implementation**
- c. **Capabilities and Competencies**
- d. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**



Planning and Organizing Your Writing (cont.)

Step 4: Draft your budget very early in the process, before you make commitments. Make sure you carefully read and understand any required budget expenses detailed in the application — especially required grantee meetings. Also make sure you read carefully to understand any caps on expenses or expenses that are not allowed.

Resource: DOJ Grants Financial Guide
<https://ojp.gov/financialguide/doj/index.htm>

New This Year: Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.



Budgets and the Budget Narrative

- The budget proposed and related narrative should relate directly to the project design.
 - There should be no expenses in the budget that are not referenced in the project/proposal narrative (e.g., do not ask for drug-testing supplies if you have not included drug testing as a component in your project description).
- Personnel costs should relate to the key personnel for the project.
- Subrecipients should be categorized as either subawards or procurement contracts and also be clearly stated in the project/proposal narrative. Please refer to OJP guidance on this topic:
<https://ojp.gov/training/subawards-procurement.htm>.
- The budget should include adequate funding to fully implement the project, **but not more than the amount listed in the solicitation as the available funding amount**.
- The budget narrative should leave no questions for a reviewer about the purpose of the requested funds.
- The total federal request entered in the SF-424 should match the total federal request in the application budget for the entire project period.



Planning and Organizing Your Writing (cont.)

Step 5: Do not forget about the required attachments when you are preparing your application!

Tip: Make sure you triple check your checklist and make sure you have everything.

Additional Application Components

The Applicant will attach the additional requested documentation in JustGrants.

Tribal Authorizing Resolution

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

Applicants should submit as an attachment a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the program, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using "Year 1," "Month 1," "Quarter 1," etc., not calendar dates (see [Sample Timelines](#)). Applicants should submit the timeline as a separate attachment. Upon receipt of an award, the recipient may revise the timeline, based on the training and technical assistance that OJP will provide.

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 submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Documentation of Proposed Subrecipients



Basic Minimum Requirements

- Each solicitation identifies basic minimum requirements that an application must meet to move forward to peer review.
- The requirements will vary by solicitation, but often examples of these critical elements may include the Proposal Narrative, Timeline/Task Plan, Budget Detail Worksheet and Budget Narrative, and Applicant Disclosure of Proposed Subrecipients.

Important Note:

Applications that do not contain ALL elements designated by BJA as critical in the solicitation will not be submitted to peer review.



Before You Submit Your Application...

- Check the application checklist one last time, and make sure you did not miss anything! Please pay special attention to the critical elements.
- The checklist is typically found in the appendix of the solicitation.

Application Checklist

FY22 Office of Justice Programs Community Based Violence Intervention and Prevention Initiative

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

- Confirm your Entity's [System Award Management \(SAM\)](#) Registration Information (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
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To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
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- 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](#)



Unforeseen Technical Issues

- An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the **OJP Response Center** at grants@ncjrs.gov **before the Solicitation Closes and within 24 hours after the application deadline** to request approval to submit its application after the deadline.
- For more information on reporting technical issues, refer to "How To Reply" in the OJP Grant Application Resource Guide at:
<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>



What If You Have Questions?

If you have questions about the solicitation or submitting your application:

- Attend or listen to the applicant webinar (recordings and transcripts may also be available).
- Review any solicitation FAQs or program web pages.
- Contact Grants.gov and JustGrants for technical assistance.
- Contact NCJRS with questions about other requirements using the information found in the first three pages of the solicitation.



Understanding the Peer Review Process

- Applications are typically reviewed by three expert peer reviewers who score your application against the review criteria.
- The review criteria tell you how the applications will be scored and the weight of each section.

a. Merit Review Criteria

Applications under Categories 1–4 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 (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Helpful Tip: Think about the scoring when you are deciding how many pages to devote to each section. A section worth 10 percent of the points should not be 10 pages of your 20-page application.



FY 2023 Resources for Funding Opportunities

For information on funding opportunities, publications, and initiatives, visit **BJA's website** at <https://www.bja.ojp.gov>.

OJP Grant Applicant Resource Guide

<https://ojp.gov/funding/Apply/Resources/Grant-App-Resource-Guide.htm>

Office of Justice Programs – Award Data

<https://ojp.gov/funding/Explore/OJPAwardData.htm>

NIJ's CrimeSolutions.gov

- Web-based clearinghouse of programs and practices that have been rated for their effectiveness in addressing different criminal justice issues.
- <https://www.CrimeSolutions.gov>

FY 2023 Resources for Funding Opportunities

The [Department of Justice Program Plan](https://www.justice.gov/dojgrantsprogramplan) (<https://www.justice.gov/dojgrantsprogramplan>) is a tool to help applicants and grantees find funding opportunities (solicitations) that address their criminal, juvenile, and civil justice needs. The plan provides summary details on the funding opportunities that DOJ agencies are expecting to release in the current fiscal year



Looking Ahead

- OJP Grants Financial Management and Grant Administration Training: <https://ojp.gov/training/fmts.htm>
- OJP Funding Resource Center: <https://ojp.gov/funding/index.htm>



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Application Assistance and Support

OJP Response Center

- Provides solicitation support and general assistance
- **email** - grants@ncjrs.gov
- **web chat** - <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>
- **toll free** at 800-851-3420
- **TTY** at 301-240-6310 (hearing impaired only)

The Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday

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