

Solicitation Webinar

FY 2023 Invited to Apply - Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program

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February 16, 2023



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS

Agenda

- I. Introduction to the Office of Justice Programs
- II. Overview of the FY23 Byrne Discretionary Grant Program
- III. Solicitation requirements
- IV. Post-award Considerations
- V. JustGrants Application Mechanics
- VI. Questions and Answers



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

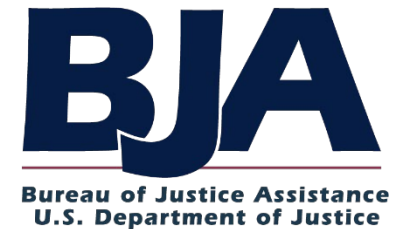
OJJDP - Office of Juvenile Justice and Delinquency Prevention

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



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.



<https://bjaojp.gov>



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Office of Juvenile Justice and Delinquency Prevention

Mission: OJJDP provides national leadership, coordination, and resources to prevent and respond to youth delinquency and victimization. The Office helps states, localities, and Tribes develop effective and equitable juvenile justice systems that create safer communities and empower youth to lead productive lives. OJJDP's priorities include treating children as children; serving children at home, with their families, in their communities; and opening opportunities for system-involved youth.



www.ojjdp.ojp.gov



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Office for Victims of Crime

Mission: Established in 1988 through an amendment to the Victims of Crime Act (VOCA) of 1984, OVC is charged by Congress with administering the Crime Victims Fund (the Fund). Through OVC, the Fund supports a broad array of programs and services to that focus on helping victims in the immediate aftermath of crime and continuing to support them as they rebuild their lives. OVC also provides the largest amount of federal funding for victims of human trafficking.



Office for Victims of Crime
OVC

www.ovc.ojp.gov



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National Institute of Justice

Mission: NIJ — the research, development and evaluation agency of the U.S.

Department of Justice — is dedicated to improving knowledge and understanding of crime and justice issues through science.

NIJ provides objective and independent knowledge and tools to reduce crime and promote justice, particularly at the state and local levels.



NIJ | *National Institute
of Justice*

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www.nij.ojp.gov



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Attendee Poll

Question 1: Will this be your first time applying for funding from the Office of Justice Programs (OJP)?

- ☐ Yes
- ☐ No

Question 2: If you answered “no,” have you previously submitted an application in JustGrants?

- ☐ Yes
- ☐ No



FY23 Byrne Discretionary Grants

OJP is issuing awards through four separate but identical solicitations. **Applicants must apply to the correct Opportunity ID per emailed instructions.** Some applicants may have multiple projects funded and must apply separately for each.

- **BJA:** Opportunity ID [O-BJA-2023-171577](#)
- **OVC:** Opportunity ID [O-OVC-2023-171581](#)
- **OJJDP:** Opportunity ID [O-OJJDP-2023-171583](#)
- **NIJ:** Opportunity ID [O-NIJ-2023-171589](#)

TIP: [Search by the Opportunity ID in grants.gov, and not by program name, to ensure you are applying for the correct solicitation.](#)



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FAQ: Why must I apply again?

- Congressional members solicited community project applications from its constituents.
- Congress liaised with federal agencies based on topic area for the projects.
- Congress authorized funding for the selected projects under heading of the relevant grant program.
- OJP must issue and administer funding as a grant, which first requires an application.



FY23 Byrne Discretionary Grants - Overview

OJP is authorized to distribute funds to support **projects designated for funding in the [Consolidated Appropriations Act, 2023](#)** (Public Law 117-328) to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation).

The [explanatory statement](#) regarding the Consolidated Appropriations Act, 2023 (Public Law 117-328) lists the designated projects, which the Act incorporates by reference, as stated in relevant part, below—

\$229,551,000 is for discretionary grants to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation), **which shall be used for the projects, and in the amounts, specified under the heading, “Byrne Discretionary Community Project Grants/Byrne Discretionary Grants”**, in the explanatory statement described in section 4 (in the matter preceding division A of this consolidated Act)[.]

Pub. L. No. 117-328, div. B, title II (2022), 136 Stat 4459, 4535.



Overview

Image from the Joint Explanatory Statement (JES):

DOJ	COPS Tech	City of Powder Springs	City of Powder Springs, GA	Law Enforcement Radio Networks	500,000		Warnock	S
DOJ	COPS Tech	Whitfield County	Whitfield County, GA	Forensic Equipment Purchase	75,000		Warnock	S
DOJ	OJP—Byrne	City of Charlotte	Charlotte, NC	Alternatives To Violence: Cure Violence Implementation	1,000,000	Adams		H
DOJ	OJP—Byrne	Mecklenburg County Criminal Justice Services Department	Mecklenburg County, NC	Data and Dashboards: Research and Enhancements to Ensure Mecklenburg County's Criminal Justice System is a Leader in Data-Informed Decision Making	1,000,000	Adams		H
DOJ	OJP—Byrne	Elko County Sheriff's Office	Elko, NV	Rapid DNA Testing Instrument	486,000	Amodei	Cortez Masto, Rosen	H/S
DOJ	OJP—Byrne	Douglas County	Omaha, NE	Douglas County Youth Legal Services and Violence Reduction Initiative	1,000,000	Bacon		H
DOJ	OJP—Byrne	Urban Peace Institute	Los Angeles, CA	LA Peacemakers Coalition	7,400,000	Bass, Cardenas		H

CONGRESSIONAL RECORD — SENATE

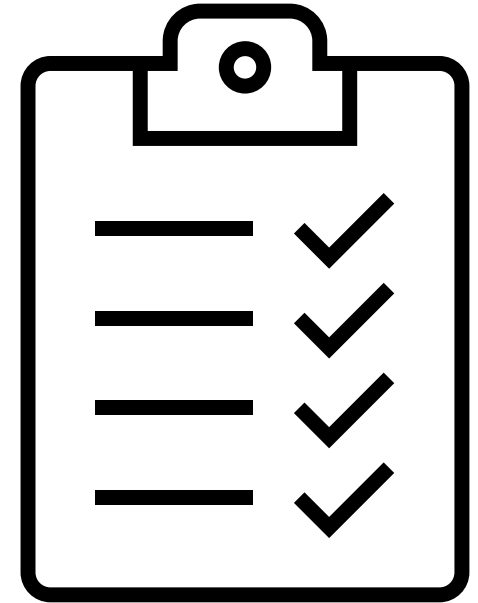


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OJP.gov

Eligibility and Specific Information

- **Eligible applicants are limited to those identified as recipients in the JES** for the projects designated for funding.
- **Funding shall be used for the projects, and in the amounts, specified.**
- This is a **non-competitive** grant program. Only eligible recipients can receive funding and only for the specified project.
- **OJP cannot approve changes to the purpose of the project.**



Period of Performance

- OJP will issue awards with a period of performance **start date of December 29, 2022, unless applicants request a later start date.**
- Applicants can request up to a 48-month project period.
- Costs incurred on/after project start date but prior to issuance of an award and approval of the project budget by OJP may be reimbursed, **but are incurred at the applicant's own risk**, as authorized costs will be limited to those approved by OJP.



Application Deadlines

Important: You must have an active registration in the System for Award Management (www.sam.gov) to apply and receive funding.

Step 1: Submit in grants.gov by 8:59 pm ET on March 23, 2023.

Step 2: Submit in JustGrants by 8:59 pm ET on March 27, 2023.

Tip: You are encouraged to apply well **before** deadlines to avoid unexpected technical issues!



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Mandatory Application Components

- ✓ Application for Federal Assistance SF-424 ➡ Form completed in grants.gov
 - ✓ Disclosure of Lobbying Activities SF-LLL ➡ Form completed in grants.gov
 - ✓ Abstract ➡ text field completed in JustGrants
 - ✓ Proposal Narrative ➡ self-created file uploaded in JustGrants
 - ✓ Budget ➡ web-based form completed in JustGrants
 - ✓ Financial Management Questionnaire ➡ pdf form uploaded in JustGrants
 - ✓ Disclosures and Assurances ➡ completed in JustGrants
-
- ☐ Indirect cost rate agreement (if applicable) ➡ file uploaded in JustGrants
 - ☐ REI statement (if applicable) ➡ file uploaded in JustGrants



SF-424 form (grants.gov)

- Box 8f: POC name and email address should be for the person who will be responsible for completing the full application in JustGrants.
- Box 15: **Enter the project title exactly as it appears in the JES.**
- Box 18a: **Enter the appropriated \$ amount exactly as it appears in the JES.**

TIP: Only highlighted/outlined fields are required.

TIP: Refer to SF-424 instructions at https://apply07.grants.gov/apply/forms/instructions/SF4244_0-V4.0-Instructions.pdf.

13. Competition Identification Number:		
<input type="text"/>		
Title:		
<input type="text"/>		
14. Areas Affected by Project (Cities, Counties, States, etc.):		
<input type="text"/>	<input type="button" value="Add Attachment"/>	<input type="button" value="Delete Attachment"/>
* 15. Descriptive Title of Applicant's Project:		
<div>ENTER PROJECT TITLE EXACTLY AS IT APPEARS IN THE JOINT EXPLANATORY STATEMENT</div>		
Attach supporting documents as specified in agency instructions.		
<input type="button" value="Add Attachments"/>	<input type="button" value="Delete Attachments"/>	<input type="button" value="View Attachments"/>



SF-LLL form (grants.gov)

Did your agency pay *with its own funds* an outside lobbyist to influence Congress and/or the federal government on your behalf **for this particular project?**

- If No, enter “not applicable” or “NA” in the required fields for boxes 10a and 10b.
- **If yes, enter the requested information for the lobbyist in boxes 10a and 10b.**

TIP: Only highlighted/outlined fields are required.

REMINDER: use of federal funds for lobbying or fundraising is strictly prohibited.

10. a. Name and Address of Lobbying Registrant:

Prefix	<input type="text"/>	* First Name	<input type="text" value="NA"/>	Middle Name	<input type="text"/>
* Last Name	<input type="text"/>			Suffix	<input type="text"/>
* Street 1	<input type="text"/>			Street 2	<input type="text"/>
* City	<input type="text"/>	State	<input type="text"/>		

b. Individual Performing Services (including address if different from No. 10a)

Prefix	<input type="text"/>	* First Name	<input type="text"/>	Middle Name	<input type="text"/>
* Last Name	<input type="text"/>			Suffix	<input type="text"/>
* Street 1	<input type="text"/>			Street 2	<input type="text"/>
* City	<input type="text"/>	State	<input type="text"/>		

11. Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is required by the law when the transaction was made or entered into. This disclosure is required.

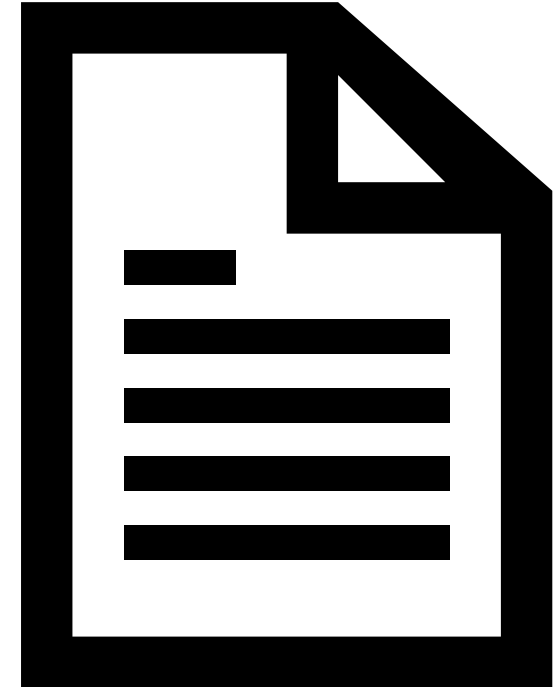


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Abstract (JustGrants)

- Cut-and-paste or type directly into text field in JustGrants application.
- 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).
- See the Application Resource guide for an example.

Abstracts will be released publicly – do not include any personally identifiable information or contact information



Proposal Narrative (JustGrants)

- Self-created file (e.g., in Word) following solicitation instructions which must be attached in JustGrants.
- **Proposal narrative should include these four sections:** I. Description of the Issue; II. Project Design and Implementation; III. Capabilities and Competencies; IV. Plan for Collecting the Performance Data.
- See the solicitation for full instructions. You will not be “penalized” for page or font differences.

The proposal narrative must align with the project title listed in the JES!



FAQ: Can I change my project activities or costs?

Q: When we submitted our community project to Congress, we included activities A, B, C, and associated budget costs. Can I modify or replace these activities/costs in the grant application?

A: It depends. The grant can only fund activities that clearly support the project identified in the JES. To the extent the modified activities/costs support the project, you may include them in the grant application.

Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2023 (Public Law No. 117–328).

Example

Project Title from JES:

Procurement of Body-Worn Cameras

Allowable changes:

- ✓ # of BWCs
- ✓ # or type of BWC accessories
- ✓ Functionality changes

Unallowable changes:

- ✗ Purchasing in-car cameras in addition to BWCs
- ✗ Paying overtime to officers using the purchased BWCs



Budget – overview (JustGrants)

General: All costs must be reasonable, allocable, and necessary to the project. Costs must meet the allowability requirements in the DOJ Grants Financial Guide and Title 2 CFR Part 200, Subpart E Cost Principles. Federal funds cannot be used to supplant local or state funds.

Per the solicitation:

Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2023 (Public Law No. 117–328). **Thus, the costs in the budget must clearly support the project description found in the JES.**

No funds provided under this program may be used, directly or indirectly, to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

Award funds may not be used for the following: rewards, entertainment, prizes, trinkets, or any other monetary incentives; client/participant stipends; gift cards; or food and beverage.



Budget – web-based form

Applicants must submit the budget using the web-based form within the JustGrants application.

- Itemize costs per budget category, per project year.
- Provide detail narrative for each cost in each category, including breakdown of costs as needed.
- Costs can be estimates.
- **Do not include non-federal (match) costs in the budget, only federal costs. Match is not required.**
- **The federal request amount must = your appropriation \$ exactly!**

Refer to solicitation for links to budget info in application guide.

Budget Detail Summary View

	Budget Category
▶	Personnel
▶	Fringe Benefits
▶	Travel
▶	Equipment
▶	Supplies
▶	Construction
▶	SubAwards
▶	Procurement Contracts
▶	Other Costs
▶	Indirect Costs



Budget Clearance – Tips

OJP must “clear” your application budget. **If we cannot do so prior to award, a hold will be placed on funds until the budget is revised post-award.** Tips for a cleared budget:

❖ **TIP:** The federal request amount must = your appropriation \$ exactly!

- ❖ Provide **detailed justification** in the narrative section for each category per each year.
- ❖ Provide **breakdown of costs** in the narrative if needed. For example, fringe rate is 35% - in the narrative show the component rates (FICA 7.65%, retirement 12.35%, and health 15%).
- ❖ **Do not include unallowable costs** or costs that do not support the project.
- ❖ Input **costs in the proper category** (e.g., any costs to be incurred by a subrecipient should be in the subaward category).

Feel free to reach out to your Program Office with budget questions before submitting.



Financial Management Questionnaire

The “Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)” is a fillable pdf form that **must be completed and attached to the JustGrants application.**

- OJP uses the form to evaluate an applicant’s risk.
- Someone with direct knowledge of your agency’s financial management procedures (i.e., Finance Director, CFO, etc.) should complete the form.

Blank copy of the form is available here:

<https://www.ojp.gov/financialcapability.pdf>

For purposes of this questionnaire, an “audit” is conducted by an independent accepted auditing standards (GAAS) or Generally Governmental Auditing Standards (GGAAS) audit report with an opinion.

10. Has the applicant entity undergone any of the following types of audit?

- ☐ “Single Audit” under OMB A-133 or Subpart F of 2 C.F.R. Part 200
- ☐ Financial Statement Audit
- ☐ Defense Contract Agency Audit (DCAA)
- ☐ Other Audit & Agency (list type of audit):
- ☐ None (if none, skip to question 13)

11. Most Recent Audit Report Issued: ☐ Within the last 12 months ☐ Within 2 years

Name of Audit Agency/Firm:



Indirect Cost Rate Agreement (if applicable)

Indirect costs in your budget, two options:

1. The recipient has a current (unexpired), federally approved indirect cost (IDC) rate;
You must attach a copy of the agreement to your JustGrants application.
2. The recipient is eligible to use, and elects to use, the "de minimis" indirect cost rate (10% of Modified Total Direct Cost- MTDC)

Include a statement in the narrative section of the indirect costs category that you are eligible and electing to use the de minimis – separate attachment is not needed.

Modified Total Direct Cost (MTDC) means all direct salaries and wages, applicable fringe benefits, materials and supplies, services, travel, and up to the first \$25,000 of each subaward (regardless of the period of performance of the subawards under the award). MTDC excludes equipment, capital expenditures, charges for patient care, rental costs, tuition remission, scholarships and fellowships, participant support costs and the portion of each subaward in excess of \$25,000. Other items may only be excluded when necessary to avoid a serious inequity in the distribution of indirect costs, and with the approval of the cognizant agency for indirect costs.



REI Statement (if applicable)

If an application proposes research (including research and development) and/or evaluation, the applicant must attach a **statement regarding Research and Evaluation Independence and Integrity (REI)** to the JustGrants application.

- Follow the instructions in the Application Guide to create this attachment.
- The statement must include a response to both sections i. and ii.

Post-award Tip: Research projects will have additional requirements

<https://nij.ojp.gov/funding/human-subjects-and-privacy-protection>.



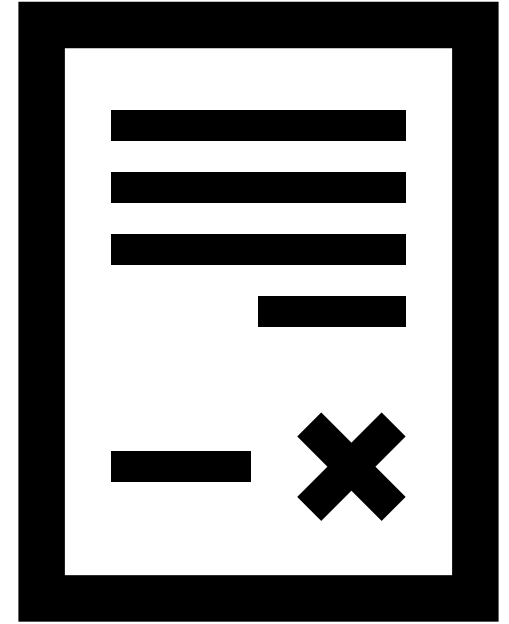
Disclosures and Assurances

The Application Submitter must acknowledge and sign disclosures and certifications/assurances before submitting the JustGrants application.

- **Applicant Disclosure of Duplication in Cost Items:** If you do not have any pending federal applications **for the exact same cost items** as included in this application, answer “No” for this disclosure in JustGrants.
- **DOJ Certified Standard Assurances and DOJ Certifications Regarding Lobbying... (etc.):** Review and accept in JustGrants.

Resource: FY23 OJP award “General Conditions”:

<https://www.ojp.gov/funding/explore/legaloverview2023/mandatorytermsconditions>.



Post-award: Access to Funds

OJP will process awards on a rolling basis. **Notifications will be sent no later than 09/30/23.**

In order to access funds, the following actions must be completed:

- Valid award acceptance in JustGrants.
- Removal of all withholding award conditions, if applicable.
- Entity registration in the U.S. Treasury's Automated Standard Application for Payments (ASAP) system.
- Submission of any delinquent reports, if applicable.

Payments: Advance payment requests are limited to no more than 10-days cash needs. There are no limitations in the amount or frequency of payments made on a reimbursement basis.



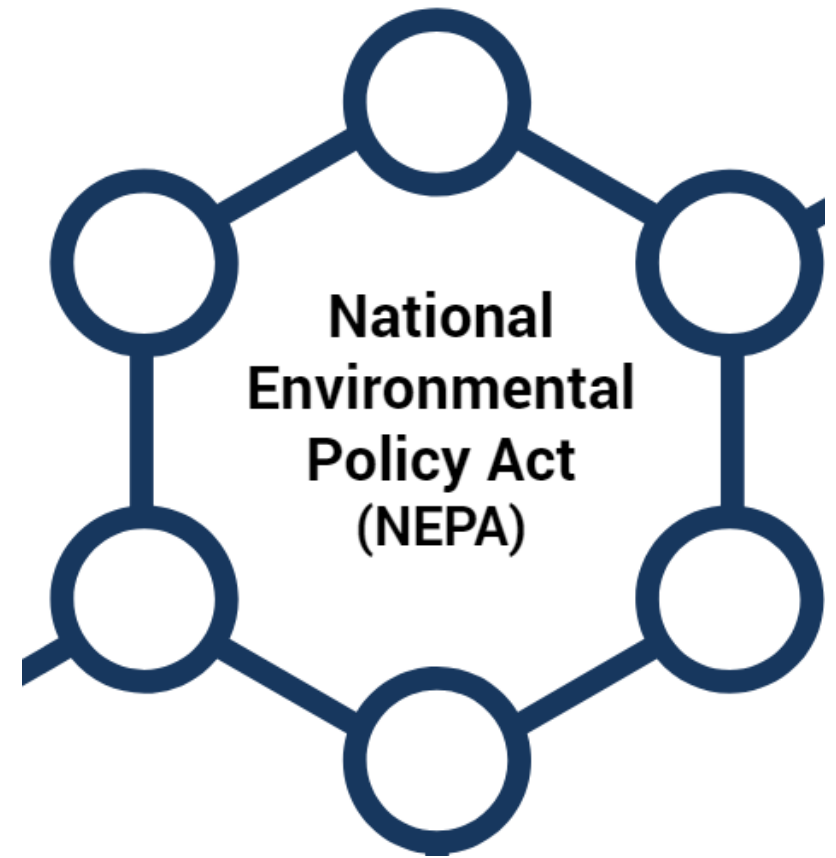
Post-award: Procurement

- Procurements requirements under federal grants are detailed in the [DOJ Grants Financial Guide Section 3.8](#) and [Procurement Standards in 2 C.F.R. § 200.317 through 2 C.F.R. § 200.327](#).
- States (and territories) must follow their own procurement standards and 200.317.
- All other grantees must follow 200.318 through 200.327, to include the competition requirements in 200.319 and 200.320.
- **Grantees (except states/territories) must request prior written approval from OJP before executing a sole source contract over \$250,000.**



Post-award: NEPA

- The National Environmental Protection Act (NEPA) requires federal agencies to consider environmental impacts of projects funded under grants.
- Projects involving construction, renovation, use of chemicals, drug disposal, and other activities may require additional information and/or action post-award to determine NEPA compliance.
- **OJP will add withholding award conditions to projects that may have NEPA impacts but will work with recipients to help address all requirements.**



Additional information available here:
<https://bja.ojp.gov/funding/nepa-guidance>



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Post-award: Performance and Financial Reporting

Report Type	Reporting Period	Due*
Federal Financial Report (SF-425) – Submitted in JustGrants	<ul style="list-style-type: none">• Jan 1 – Mar 31• Apr 1 – Jun 30• Jul 1 – Sep 30• Oct 1 – Dec 31	<ul style="list-style-type: none">• April 30• July 30• October 30• January 30
Semi-Annual Performance Report - Submitted in JustGrants	<ul style="list-style-type: none">• Jan 1 – Jun 30• Jul 1 – Dec 31	<ul style="list-style-type: none">• July 30• January 30



Post-award: Grant Award Modifications (GAMs)

A GAM is used to request project changes that require prior approval

- Budget Modification
- Change Project Scope
- Project Period Extension
- Sole Source Approval
- Programmatic Costs

Reminder: Funds shall be used for the designated projects in the JES. No changes to the purpose of the funding can be approved.



A photograph of four diverse 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 and text.

JUSTGRANTS

FY23 Byrne Discretionary Grant Program

February 16, 2023



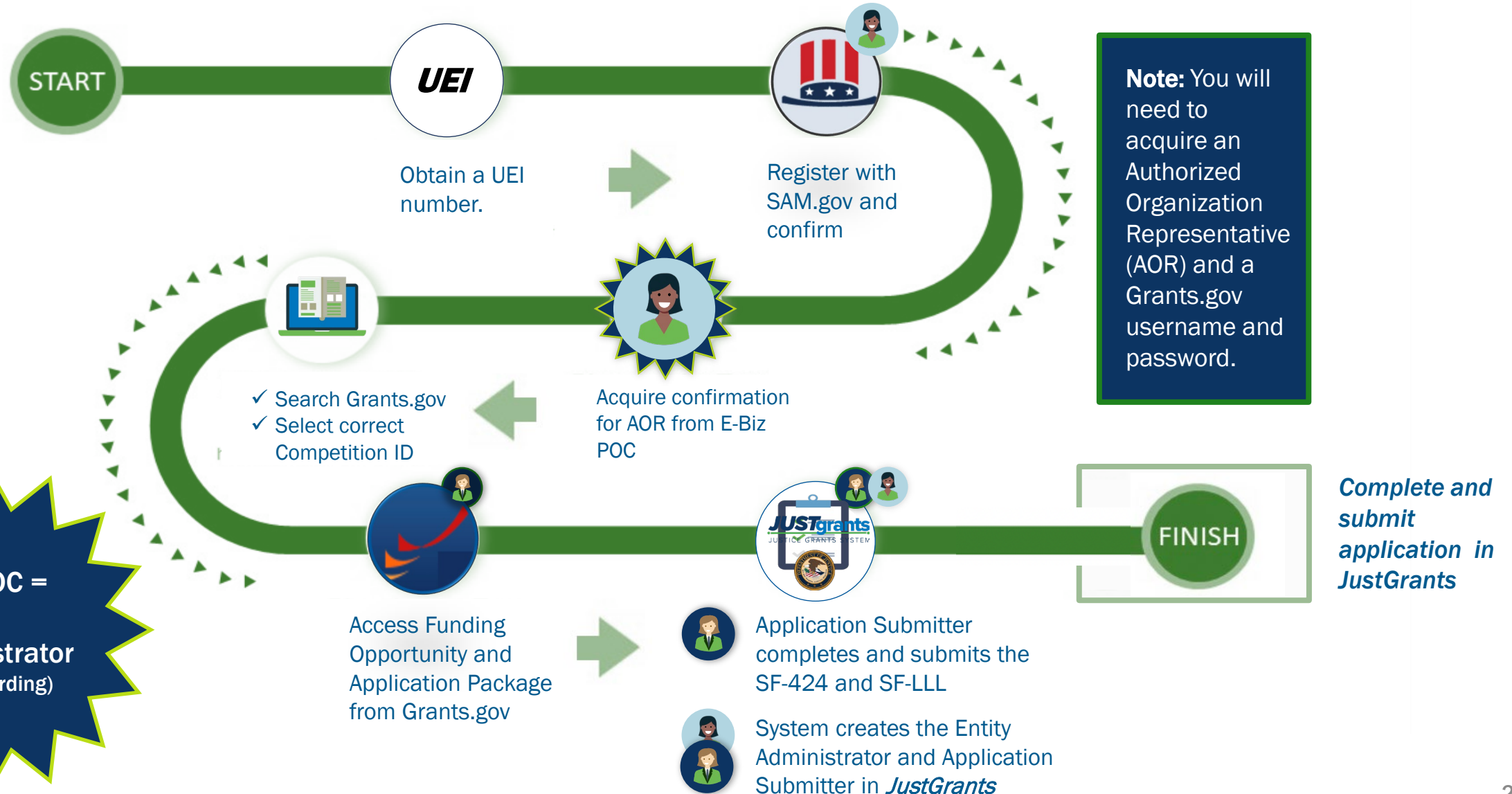
JUSTgrants
JUSTICE GRANTS



Onboarding



Onboarding: From Grants.gov to *JustGrants*



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New! You now need to use Login.gov credentials to sign into Grants.gov.

To do so complete this three-step process:

1. Click the Login.gov button on the Grants.gov.
2. Complete the login process on Login.gov using your Login.gov username (an email address) and password—or create an account.
3. You will then be directed back to Grants.gov to log in with your Grants.gov username and password.

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☐ Español
☐ Français

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Unique Entity Identifier (UEI)



Unique Entity Identifier (UEI) replaces DUNS



UEI is a **12-character** *alpha*-numeric value

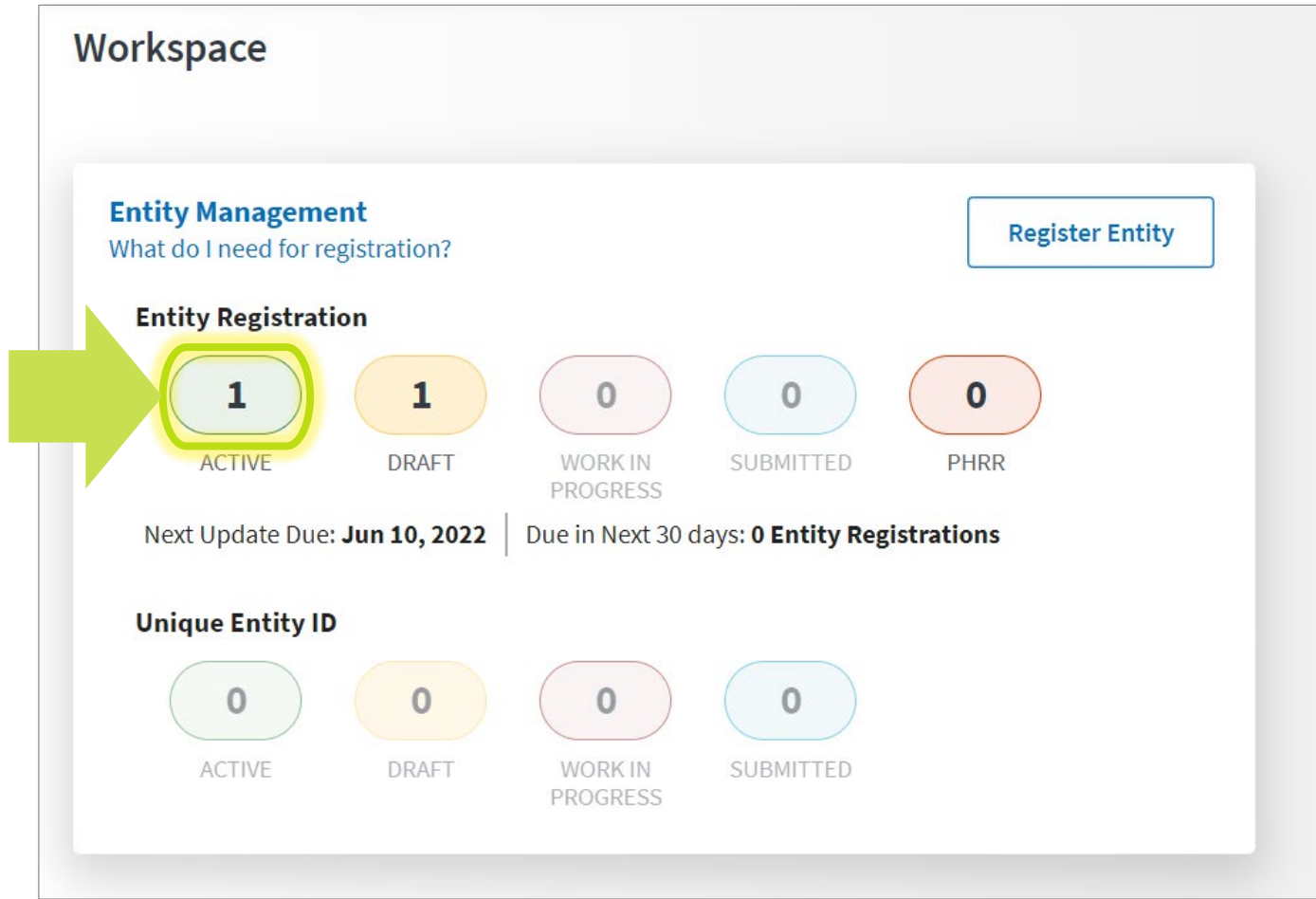


Now search using UEI



Simplifies entity registration process

Locate Your UEI in **SAM.gov**



Workspace

Entity Management
What do I need for registration?

Entity Registration

1 **1** **0** **0** **0**

ACTIVE DRAFT WORK IN PROGRESS SUBMITTED PHRR

Next Update Due: **Jun 10, 2022** | Due in Next 30 days: **0 Entity Registrations**

Unique Entity ID

0 **0** **0** **0**

ACTIVE DRAFT WORK IN PROGRESS SUBMITTED

[Register Entity](#)

- 1) Log in to [SAM.gov](https://sam.gov).
- 2) In your Workspace, select the numbered bubble above Active in the Entity Management widget.

Locate Your UEI in SAM.gov (continued)



Show Workspace For
Non-Federal Entities

Non-Federal Entities

Filter By

Search by Keyword

Entity

Registration Status

☐ Draft

☐ Work in Progress

☐ Submitted

☒ Active

☐ Expired

Expiration Date

Address Update

Reset

< 1 of 1 >

Results per page
25

Sort by
Expiration Date Ascending

VILLAGE

SAM

Unique Entity ID:

Purpose of Registration:
Federal Assistance Awards

Registration Status
Active

Expiration Date
Jun 10, 2022


CAGE/NCAGE:

Address:

Your record(s) appear and the UEI appears on the left side of each record.

Locate Your UEI in *JustGrants*





144

?

JD

Home

Entity Profile

Entity Users

Entity Documents

Applications

Awards

Monitoring

Federal Forms

Toggle Management

Entity Profile

Information shown is retrieved from your Entity's SAM.gov profile. Changes MUST be made in SAM.gov

Legal Name	DUNS 000000026	SAM Registration Status
Doing Business As	UEI RKV2V7M6FJ03	Active
Business URL	TIN/EIN	SAM Expiration Date
https://www.ort.org.26.il/	2600000000	Feb 6, 2023
Applicant Type	ROID	Date Established
C	5144503	Sep 16, 1992
Division Name	ORI Number	SAM Last Updated Date
DIVISION NAME 26	—	Jan 21, 2022
Alternate ID	Law Enforcement	Fiscal Year
—	<input checked="" type="radio"/> No <input type="radio"/> Yes	Not a valid date0

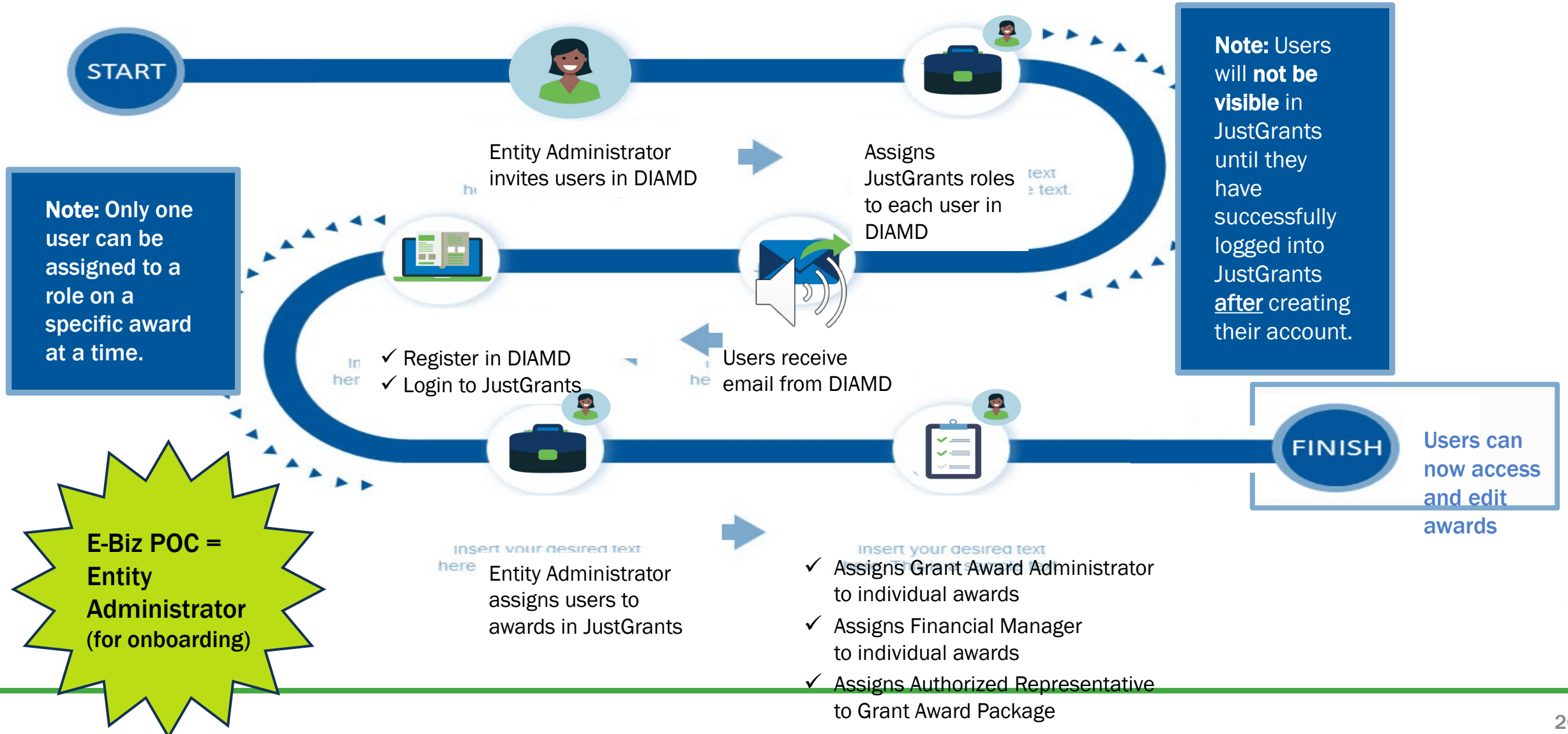
Physical address will appear on all award documents

Physical Address

Street 1	Street 2	County/Parish
111 Street Rd	—	—
City	Country	Congressional District
Washington	United States	5



JustGrants Onboarding



Application Submission Tips - General



For best results, use Chrome or Microsoft Edge to access JustGrants.



Users with hyphenated email addresses may experience access issues



If onboarded, add Application Submitter role to users before applying.



Establish a unique email for each UEI for which you need to take action.



Multi-factor authentication is required at every log in

Entity Roles



JustGrants Roles

There are six
foundational roles

ENTITY ADMINISTRATOR



Confirms information contained in the Entity Profile is current. Manages entity users, including user role assignments in DIAMD, and specific application and award-level assignments in JustGrants.

The person listed as the SAM.gov EBIZ Point of Contact will be the Entity Administrator.

APPLICATION SUBMITTER



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

AUTHORIZED REPRESENTATIVE



Must possess legal authority within an entity to accept awards. This action binds the entity to the award terms and conditions.



GRANT AWARD ADMINISTRATOR

Submits programmatic-related award requirements, including Performance Reports, certain GAMs, and portions of the Closeout.

ALTERNATE



GRANT AWARD ADMINISTRATOR

Provides support to the Grant Award Administrator. Can initiate, but not submit, programmatic-related award requirements including GAMs.



FINANCIAL MANAGER

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

Roles Required for Application Submission

Application Submission requires **three** key roles:

Application Submitter

- Identify application submission forms in JustGrants
- Complete a web-based budget form
- Complete an application on behalf of an entity-- **certifies information**
- *For APPLICATIONS, only the Application Submitter can take actions (edit/submit).*



Authorized Representative

- An Authorized Representative must be onboarded before an application can be submitted.
- They need to be selected from an existing user list in the application.



Entity Administrator

- Onboard and complete entity profile before application submission
- Onboard the Authorized Representative
- Change Application Submitter assignments--if needed



COPS awards *may* require two Authorized Representatives: A law enforcement **AND** a government executive.



Entity Administrator²



Add a Member

Demonstration



Register Account

Demonstration

Welcome to JustGrants - Please Register Your Account



DIAMD-NoReply@usdoj.gov <DIAMD-NoReply@usdoj.gov>

To:



THE UNITED STATES
DEPARTMENT of JUSTICE

Hello,

An account has been created for you to access the Department of Justice (DOJ) Justice Grants System (JustGrants). To access your account, please click [here](#) and set your password using this email address within 72 hours.

If you need assistance logging in, please contact JustGrants Support at JustGrants.Support@usdoj.gov or 833-872-5175.

Login to JustGrants System:

[JusticeGrantsSystem](#)

About JustGrants:

[justicegrants.usdoj.gov/about](#)

Training:

[justicegrants.usdoj.gov/training-resources](#)

How to Get Ready:

[justicegrants.usdoj.gov/how-to-get-ready](#)

News & Updates:

[justicegrants.usdoj.gov/news](#)

Frequently Asked Questions:

[justicegrants.usdoj.gov/faqs](#)

This is an automatically generated email. Please do not reply to this email.

Department of Justice (DOJ)

QUESTIONS:

Onboarding

Application Submission

Grants.gov



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.

Grants.gov



Complete two things on Grants.gov:

Funding Opportunity & Application

- Select **Apply for Grants** under the Applicants column.
- Enter your email address to be notified of any changes to the opportunity package before the closing date.
- Click the Workspace icon to use Grants.gov.

1

The SF-424 and SF-LLL

Within 48 hours of submitting the SF-424 and SF-LLL, Grants.gov should send:

- Confirmation of receipt of the SF-424 and SF-LLL.
- Indication of whether the SF-424 and SF-LLL were successfully validated and submitted or were rejected due to errors—with explanation.

Grants.gov: Instructional Resources

Grants.gov provides instructions on registering and submitting, with guidance through the process:

[Register](#)



[User Roles](#)

[How to Search for a Federal Grant](#)

[What's in a Grant Opportunity?](#)

[Intro to Applying on Grants.gov](#)

Grants.gov: Application Tips

OJP Grant Application Resource Guide

<https://www.ojp.gov/funding/apply/ojp-grant-application-resource-guide>

OJP, OVW and COPS Funding Opportunities

<https://justicegrants.usdoj.gov/resources/system-for-award-management>

Grants.gov Support

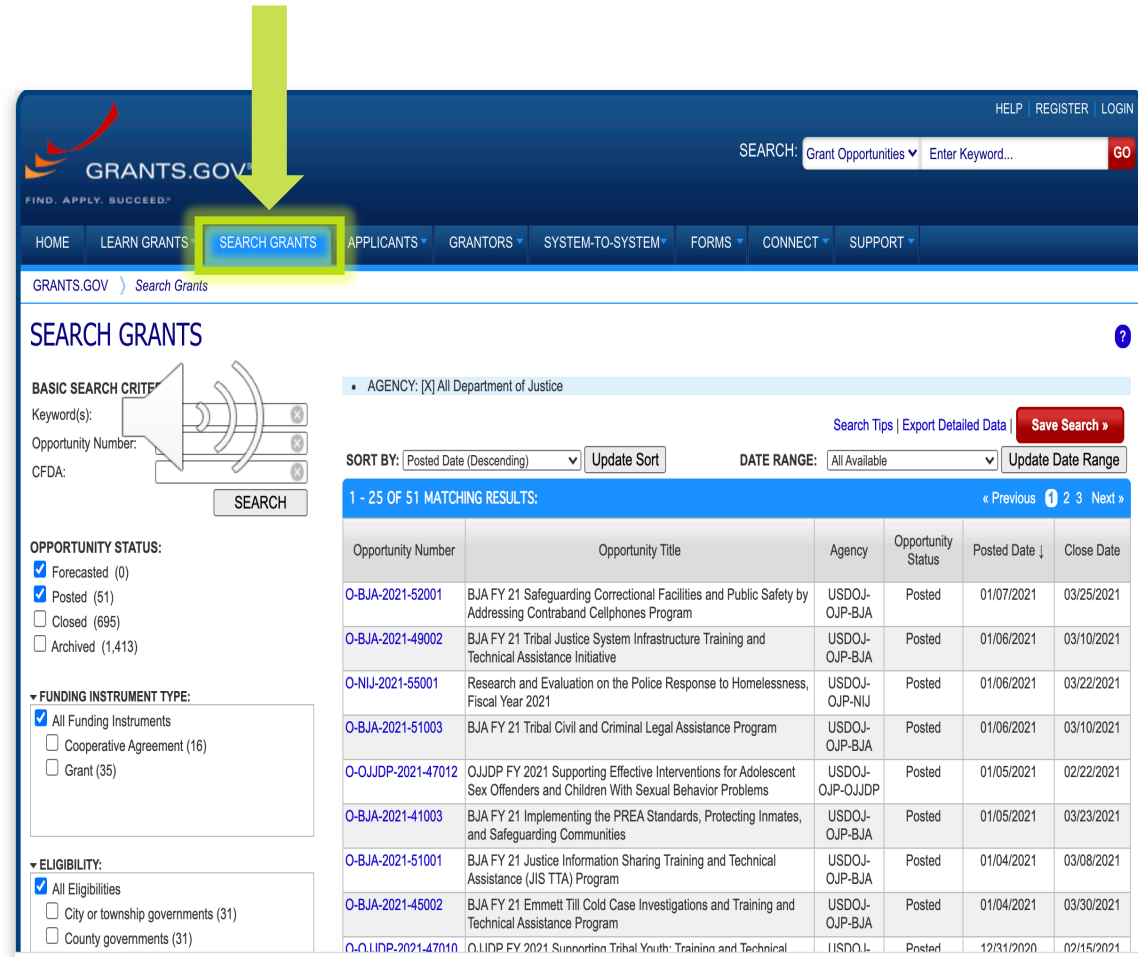
<https://www.grants.gov>



Grants.gov: *Funding Opportunities*

To locate a funding opportunity with DOJ, start at the **Search Grants** tab. Use filters to narrow your search:

- Opportunity Status
- Funding Instrument Type
- Eligibility
- Category
- Agency



The screenshot shows the Grants.gov website interface. A green arrow points to the 'SEARCH GRANTS' tab in the top navigation bar. The page displays search filters on the left and a list of results on the right.

SEARCH GRANTS

BASIC SEARCH CRITERIA:

Keyword(s):

Opportunity Number:

CFDA:

SEARCH

OPPORTUNITY STATUS:

- ☒ Forecasted (0)
- ☒ Posted (51)
- ☐ Closed (695)
- ☐ Archived (1,413)

FUNDING INSTRUMENT TYPE:

- ☒ All Funding Instruments
- ☐ Cooperative Agreement (16)
- ☐ Grant (35)

ELIGIBILITY:

- ☒ All Eligibilities
- ☐ City or township governments (31)
- ☐ County governments (31)

AGENCY: [X] All Department of Justice

Sort BY: Posted Date (Descending) **Update Sort**

DATE RANGE: All Available **Update Date Range**

1 - 25 OF 51 MATCHING RESULTS:

Opportunity Number	Opportunity Title	Agency	Opportunity Status	Posted Date	Close Date
O-BJA-2021-52001	BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	USDOJ-OJP-BJA	Posted	01/07/2021	03/25/2021
O-BJA-2021-49002	BJA FY 21 Tribal Justice System Infrastructure Training and Technical Assistance Initiative	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-NIJ-2021-55001	Research and Evaluation on the Police Response to Homelessness, Fiscal Year 2021	USDOJ-OJP-NIJ	Posted	01/06/2021	03/22/2021
O-BJA-2021-51003	BJA FY 21 Tribal Civil and Criminal Legal Assistance Program	USDOJ-OJP-BJA	Posted	01/06/2021	03/10/2021
O-OJDP-2021-47012	OJDP FY 2021 Supporting Effective Interventions for Adolescent Sex Offenders and Children With Sexual Behavior Problems	USDOJ-OJP-OJDP	Posted	01/05/2021	02/22/2021
O-BJA-2021-41003	BJA FY 21 Implementing the PREA Standards, Protecting Inmates, and Safeguarding Communities	USDOJ-OJP-BJA	Posted	01/05/2021	03/23/2021
O-BJA-2021-51001	BJA FY 21 Justice Information Sharing Training and Technical Assistance (JIS TTA) Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/08/2021
O-BJA-2021-45002	BJA FY 21 Emmett Till Cold Case Investigations and Training and Technical Assistance Program	USDOJ-OJP-BJA	Posted	01/04/2021	03/30/2021
O-OJDP-2021-47010	OJDP FY 2021 Supporting Tribal Youth Training and Technical	USDOJ-OJP-OJDP	Posted	12/31/2020	02/15/2021

Grants.gov: Applying

GRANTS.GOV™
FIND. APPLY. SUCCEED.™

HELP | REGISTER | LOGIN

SEARCH: Grant Opportunities ▾ Enter Keyword... GO

HOME | LEARN GRANTS ▾ | SEARCH GRANTS | APPLICANTS ▾ | GRANTORS ▾ | SYSTEM-TO-SYSTEM ▾ | FORMS ▾ | CONNECT ▾ | SUPPORT ▾

GRANTS.GOV > Search Grants

VIEW GRANT OPPORTUNITY

« Back | Link

O-BJA-2021-52001
BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program
Department of Justice
Bureau of Justice Assistance

Apply **Subscribe**

SYNOPSIS | VERSION HISTORY | RELATED DOCUMENTS | PACKAGE

Print Synopsis Details ?

General Information

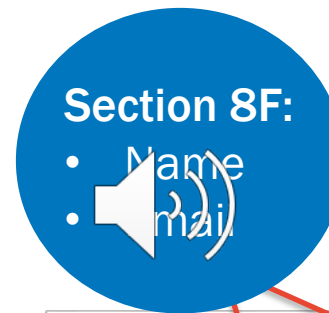
Document Type: Grants Notice	Version: Synopsis 1
Funding Opportunity Number: O-BJA-2021-52001	Posted Date: Jan 07, 2021
Funding Opportunity Title: BJA FY 21 Safeguarding Correctional Facilities and Public Safety by Addressing Contraband Cellphones Program	Last Updated Date: Jan 07, 2021
Opportunity Category: Discretionary	Original Closing Date for Applications: Mar 25, 2021
Opportunity Category Explanation:	Current Closing Date for Applications: Mar 25, 2021
Funding Instrument Type: Grant	Archive Date:
Category of Funding Activity: Affordable Care Act	Estimated Total Program Funding: \$1,700,000
	Award Ceiling: \$425,000

Grants.gov: SF-424

The **person** and **email** listed in **SECTION (8F)** of the SF-424 will automatically become the Application Submitter for your entity's application.

The **Application Submitter** is the **ONLY** user able to complete the application in JustGrants unless the Entity Administrator reassigns it **AFTER** submission in Grants.gov.

The SF-424 Form



OMB Number: 4040-0004
Expiration Date: 12/31/2022

Application for Federal Assistance SF-424

* 1. Type of Submission: ☐ Preapplication ☐ Application ☐ Changed/Corrected Application

* 2. Type of Application: ☐ New ☐ Continuation ☐ Revision

* If Revision, select appropriate letter(s):
* Other (Specify):

* 3. Date Received:

4. Applicant Identifier:

5a. Federal Entity Identifier:

5b. Federal Award Identifier:

State Use Only:

6. Date Received by State:

7. State Application Identifier:

8. APPLICANT INFORMATION:

* a. Legal Name:

* b. Employer/Taxpayer Identification Number (EIN/TIN):

* c. Organizational DUNS:

d. Address:

* Street1:

Street2:

Prefix: * First Name:

Middle Name:

* Last Name:

Suffix:

Title:

Organizational Affiliation:

* Telephone Number: Fax Number:

* Email:

Grants.gov: *Track My Application*

HOME LEARN GRANTS SEARCH GRANTS APPLICANTS GRANTORS SYSTEM-TO-SYSTEM FORMS CONNECT SUPPORT

GRANTS.GOV > Applicants > Track My Application

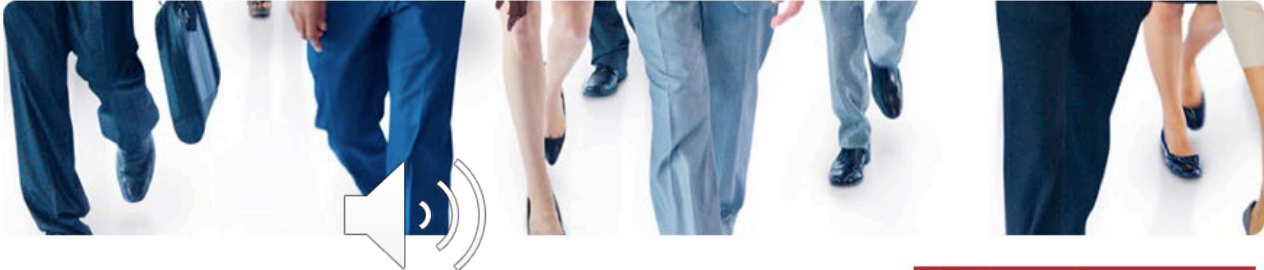
TRACK MY APPLICATION

GRANT APPLICATIONS

- » How to Apply for Grants
- » Track My Application

APPLICANT RESOURCES

- » Workspace Overview
- » Applicant Eligibility
- » Organization Registration
- » Applicant Registration
- » Applicant Training
- » Applicant FAQs
- » Adobe Software Compatibility
- » Submitting UTF-8 Special Characters
- » Encountering Error Messages



Track and check the status of your submitted applications

To track Grants.gov submissions, enter up to five Grants.gov tracking numbers, one per line and click the "Track" button. (Example format: GRANT99999999)

Help: Support Center
Contact the Grants.gov Support Center to get help from a representative.
Email us at support@grants.gov or visit our [Support page](#).

Please note, this only confirms that an application was successfully retrieved by the awarding agency. Thereafter in the process, the awarding agency reviews and processes the applications independent of Grants.gov, and they do not report the status to Grants.gov.

Grants.gov: What's next

Grants.gov: Received Vs Rejected



Submit your SF-424 and SF-LLL ahead of Grants.gov deadline

Grants.gov tracking number connects to your JustGrants Application

Application Submission

JustGrants



Web-based Forms Submission in JustGrants

This following data needs to be submitted directly into the system:



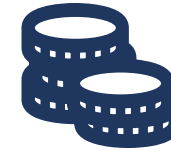
**Proposal
abstract**



**Solicitation-
specific data**
(submitted with the
application)



**Goals,
objectives,
deliverables,
and timeline**



**Budget detail
form**



**Applicant
disclosure of
duplication in
cost items**

Application Submission

Demonstration



Application Submission Tips



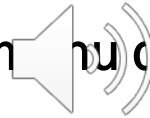
Pushing the Submit button multiple times in Grants.gov will duplicate submissions.



Pay attention to attachment categories in JustGrants.



The Print function in the Actions menu does NOT print file attachments.



For AREAS AFFECTED section of the application only 10 entries can be added.



Cut and paste text from Word.



Pay attention to required sections.

Application Validation Errors

Before you can certify and submit your application you may encounter a validation error screen.

The screenshot displays a web interface for a 'Grant Package (00770711)' in 'DRAFT' status, with a due date of September 1, 2022, at 4:14:00 PM EDT. A red banner at the top states: 'Before proceeding, please address the error(s) indicated below.' The main section, titled 'Certify and Submit', contains a list of application components: Standard Applicant Information, Proposal Abstract, Data Requested with Application, Proposal Narrative (with an 'Edit application' link), Budget and Associated Documentation, Memoranda of Understanding (MOUs) and Other Supportive Documents (with an 'Edit application' link), Additional Application Components (with an 'Edit application' link), Disclosures and Assurances, and Other. A large speaker icon is positioned over the 'Proposal Narrative' and 'Budget and Associated Documentation' sections. A green circle highlights a red error icon next to 'Standard Applicant Information'. At the bottom of the 'Certify and Submit' section, a red error message is displayed: 'Final Review and Certification of Application confirmation' with an unchecked checkbox, followed by the instruction: 'Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit.' The right sidebar shows 'Solicitation Instructions' with a list of components and a 'Certify and Submit' button. Below this, the 'Participants (5)' section lists 'James (Entity) Bond' as 'Entity Administrator' and 'Application Submitter'. At the bottom of the page are 'Back', 'Save', and 'Submit' buttons.

You must resolve these errors before you can check the Final Review and Certification of Application confirmation checkbox and submit your application.

Application Validation Errors (Step-by-step)

- 1) A red triangle will call out the error. Open using the caret to expand and view any issues.
- 2) The error message list will report back any validation errors that you will need to resolve in the application.

The image displays three screenshots of the 'Grant Package (00770591)' application interface, illustrating the process of identifying and resolving validation errors.

Top Left Screenshot: Shows the 'Grant Package (00770591)' in 'DRAFT' status. A red triangle icon is visible next to the 'Standard Applicant Information' section under 'Certify and Submit'. A green circle highlights the 'Expand to view errors' button.

Top Right Screenshot: Shows the expanded error message list. A green circle with the number '2' highlights the 'Expand to view errors' button. The error message states: 'Please return to the DOJ Certification Regarding Lobbying section and acknowledge the form. Please return to the "Verify Legal Name and Address" section and confirm the information for the entity profile is correct. Please acknowledge the Final Review and Certification of Application Confirmation checkbox on the Certify and Submit. The Federal Estimated Funding (Federal Share) in the Standard Applicant Information screen does not match the Federal Funds in the Consolidated Category Summary screen. Two Authorized Representatives are required. The Program Income Estimated Funding in the Standard Applicant Information screen does not equal the Program Income from the Consolidated Category Summary screen. The Applicant Estimated Funding (Non-Federal Share) in the Standard Applicant Information screen does not equal the Match Amount from the Consolidated Category Summary screen. Please return to the DOJ Final Legal Assurances section and agree to with the above statements. The Total Estimated Funding in the Standard Applicant Information screen does not equal the Total Project Cost from the Consolidated Category Summary screen. Please return to the DOJ Certified Standard Assurances section and acknowledge the form.'

Bottom Screenshot: Shows the 'Confirm Authorized Representative' section. A green arrow points from the 'Standard Applicant Information' section in the top right screenshot to this section. The section contains two dropdown menus: 'Select Law Enforcement Executive' and 'Select Government Executive'. Below each dropdown is a 'Confirm' button. A green arrow points from the 'Confirm Authorized Representative' button in the bottom right screenshot to the 'Confirm Authorized Representative' button in this section.



JustGrants Application Submission: What's Next?

Your entity will be notified if they have received an award when all applications for the solicitation have been reviewed before September 30.

Regularly check the system to address any upcoming deadlines for submitting applications or documentation in a timely manner.



Once the application deadline passes in JustGrants you may see a "past due" banner. If your status is "Submitted", your application was received by DOJ. You can ignore the past due banner.

System Notifications

- The Entity Administrator and Authorized Representative when the deadline for applications has changed.
- The Application Submitter, Entity Administrator, and Authorized Representative when the application is received in JustGrants from Grants.gov.
- The Entity Administrator when the award notification has been sent.

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](#)
- [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	
OVW applicants and award recipients	<div></div> <div>OVW.JustGrantsSupport@usdoj.gov <i>Or</i> (866) 655-4482</div>
	<div>JustGrants.Support@usdoj.gov <i>Or</i> (833) 872-5175</div> <div>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</div>

JustGrants *Training*

justicegrants.usdoj.gov

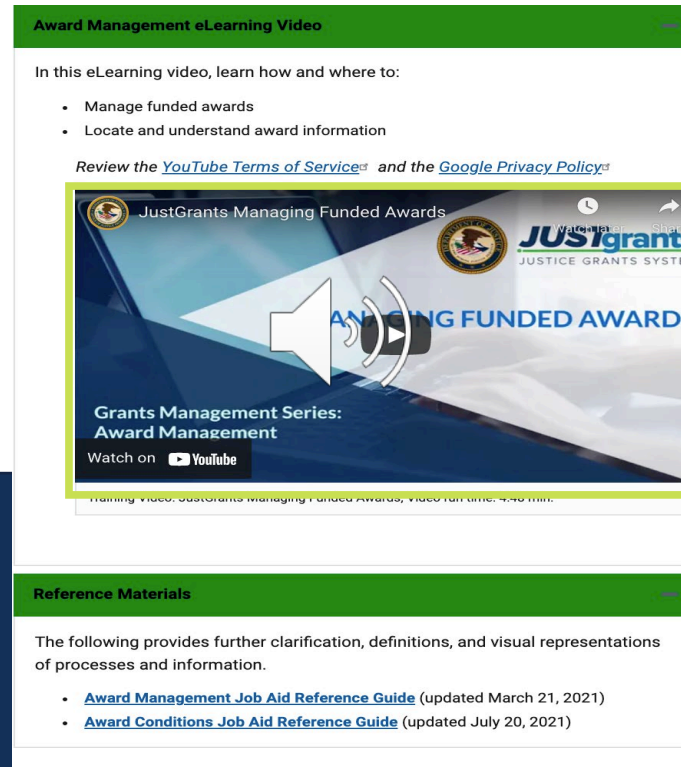
- Job Aid Reference Guides
- Microlearning Videos
- Recordings of Past Sessions
- Frequently Asked Questions (FAQs)
- Glossary Terms



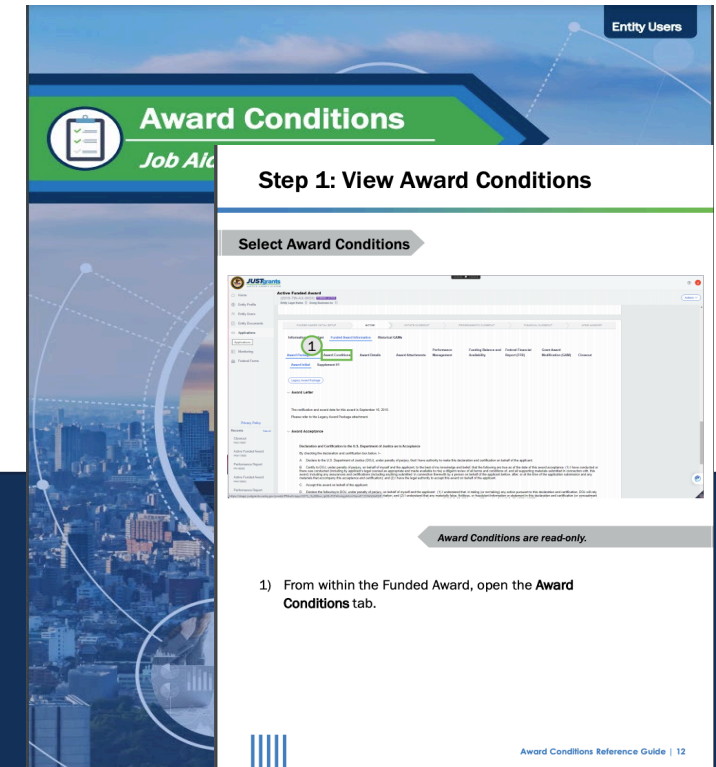
JustGrants *Training Resources*



Organized by Topics



Micro-learning videos



Job Aid Reference Guides

Additional Application Submission Resources

DOJ Application Submission Checklist

<https://justicegrants.usdoj.gov/sites/g/files/xyckuh296/files/media/document/appln-submission-checklist.pdf>



SAM.gov Resources

<https://justicegrants.usdoj.gov/resources/system-for-award-management>

Grants.gov

<https://www.grants.gov/web/grants/learn-grants/grant-making-agencies/department-of-justice.html>

Upcoming Sessions

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

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

KEY AUDIENCE: Grant Award Administrators, Entity Administrators, Financial Managers

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

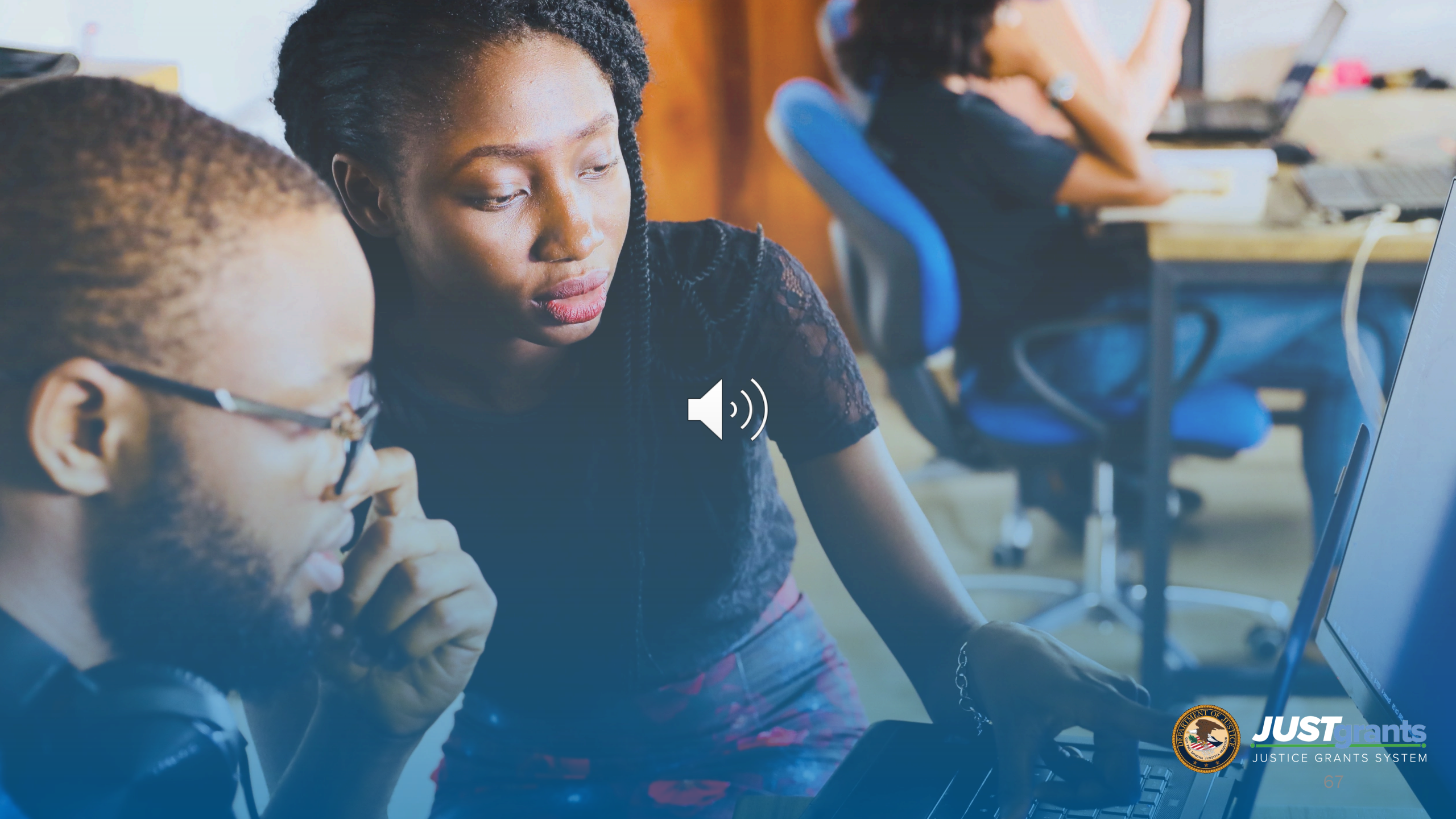
KEY AUDIENCE: Entity Administrators

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

KEY AUDIENCE: Entity Administrators, Application Submitters, Authorized Representatives

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

KEY AUDIENCE: Entity Administrators, Authorized Representatives



Questions?

Enter in the Q&A box and send to All Panelists



U.S. DEPARTMENT OF JUSTICE
OFFICE OF JUSTICE PROGRAMS