

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



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**Solicitation Title:** BJA FY24 Community-based Approaches to Prevent and Address Hate Crime

**Assistance Listing Number:** 16.047

**Grants.gov Opportunity Number:** O-BJA-2024-172028

**Solicitation Release Date:** March 11, 2024

**Step 1: Application Grants.gov Deadline:** 8:59 PM Eastern Time on June 04, 2024

**Step 2: Application JustGrants Deadline:** 8:59 PM Eastern Time on June 11, 2024

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# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

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

With this solicitation, BJA seeks to support comprehensive community-based approaches to addressing hate crimes that promote community awareness and preparedness, increase victim reporting, and improve responses to hate crimes. The program is also designed to develop community-informed models for preventing and responding to hate speech and incidents, as well as facilitating reconciliation and community healing.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00020-PROD	Community-based Organizations	11	\$400,000	10/1/2024	36
C-BJA-2024-00021-PROD	National Civil Rights Organizations and Intermediary Organizations	2	\$2,000,000	10/1/2024	36

## Eligibility

- Native American tribal organizations (other than federally recognized tribal governments)
- 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
- Public- and state-controlled institutions of higher education
- Private institutions of higher education
- Other: This includes community-based organizations and civil rights organizations that are tribal, non-profit, and academic.

An applicant may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

BJA may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### **Agency Contact Information**

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

### **Pre-Application Information Session**

BJA will hold a webinar to provide a detailed overview of this solicitation and allow interested applicants to ask questions. Once available, a link to register will be included on the [Funding Webinars webpage](#). The session will be recorded and available on the BJA website once ready.

### **Application Submission Information**

#### **Registration**

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

#### **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the solicitation [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See solicitation [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov) by the JustGrants application deadline. See solicitation [Submission Dates and Time](#) section for application deadlines.

## Program Description

### Program Description Overview

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

With this solicitation, BJA seeks to support comprehensive community-based approaches to addressing hate crimes that promote community awareness and preparedness, increase victim reporting, and improve responses to hate crimes. The program is also designed to develop community-informed models for preventing and responding to hate speech and incidents and facilitating reconciliation and community healing.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

### Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Consolidated Appropriations Act, 2024. As of the writing of this solicitation, the Department of Justice is operating under a short-term Continuing Resolution with no full-year appropriation for the Department currently enacted for FY 2024.

### Specific Information

Hate crimes (sometimes called bias-motivated crimes) are criminal offenses motivated by some form of bias toward a victim on the basis of their perceived or actual race, color, religion, national origin, sexual orientation, gender, gender identity, or disability. Hate or bias incidents are acts of prejudice that are not crimes and do not involve violence, threats, or property damage.

Hate crimes and incidents have a devastating effect beyond the harm inflicted on any one victim. They reverberate through families, communities, and the entire nation as others fear that they too may be threatened or attacked because of what they look like, who they are, where they worship, whom they love, or whether they have a disability. Community institutions and civil rights organizations are pillars of the community and play a critical role in quelling fear, sharing information, delivering services (particularly culturally specific and language-accessible ones), and improving safety for impacted individuals and communities.

In addition, hate crimes can be more violent and involve greater victim injury as compared with other victimizations, yet they are substantially underreported. Victim reluctance to contact law enforcement may arise from perceptions of police bias, distrust of law enforcement or the criminal justice system, language barriers, or concerns about immigration status. As trusted pillars of the community, community-based organizations (CBOs) and civil rights organizations are well suited to address gaps in existing services and establish trust between victims and law enforcement.

### Prevalence and Other Data

Hate crimes are chronically under-reported to and under-identified by law enforcement. The U.S. Bureau of Justice Statistics' (BJS) [National Crime Victimization Survey \(NCVS\)](#) and

the [Federal Bureau of Investigation's Uniform Crime Reporting program](#) can shed some light on trends among those hate crimes reported to law enforcement or via NCVS.

Though these crimes are often underreported, in recent years, there have been alarming spikes in hate crimes and threats of violence across the country, often fueled by online hate forums. In recent years, there have been a number of attacks on houses of worship and threats against historically Black colleges and universities. Hate also continues to drive many acts of mass violence, including the Tops grocery store shooting in Buffalo, New York, and the Club Q shooting in Colorado Springs, Colorado.

### **Program Background**

OJP and BJA have been developing a comprehensive suite of grant programs to address the alarming increase in hate crimes in recent years. Founded in 2021, the [Matthew Shepard and James Byrd, Jr. Hate Crimes Program](#) (Shepard/Byrd Hate Crimes Program) supports state, local, and tribal law enforcement and prosecution agencies in their outreach to and education of the public, victims, and their staff and partners on hate crimes.

To build on the law enforcement and prosecution-led efforts supported under the Shepard/Byrd Hate Crimes Program and in response to the recent increase in hate crimes, BJA is seeking applications to employ a comprehensive and community-based approach to prevent and address hate crimes. Funding under this program may be used to support public awareness campaigns, educational and outreach programs, trauma-informed services, alternative sentencing, community service, diversion or restorative practices, and preparedness trainings or planning.

This funding is designed to support CBOs and civil rights organizations in addressing hate crimes and to assist victims and communities that are confronting these crimes, particularly in places experiencing an increase. The Community-based Approaches to Prevent and Address Hate Crimes Program seeks to build the capacity of community institutions to leverage their unique ability to empower communities, facilitate dialogue, and deescalate tensions in order to prevent these types of crimes.

### **Stakeholder Engagement**

Applicants will be expected to work with a broad range of stakeholders to develop a multifaceted approach to preventing hate crimes and promoting community healing in the wake of hate speech, hate incidents, and hate crimes.

Applicants may consider partnering with certain DOJ components such as the Community Relations Service, the relevant field office of the Federal Bureau of Investigation, the federal civil rights coordinator in their U.S. Attorney's Office (USAO) districts, and other federal agencies such as the Department of Homeland Security. To effectively approach this work, applicants should develop strategies to coordinate with additional nongovernmental partners or task forces that can help to address the concerns and needs of all affected parties. BJA also encourages partnerships with schools, colleges, and universities in the applicant's jurisdiction as part of these strategies to build on OJP's programs to prevent and address school-based violence, use restorative justice approaches, and leverage funding to support victims of hate crimes.

Note that BJA has a team of training and technical assistance (TTA) providers to assist grantees and the field at large. This TTA will include individualized, efficient, and consistent delivery in order to help Community-based Approaches to Prevent and Address Hate Crimes

Program grantees accomplish their goals by the end of the project period. BJA and the TTA partners will assess grantees' needs and develop training, targeted technical assistance, and tools. This will include ongoing coaching and dialogue, as well as support for peer-to-peer dialogue and training, knowledge diffusion products, grantee learning communities, dissemination of best practices and lessons learned, and a listserv.

### **Category One: Community-based Organizations**

Category One is designed to support individual organizations seeking to pilot prevention strategies, facilitate dialogue and community healing to de-escalate tensions arising from hate speech and hate incidents, and prevent hate crimes at the local level. These programs should be tailored to a particular community or geographic area.

### **Category Two: National Civil Rights Organizations and Intermediary Organizations**

Category Two will support organizations with reach and relationships with local communities across the country. Applicants under Category Two may provide national services, supporting capacity building for local and community-based organizations by providing materials, tools, and strategies that can be tailored to meet the needs of individual neighborhoods, cities, or regions seeking to prevent and address hate crimes. Applicants under Category Two can also serve the field as an intermediary organization, providing subawards to smaller community-based or culturally specific organizations. Intermediaries, in collaboration with BJA, will competitively award subawards and provide capacity-building support to CBOs and/or to assist them in expanding programs to prevent and address hate crimes.

## **Solicitation Goals and Objectives**

### **Goals**

- Develop and enhance comprehensive community-based approaches to addressing hate crimes, speech, and incidents that promote community awareness and preparedness, increase victim reporting, and improve prevention efforts and responses to hate crimes.
- Develop and enhance activities to de-escalate community tension, empower community efforts for conflict resolution, and strengthen community resiliency.

### **Objectives**

- Invest in community-led initiatives that prevent hate crimes through conflict resolution, community empowerment, and education.
- Support programs that result in increased reporting of hate crimes to law enforcement or other trusted community institutions.
- Establish and disseminate a catalogue of various initiatives, efforts, and activities that have been implemented by communities to address hate crimes to promote replication.
- Develop pathways for more grassroots organizations to access federal grant funds to prevent and address hate crimes.
- Create a variety of ways to elevate the work and voices of community leaders and organizations that have implemented these programs (at conferences, in written materials, through social media or other media content, etc.).

### **Deliverables**

Through this program, BJA intends to deliver the following to the field:

- A series of resources and real-life examples of community-led efforts to prevent and respond to hate crimes and hate incidents; and



- Concrete examples of program activities or approaches that have demonstrated impacts on community perceptions of safety, identification of hate crimes and incidents, and/or community resiliency in the wake of hate incidents.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

### Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** [Not applicable]

**1B.** Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

To receive this additional priority consideration, applicants must describe how being a population specific organization (or funding the population specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s), and should also specify which historically underserved populations are intended or expected to be served or have their needs addressed under the proposed project(s).

**2.** Applications that include letters of support, memorandums of understanding (MOUs), and/or letters of intent to partner will receive priority consideration.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas does not guarantee an award.

### Federal Award Information

#### Awards, Amounts, and Durations

Anticipated Number of Awards: 13:

*Category 1: 11*

*Category 2: 2*

Anticipated Maximum Dollar Amount per Award:

*Category 1: anticipated maximum amount \$400,000*

*Category 2: anticipated maximum amount \$2,000,000*

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36 months

Anticipated Total Amount to Be Awarded under This Solicitation: \$8,400,000

Additional Information: OJP encourages applicants, including those that are new or that have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is at a lower amount than the maximum allowable funding level.

### **Continuation Funding Intent**

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

### **Type of Award**

OJP expects to make awards under this funding opportunity as grants and cooperative agreements. Cooperative agreements provide for OJP to have substantial involvement in carrying out award activities. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Cost Sharing or Matching Requirement**

This funding opportunity does not require a match.

### **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

# How To Apply

## Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants deadline.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by June 04, 2024, 8:59 p.m. ET.

The **full application** must be submitted in JustGrants by June 11, 2024, 8:59 p.m. ET.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants: contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must —

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

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

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

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

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

### **Content of the SF-424 in Grants.gov**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [Application Resource Guide](#) for additional information on completing the SF-424.

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

## **Content of the JustGrants Application Submission**

### ***Entity and User Verification (First Time Applicant)***

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov)) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48–72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### ***Standard Applicant Information***

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### ***Proposal Abstract***

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. Applicants should identify if priority considerations 1 and/or 2 are being requested for the proposed project. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

#### ***Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status)***

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

## Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

## 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 size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions. Applicants may include charts, tables, and other graphics in the program narrative. These graphics will not be counted against the maximum number of pages, nor will font size requirements apply to these graphics.

The Proposal Narrative must include the following sections:

### a. Description of the Issue

- Describe the nature and extent of the type or types of hate crime and hate incidents that the applicant's target population faces, including trends in these increases over the last 3–5 years, that will be addressed by the proposed solution. If data is unavailable, convey the nature of the issue through anecdotal evidence. Be sure to identify specific concerns around underreporting of hate crimes.
- Describe the challenges, including lack of resources, that the applicant faces in planning and implementing strategies to address these hate crimes and incidents.
- Describe gaps in current approaches to preventing and responding to hate crimes, including limited options for nontraditional or informal community healing and response programming.
- Discuss why the applicant cannot address these issues using existing resources and why these federal funds are needed.
- As appropriate, share examples of lived experiences of how incidents of hate have impacted the communities being served.
- Applicants under Category 2 seeking to serve as an intermediary organization should describe the challenges facing small non-profits, new grantees, or hyper specialized organizations in receiving and implementing federal grant awards as primary recipients.

### b. Project Design and Implementation

#### Category 1:

- Describe how the applicant will establish a plan to engage community partners and hate crime victims and to develop a trauma-informed approach.
- Describe how the applicant will respond to the issue(s) defined in the application, including the increase in the type or types of hate crime. Describe

the strategies to conduct outreach and educate the public and groups or persons at risk for hate crimes.

- Describe the multidisciplinary working groups, both existing and proposed partners, that will support this work.
- Describe the strategies to enhance reporting of hate crimes, including education and other efforts to assist staff and partners to identify hate crimes and incidents, if applicable.
- Describe how hate speech and hate incidents may be tracked or responded to by the proposed project including, but not limited to, community wellness, victim services, community-led alternative sentencing, diversion, or conflict resolution.
- Discuss specific strategies that will be used to conduct outreach to communities that may be experiencing hate crimes or hate incidents, including addressing the language needs of those at risk of victimization. If training or educational materials will be developed, describe how these materials will be translated or distributed to have the broadest impact.
- Discuss how the program will seek to prevent hate crimes either through de-escalation or another community-designed approach, if applicable.
- Describe how the applicant and its partners will implement the proposed design, including gathering and analyzing information, developing an action plan, and implementing efforts by staff and partners to conduct outreach and train and educate stakeholders.
- Attach a timeline that supports the project design outlined in this section and outlines when activities or project milestones are to be accomplished. The design should be supported by the required project timeline, position descriptions, and letters of support.

#### Category 2:

- Describe how the applicant will establish a plan to engage partners and hate crime victims and to develop a trauma-informed approach.
- Applicants under Category 2 seeking to serve as an intermediary organization should describe their approach and detail how they will identify and manage sub-awardees, if proposing to serve as an intermediary.
- Describe the multidisciplinary working group, both existing and proposed partners, that will support this work.
- If applicable, discuss specific strategies that will be used to develop materials that can be tailored to address hate in individual communities that may be experiencing hate crimes or hate incidents. If training or educational materials will be developed, describe how these materials will be translated or distributed to have the broadest impact.
- Describe how the applicant will reach local chapters or community-based organizations throughout the country, and how they will enhance their capacity and expertise to prevent and respond to hate crimes and incidents.
- For applicants seeking to serve as an intermediary, describe the support that will be offered to sub-awardees to ensure compliance with award requirements.
- Attach a timeline that supports the project design outlined in this section and outlines when activities or project milestones are to be accomplished.



- The design should be supported by the required project timeline, position descriptions, and letters of support.

c. Capabilities and Competencies

Category 1:

- Describe in detail experience in working with specific groups or communities at risk of being targeted for hate crimes. Include any specific information on language access capabilities, support for those with disabilities, programming that is culturally responsive to the groups to be targeted or other skills or competencies directly relevant to serving these groups.
- Describe how the applicant and its partners will build on or establish trust in communities experiencing hate crimes. Provide examples of previous work that has been done to prevent or improve responses to hate crimes.
- Discuss any previous collaboration that will help to achieve the objectives. Explain existing partnership agreements. Describe how effective communication and coordination among the team members will be implemented throughout the program period. Of note, applications that include letters of support and MOUs from partner organizations as attachments will receive priority consideration.
- Describe the project partners and their respective roles, if applicable.
- Describe how the applicant and its partners will ensure they have a set of diverse staff, partners, and/or subject matter experts who reflect a mix of experiences and perspectives to effectively reach the communities and practitioners that they will serve.

If the applicant is seeking priority consideration 1B, it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

Category 2:

- Describe in detail experience in working with specific groups or communities at risk of being targeted for hate crimes. Include any specific information on language access capabilities, support for those with disabilities, or other competencies directly relevant to serving these groups.
- If applicable, provide details about experience serving as an intermediary organization for sub-grantees. Provide details about programmatic and financial supports and training that can be offered to sub-awardees.
- For applicants seeking to serve as an intermediary, provide examples of previous successful federal grants or cooperative agreements.
- Provide examples of previous work or existing partnerships that develop and promote tools and resources among smaller stakeholder groups.
- Discuss any existing collaborations that will support the proposed project. Explain existing partnership agreements. Describe how effective communication and coordination among the team members will be implemented throughout the

program period. Of note, applications that include letters of support from partner organizations as attachments will be receive priority consideration.

- Describe how the applicant and its partners will ensure they have a set of diverse staff, partners, and/or subject matter experts who reflect a mix of experiences and perspectives to effectively reach the communities and practitioners that they will serve.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

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

- Applicants should describe what success may look like and how success may be measured or conveyed to a broader audience.
- Applicants may choose to determine measures of success during the project period and should describe the process for engaging partners and collaboratively identifying these measures.
- All applicants should indicate their willingness and ability to collect and report performance and outcome data through BJA's reporting tools (no personally identifiable information will be collected). Applicants are expected to report on behalf of any subawardees.
- Describe the process for measuring the project's performance. Identify how information will be collected, who is responsible for reporting this information, and how the information will be used to guide or make adjustments to the program.
- Applicants under Category Two seeking to serve as an intermediary should describe how they will partner with sub-awardees to tailor data collection and reporting for each sub-award.

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

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award. A list of performance measure questions for this program can be found [here](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

#### [Note on Project Evaluations](#)

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “[Note on Project Evaluations](#)” section in the [Application Resource Guide](#).

#### [Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

The applicant will submit the project’s goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project’s intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project’s desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

#### [Deliverables Expected by Successful Applicants](#)

##### Category One:

- Convene or enhance a task force or collaborative working group (this may be an existing group) that meets regularly throughout the project period to lead the project, identify and address service gaps and barriers, and use funding for focused strategies to support those who are at the highest risk for experiencing hate crimes.
- In coordination with BJA and the TTA provider, develop a project action plan that outlines the specific approach that will be taken to address hate crimes. BJA, the TTA provider, and the grantee will use this action plan to guide and track progress on the project’s objectives.
- Successful implementation of the action plan resulting in outreach materials, awareness campaigns, educational programs, or services that are developed collaboratively with BJA staff and the TTA partner.
- As applicable, develop resource guides, trainings, public awareness campaigns, or other education and outreach materials. Materials should be translated as appropriate and distributed broadly. Establish targeted outreach and engagement activities specific to impacted communities.
- Document efforts to share lessons learned following the project’s implementation, including a final report. This information will be publicly shared to assist the field.

## Category Two:

- Applicants seeking to serve as an intermediary should execute no fewer than ten sub-awards to address hate crimes and incidents.
- Develop a series of materials that elevate and promote the activities of sub-awardees or individual communities to address hate incidents or crimes. This could include policy briefs, blog posts, videos, and more.
- Conduct a landscape analysis/assessment of existing resources in the field, best or promising practices, and gaps in available resources to support communities locally in addressing hate crimes.
- Develop a series of tools, materials, resources, and strategies that can be used to support comprehensive community-based approaches to addressing hate crimes and build capacity of community-based organizations to understand and effectively prevent and respond to hate crimes and incidents.
- Develop a dissemination plan for materials to local organizations across the country.
- Build on or establish relationships with at least two communities where the materials developed as a result of this program will be adapted and implemented.
- Establish broad access and promotion of available resources to maximize their use in communities across the United States.

Program objectives and deliverables should be included in one timeline.

### ***Budget and Associated Documentation***

#### ***Funding Restrictions***

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

#### ***Budget Detail and Narrative Web-Based Form***

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the “[Application Resource Guide](#)” section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

#### ***Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs***

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an

application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

#### [Costs Associated With Language Assistance \(if applicable\)](#)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

#### [Unmanned Aircraft Systems](#)

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

#### [Budget/Financial Attachments](#)

##### [Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

##### [Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III – VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally-approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

##### [Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

##### [Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

#### Disclosure of Process Related to Executive Compensation (if applicable)

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

#### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

#### Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

#### Tribal Authorizing Resolution (if applicable)

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

#### Letters of Support (if applicable)

Applicants may include, for each named supporting entity, a signed letter of support that outlines the supporting entity’s reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant’s capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

#### Research and Evaluation Independence and Integrity Statement (if applicable)

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [Application Resource Guide](#).

#### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

#### Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

### DOJ Certified Standard Assurances

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [Application Resource Guide](#) for additional information.

### DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

### Applicant Disclosure and Justification – DOJ High-Risk Grantees

If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High-Risk Grantee is an award recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## Application Review Information

### Review Criteria

#### *Basic Minimum Review Criteria*

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

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

#### *Merit Review Criteria*

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

- Description of the Issue (25%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (30%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (30%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- 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.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

### ***Other Review Criteria/Factors***

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

### ***Risk Criteria/Factors***

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

### ***Review Process***

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

### **Federal Award Administration Information**

#### ***Federal Award Notices***

Generally, award notifications are made by the end of the current Federal fiscal year, September 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

#### ***Evidence-Based Programs or Practices***

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).



### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)” under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [Application Resource Guide](#) for more information.

### **General Information About Post-Federal Award Reporting Requirements**

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

Required reports. Award recipients must submit semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent (in appropriate cases, OJP may require additional reports).

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

### **Federal Awarding Agency Contact(s)**

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

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)**

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

#### **Provide Feedback to OJP**

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

### **Performance Measures**

A list of performance measure questions for this program can be found at:

<https://bja.ojp.gov/funding/performance-measures/advancing-justice-measures.pdf>

## Application Checklist

### BJA FY23 Community-based Approaches to Prevent and Address Hate Crimes

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

#### Pre-Application

##### *Before Registering in Grants.gov*

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed\_(see [Application Resource Guide](#))

##### *Register in Grants.gov*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [Application Resource Guide](#))

##### *Find the Funding Opportunity*

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID O-BJA-2024-172028
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#))

##### *Review the Overview of Post-Award Legal Requirements*

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements – FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of Category One: \$400,000; Category Two: \$2,000,000.

##### *Review Eligibility Requirement*

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

#### Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov

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

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

- A submission receipt
- A validation receipt
- A grantor agency retrieval receipt
- An agency tracking number assignment

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

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see “[Application Resource Guide](#)” section on Experiencing Unforeseen Technical Issues)

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

- Proceed to Application Step 2 and complete application in JustGrants.

## **Application Step 2**

Submit the following information in JustGrants:

### ***Application Components***

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract\*
- Proposal Narrative\*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### ***Budget and Associated Documentation***

- Budget Detail Narrative and web-based form\*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

### ***Additional Application Components***

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of Support (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

### ***Disclosures and Assurances***

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

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

### **Review, Certify, and Submit Application in JustGrants**

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

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

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

## **Standard Solicitation Resources**

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

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

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

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

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.