

BUREAU OF JUSTICE ASSISTANCE

FY 2021 Visiting Fellows Program

Competitive Grant Announcement

The webinar will begin shortly.

July 14, 2021
3:00 – 4:30 PM



Presenters

Becky Rose

Senior Policy Advisor

Betsi Griffith

Associate Deputy Director

Ruby Qazilbash

Associate Deputy Director

Kristie Brackens

Acting Associate Deputy Director

Vince Davenport

Associate Deputy Director

Webinar Topics

- Overview of OJP and BJA
- Overview of Fellows Solicitation
- Eligibility Requirements
- Anticipated Area of Focus for BJA Fellows
- Grant Requirements
- Review Application Sections
- Questions and Answers

What is the Office of Justice Programs (OJP)?

- 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.
 - Office on Violence Against Women (OVW)
 - Office of Community Oriented Policing Services (COPS)

BJA Mission Statement

BJA provides leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities.

To learn more about BJA, visit www.bja.ojp.gov.

On July 2, 2021, BJA released the Following Solicitation:

[FY 2021 BJA Visiting Fellows Program](#)

Grants.gov Deadline: August 2, 2021 11:59 p.m. ET

JustGrants Deadline: August 16, 2021 11:59 p.m. ET

Background Information

- To address emerging issues and build capacity to improve the administration of criminal justice, BJA launched the BJA Visiting Fellows Program in FY 2012. The intent was to leverage state, local, or tribal subject-matter expertise to assess areas of need and to develop strategies, tools, and policies in collaboration with BJA staff for the benefit of the criminal justice field.
- The purpose of each fellowship is to make important policy and programmatic contributions in a priority area of criminal justice practice. Fellows will collaborate with BJA and DOJ staff to provide critical outreach, data, research, and subject-matter expertise to inform the development of new BJA strategies and programs to benefit the field.

Specific Information

- By hosting up to 12 fellows with FY 2021 funds, BJA will collaborate with practitioners, advocates, and researchers to build capacity to address gaps in priority and emerging issues in the criminal justice field. BJA encourages applicants from a broad range of disciplines to consider how their work in areas related to crime and justice would address the 12 anticipated areas of focus outlined below.
- Fellows are expected to be self-starters who can work in a fast-paced environment. Additionally, fellows must proactively manage their planned work while collaborating with BJA staff and adjusting to the needs of the project and other work across BJA. Fellows will be expected to produce specific deliverables that can address these priority issues, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical subject-matter assistance, that address the area(s) of focus. Further, they will assist BJA in enhancing strategies and building capacity, then bring their fellowship experience back into the field.

Program Objectives

- Enhance BJA capacity and expertise to assess the technical assistance, training, and capacity building needs in the areas of focus listed above and discussed further below.
- Bring real world experience and knowledge to BJA that enhances staff ability to deliver relevant and effective tools to the field.
- Support the development of criminal justice practitioners, researchers, and BJA/Office of Justice Programs staff to advance BJA's mission.
- Advance and translate knowledge about critical criminal justice issues and strategies and promote innovation.

Eligibility

Note: Eligible applicants are limited to individuals, as well as state, tribal, or local government, organizations, or academic institutions seeking to provide federal-level experience for one of their staff members. Organizations seeking to place an employee as a fellow under this program will not have programmatic oversight of that staff person for those activities conducted as part of the fellowship. For-profit organizations must agree to forgo any profit or management fee.

- City or township governments
- County governments
- For profit organizations other than small businesses
- Individuals
- Native American tribal governments (Federally recognized),
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education,
- Private institutions of higher education,
- Public and State controlled institutions of higher education,
- State governments

Other Program Requirements

- Each fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues in the criminal justice field and build capacity to address one of the areas of focus discussed in the “Anticipated Areas of Focus for BJA Fellows” section
- In order to enhance the knowledge-building work of BJA, fellows will be expected to participate in a wide range of collegial work with the BJA Director and BJA staff. Fellows will provide subject-matter expertise that exposes BJA and other DOJ staff to issues facing the field and current practices. This means fellows will have a range of opportunities to participate in high-level policy discussions and processes that inform practice, and they will be expected to take this expertise back to share with the field.

Deliverables

Each fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues in the criminal justice field and build capacity to address one of the areas of focus. In addition, all fellows will be expected to engage in the following kinds of activities:

- Assess BJA's current training and technical assistance (TTA) resources
- Use data to assess the needs of the field
- Examine and translate research and evidence into programmatic and policy implications for practitioners.
- Plan and implement/enhance strategies to engage in regular dialogue with the field.
- Create at least two major TTA deliverables
- Participate in internal and external stakeholder meetings, forums, conferences, etc.
- Prepare detailed reports, speeches, and articles at the request of OJP and BJA management.
- Participate in professional development and training activities in consultation with BJA management.
- Travel to support the execution of the above activities.

Anticipated Areas of Focus for BJA Fellows

1. Enhancing Strategies To Effectively and Fairly Manage Crime Related to Substance Use Disorders Through Drug Courts:

- The fellow will support BJA's Adult Drug Court & Veterans Treatment Court Training and Technical Assistance Program.
- The program provides TTA to state, local, and tribal governments to implement or enhance the operations of drug courts.
- These courts effectively integrate evidence-based substance abuse treatment, mandatory drug testing, incentives and sanctions, and transitional services in judicially supervised court settings.
- The fellow will focus on key issues facing drug courts, including the impact of the pandemic, and ensuring fairness in drug courts by increasing access to treatment and other recovery support services, increasing the use of problem-solving courts as alternatives to incarceration, and ensuring equity and access including eligibility, services, and responses in problem-solving courts. In addition, the fellow will explore ways to increase collaboration with partners including law enforcement.
- This fellow will have direct experience in drug courts operations and research and have the ability to bring their experience and knowledge of the field to support national TTA efforts. BJA is also encouraging practitioners, advocates, and researchers who are in recovery and/or are a drug court graduate to apply.
- The fellow will work in coordination with BJA staff and the TTA program providers, including statewide drug court coordinators.

2. Enhancing Efforts To Enforce the Provisions of the Sixth Amendment in State, Local, and Tribal Courts:

- The fellow will support BJA's Sixth Amendment Training and Technical Assistance Program.
- The program provides TTA to states and local governments to build the capacity and tools necessary to meet the obligations established by the Sixth Amendment.
- The fellow will focus on identifying and supporting practices that align with the rights outlined in the Sixth Amendment including access to justice and fairness by improving court operations and capacity, the right to speedy trial and enhancing the right to counsel at first appearance, and ensuring equity and access.
- In addition, the fellow will focus on addressing the impact of the pandemic on these rights and the role of the public defender.
- Finally, the fellow will support and highlight collaborative efforts at the state and local levels that promote and enhance the role of public defenders.
- The fellow will have direct experience in public defense work and have the ability to bring their experience and knowledge of the field to support national TTA efforts.
- The fellow will work in coordination with BJA staff and the TTA program providers.

6. Building Capacity of Community Leaders and Partners To Enhance Community Safety and Build Trust with Criminal Justice Partners:

- The fellow will provide support to BJA's strategies to build the capacity of community leaders and organizations, working with criminal justice partners, to serve as active and effective partners in maintaining and improving community safety, including community violence interventions.
- The fellow will work in conjunction with key programs under the Byrne Criminal Justice Innovation (BCJI) Program, including the development of a community trust training for law enforcement, engaging communities with listening sessions, and assessing community capacity and effective approaches to inform future training and technical assistance strategies. This approach will support violent crime strategies and integrate the resources and expertise of key projects including Community Courts, National Center on Restorative Justice, and the reconciliation work in the Emmett Till Cold Case Program.
- The fellow will focus on addressing key issues facing communities, including the impact of the pandemic, and enhance communication and partnerships that build trust and effective strategies to build approaches that co-define safety and justice with those who live in the community. BJA recognizes that these relationships cannot be built overnight and that the work should focus on the communities where there is greatest need in a way that it can grow and be sustained over time.
- This fellow will have direct experience in building community capacity to address crime or building and operating community justice or community violence initiatives and have the ability to bring their experience and knowledge of the field to support national TTA efforts. The fellow will work in coordination with BJA staff and the TTA program providers, including the BCJI site peer experts and coordinators and other noted projects.

10. Advancing Strategies To Prevent and Respond to Hate Crimes:

- This fellow will support the development of training and technical assistance in a new portfolio of hate crimes work.
- This program is being launched this year and will support funding and creation of TTA for state, local, and tribal law enforcement and prosecutors, working with community-based and nonprofit partners to support outreach to and education of those impacted by hate crimes based on their national origin, race, religion, gender, sexual orientation or identify, or disability.
- The program will also support the investigation and prosecution of hate crimes, including education and efforts to increase the reporting and identification of hate crimes, and leverage the power of partnerships with community-based partners to increase trust and reporting of crimes as well as create a culture in criminal justice agencies that ensures staff have the skills to address these crimes and prioritize these cases.
- The fellow will focus on addressing key issues facing the field and support the implementation of this new TTA program, working with staff and other federal and Department of Justice components.
- This fellow should have experience in preventing and addressing hate crimes and working with impacted groups as well as law enforcement and prosecution agencies.

4. Improving Corrections and Reintegration Under The Second Chance Act:

- The fellow will possess significant reentry policy and practice experience, and have substantial expertise as a policy advocate, legal or social services provider, or academic focusing on the successful reintegration of people returning home to their communities after incarceration.
- The fellow must be a formerly incarcerated individual who will bring the unique perspective of the justice system and community reintegration to this role. (Any applicant without this background will be removed at the Basic Minimum Requirements phase of the review process.)
- Potential fellows are strongly encouraged to propose specific strategies that build upon and improve BJA's investments in reentry and reintegration.
 - For example, an applicant with significant experience in leading reentry policy efforts or programs at a state or local level—or a reentry advocate with experience in collateral consequences of criminal conviction, including challenges with the reentry population securing housing, employment, educational, healthcare, or voting opportunities—could propose innovative ways to assist BJA to build more responsive funding opportunities and technical assistance support and document the achievement of successful outcomes in these areas in jurisdictions across the nation.
- BJA strongly encourages applicants to submit innovative proposals to enhance BJA's current national efforts related to promoting successful reintegration of the incarcerated population and reducing recidivism and/or assist BJA to identify and define new and emerging reentry challenges as well as define efficient and effective methods to address them. The individual may also have opportunities to provide strategic guidance related to corrections to the BJA Director and OJP leadership and to inform federal interagency policy efforts to remove barriers to successful reintegration.

5. Enhancing the Prison Rape Elimination Act Implementation Efforts:

- The fellow will have substantial expertise as a policy advocate, legal or victim services provider, academic, or criminal or juvenile justice practitioner focusing on preventing, detecting, and/or responding to sexual victimization of people who are incarcerated.
- They will support and enhance the ongoing efforts of BJA's PREA Management Office (PMO) to carry out the Department's many PREA legal requirements, as defined in the PREA statute (codified at 34 U.S.C. § 30301 et seq.) and PREA standards (see 28 CFR Part 115.) Examples of these requirements include supporting a national grant program, providing TTA, which includes the PREA Resource Center (www.prearesourcecenter.org), partnering with the nation's governors to help them to fulfill their annual PREA reporting requirements, and directing all aspects of the PREA Audit Function.
 - For more information about the requirements associated with PREA audits, see www.prearesourcecenter.org/audit/prea-auditors/auditor-handbook.
- BJA strongly encourages potential PREA fellows to submit innovative proposals to address the following or other PREA implementation challenges, to enhance BJA's ongoing national efforts related to promoting sexual safety in confinement, and to implement the PREA standards.
- The successful applicant will be an integral member of BJA's PMO and may also have the opportunity to participate in DOJ's PREA Working Group and to provide strategic guidance related to PREA implementation and corrections to the BJA Director and OJP leadership.

9. Enhancing Corrections Spaces and Cultures:

- This fellow will initiate a project that focuses on how to best support correctional agencies' efforts across the country to transform jail and prison environments, physical spaces, and staff culture to ensure individuals are more likely to be prepared for successful reentry and reintegration into communities.
- The fellow will address the impact of the pandemic on corrections populations and focus on practices and innovations that successfully reduced correctional populations and are possible and worth sustaining.
- The fellow will also provide support to BJA's corrections and reentry training and technical assistance efforts.
- The fellow will have direct experience in corrections, including with correctional populations, corrections physical plant challenges and innovations, and correctional culture change initiatives, and have the ability to bring their experience and knowledge of the field to support the project and national TTA efforts. In addition, the fellow may bring the unique perspective of the justice system having been formerly incarcerated themselves.
- The fellow will work in coordination with BJA staff and the TTA program providers.

3. Enhancing Efforts To Implement Cross-System Behavioral Health Programming:

- This fellow will provide support to the BJA Justice and Mental Health Collaboration Program's (JMHCPS) training and technical assistance efforts.
- JMHCPS and its related TTA provide funds and services to jurisdictions and support cross-system collaboration to improve public safety responses and outcomes for individuals with mental illnesses or co-occurring mental illness and substance abuse who come into contact with the justice system.
- This program supports public safety efforts through partnerships with social services and other organizations that will enhance responses to people with MI and CMISA.
- The fellow will focus on coordinating products and information for delivery to criminal justice practitioners from a variety of sources, determining needed resources, and developing new products.
- The fellow will promote and enhance best practices in model responses and increase collaboration with partners across disciplines through planning and hosting focus groups, events, meetings, webinars, etc.
- The fellow will have direct experience in behavioral health and criminal justice work and have the ability to bring their experience and knowledge of the field to support national TTA efforts.

7. Supporting BJA's National Law Enforcement Knowledge Lab Initiative:

- This fellow will assist in promoting outreach, communication, and engagement activities to law enforcement agencies and stakeholders to enhance awareness of BJA's law enforcement knowledge lab.
- In 2022, BJA will create a single entity, called the "National Law Enforcement Knowledge Lab" (NLEKL), where core competencies and standards for law enforcement operations are defined, training is developed, expert assessment and assistance are provided, and where law enforcement can go to develop or learn model policy.
- This fellow, in partnership with BJA, will coordinate and develop resources, provide expert review of and guidance on NLEKL trainings, assessments, and products.
- This fellow will assist BJA in the development, coordination, and launch of NLEKL.
- This fellow should have substantial knowledge and experience with law enforcement training, evidence-based practices, constitutional policing, civil rights reviews and consent decree processes, policy development, and project implementation.

8. Enhancing and Coordinating Strategies To Prevent and Respond to Violent Crime:

- This fellow will help coordinate BJA's violent crime and prosecution initiatives and its community violence initiatives with BJA's TTA efforts and sites, including the activities of BJA's partner providers and BJA's communication and engagement activities.
- This fellow, working closely with BJA staff, will provide expert guidance and assistance in how to implement local programming to combat violent crime, to use crime analysis tools and resources to drive crime strategies, and to coordinate various local efforts and initiatives into a single, citywide crime strategy. They will bring their experience and knowledge of the field to support the project and national TTA efforts.
- The fellow will work in conjunction with key programs, including the development of a training for law enforcement, engaging practitioners with listening sessions, assessing law enforcement and community capacity to combat crime, and implementing effective approaches.
- This fellow should have extensive experience in combatting violent crime at the local level, evidence-based practices, and law enforcement.

12. Supporting Prosecution Outreach, Communication, and Engagement To Address Increases in Crime:

- This fellow will assist in promoting outreach, communication, and engagement activities to prosecutors who are in jurisdictions experiencing an increase in crime and to other stakeholders to enhance awareness of BJA resources for prosecutors and to gather information about ongoing and emerging needs.
- The fellow will work to strengthen existing lines of communication and establish new pathways for sharing timely information with prosecutors concerning funding opportunities, training, technical assistance, and other resources.
- The fellow will also assist with developing new resources, publications, and guides and will coordinate across BJA's TTA programs to ensure the field is aware of all available products.
- The fellow will organize events for prosecutors and develop marketing materials.
- This fellow should have substantial knowledge of and experience with social media platforms and be able to effectively communicate with prosecutors' offices.

11. Supporting Law Enforcement Outreach, Communication, and Engagement to Enhance Awareness of BJA Resources:

- This fellow will assist in promoting outreach, communication, and engagement activities to law enforcement agencies and other stakeholders to enhance awareness of BJA resources for law enforcement and to gather information about ongoing and emerging needs.
- The fellow will work to strengthen the existing lines of communication and establish new pathways for sharing timely information with law enforcement agencies concerning funding opportunities, training, technical assistance, and other BJA resources. Sharing information with 18,000 law enforcement agencies presents complex challenges and requires innovative approaches.
- This fellow should have substantial knowledge and experience with social media platforms and other means of peer-to-peer communications within law enforcement communities.

Award Information:

- BJA expects to make approximately 12 awards, 1 per focus area
- Maximum award amount: \$350,000
- Total amount anticipated to be awarded: \$4,200,000
- Grant start date: October 1, 2021
- Period of performance: 24 months
- **Fellows are generally required to spend a minimum of 1,500 hours during the duration of their fellowship onsite at BJA, though BJA will consider shorter periods of time where the applicant makes the case that they will still satisfactorily accomplish the goal of the solicitation. During the fellow's residency period, BJA will provide workspace and equipment, including telephone, computer, office supplies, and internet access.**

Budget Information

- The funding level for each visiting fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, housing expenses, travel, and other limited administrative expenses. BJA will not fund salary (or costs) for any person other than the person to be placed in the fellowship, with the following exception: BJA will fund small costs for a support staff person or contractor to perform support functions in completing research and/or analysis, meeting support, or document development insofar as such is a core need to accomplish the goals of the fellowship. The needs must be fully documented in the budget worksheet and budget narrative and be clearly tied to the proposed fellowship activities.
- Travel can include: (1) travel associated with the fellowship's duties, (2) travel from the fellow's home to BJA and back for the fellowship residency, and (3) up to two trips to travel home during the period of the residency. This travel will not include local travel between the fellow's local residence and the office or meetings during the period of the residency at BJA. Proposals primarily to purchase equipment, materials, or supplies will not be funded.

Match Requirement: This solicitation does not require a match.

Application Sections

1. Application for Federal Assistance (SF-424) (required)
2. Program Abstract (required)
3. Program Narrative (required)
4. Budget Detail Worksheet and Budget Narrative (required)
5. Indirect Cost Rate Agreement (if applicable)
6. Tribal Authorizing Resolution (if applicable)
7. Financial Management and System of Internal Controls Questionnaire
8. Disclosure of Lobbying Activities (SF-LLL)
9. Additional Attachments (listed on next slide)

Application Sections – con't

Additional Attachments

- **Time Task Plan:**
 - Outline goals and objectives
 - Summarize major activities, expected date of completion, and responsible agencies
- **Resumes/Job Descriptions:**
 - Provide the proposed BJA Fellow's CV or résumé.
- **Letters of Support and Memorandum of Understanding:**
 - Attach relevant letters of support and/or memorandum of understanding (MOU) between key partners to the project to reflect support, roles, and agreements about collaboration.
- **Research and Evaluation Independence and Integrity**

Abstract

- A proposal abstract (no more than 400 words) summarizing the proposed project, including primary activities, products and deliverables, the service area, and who will benefit from the proposed project.
- The applicant must also clearly describe the following:
 - Applicant name
 - Project period
 - Total funds requested
 - Area of focus under which the applicant is applying
 - Summary of the proposed approach for the fellowship including the “residency” at BJA during which the fellow will work closely with the BJA team; include timelines for preparation, residency, and finalization periods
 - Brief summary of the applicant’s criminal justice expertise that is relevant to the area of focus under which they are applying
 - An overall summary of the project, including goals, objectives, and deliverables
 - A short statement of why the applicant wants to be a fellow with BJA

Program Narrative

Double-spaced, using standard 12-point font with 1-inch margins. Number pages “1 of 20,” etc.

Should not exceed 20 pages.

SCORING:

-Description of the Issue	20%
-Project Design and Implementation	30%
-Capabilities and Competencies	35%
-Plan for Collecting Data Required for Performance Measures	5%
-Budget and Budget Worksheet	10%

Budget and Budget Narrative

- Itemized budget for each year of the grant.
- There is no match required.
- Prior approval, planning, and reporting of conference/meeting/ training costs.

Application Tips

Don't wait until the deadline to apply:

- **The SF-424 and the SF-LLL will be submitted in Grants.gov by 11:59 PM EST on August 2, 2021** (Two weeks before full application is due). OJP urges applicants to submit applications at least **72 hours** prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.
- **The full application will be submitted in JustGrants by 11:59 PM EST on August 16, 2021.** To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

JustGrants Application Submission Resources

[Application Mechanics eLearning Videos](#)

By viewing the eLearning videos, job aids, DOJ Application Checklist and other resources, applicants will have all of the information needed to successfully navigate the mechanics of submitting an application.

The checklist includes:

- ✓ [Application Mechanics: Getting Ready to Apply \(NEW\)](#)
- ✓ [Application Mechanics: Initiating Application Submission in Grants.gov \(NEW\)](#)
- ✓ [Application Submission: Locating an Application](#)
- ✓ [Application Submission: Submitting an Application](#)
- ✓ [Application Submission: Completing a Budget Detail Form](#)
- ✓ [Application Mechanics: After Submitting an Application \(NEW\)](#)



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DOJ Application Submission Checklist

Review the [DOJ Application Submission Checklist](#)

The checklist covers all necessary steps to complete the two-part application process in Grants.gov and JustGrants.

The checklist includes:

- ✓ how to prepare to apply
- ✓ completing the abbreviated application in Grants.gov
- ✓ Entity Onboarding and JustGrants Access
- ✓ completing, reviewing, certifying and submitting your application in JustGrants, and
- ✓ helpful user tips



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Important Contact Information



Technical Assistance Submitting the SF-424 and SF-LLL into
Grants.Gov: 800-518-4726, 606-545-5035 | support@grants.gov



Technical Assistance Submitting the FULL APPLICATION into
JustGrants: 833-872-5175 | JustGrants.Support@usdoj.gov



Technical Assistance with Programmatic Requirements contact
the OJP Response Center: 800-851-3420 | grants@ncjrs.gov

NEW: Two Step Application Process

Applications will be submitted in a new two-step process, each with its own deadline:

- **Step 1:** Applicants submit an SF-424 and an SF-LLL at [Grants.gov](https://www.grants.gov) by August 2nd
- **Step 2:** Applicants submit the full application, including attachments, at JusticeGrants.usdoj.gov by August 16th

*Read the solicitation document carefully for further guidance.

Please Remember!

- BJA is utilizing a new system. Please make sure you reach out ASAP if you run across any issues in JustGrants or Grants.gov to the contact information provided in the previous slides
- If you have technical issues contact both JustGrants Help Desk and the Response Center to document issue
- Make sure to document all issues including any ticket numbers provided by the helpdesk
- Contact us **before** application closes and contact **one day after** application closes for updates on late applications

Stay Connected!!

Email Updates

- Text OJP [your email address] to 468-311 to subscribe.
*Message and data rates may apply

Social Media

- Facebook: <https://www.facebook.com/DOJBJA>
- Twitter: <https://twitter.com/DOJBJA>
- YouTube: <https://www.youtube.com/dojbja>



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

Questions?

Please submit your questions into the [Q&A box](#)