

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



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## Swift, Certain, and Fair (SCF) Supervision Program: Applying the Principles Behind Project HOPE

<b>Assistance Listing Number #</b>	16.828
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<b>Grants.gov Deadline:</b>	May 20, 2022 8:59 PM
<b>Application JustGrants Deadline:</b>	May 25, 2022 8:59 PM

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) seeks applications for funding for state, local, and tribal community supervision agencies to develop and test new or enhanced applications of the swift, certain, and fair principles of intervention to reduce recidivism and improve outcomes for people under community supervision. This program furthers the DOJ's mission by reducing the number of crimes committed by people under community supervision while promoting the fair administration of justice and advancing public safety.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision**

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), State governments, Other

### Other

Other: State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single drug court.

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

BJA will consider applications under which two or more entities would carry out the federal award; however, only one

entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations

## Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (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 operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (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 5 a.m. to 9 p.m. eastern time Monday–Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact Jessa Wilcox, Policy Advisor, by telephone at 202-598-9808 or by email at [Jessa.Wilcox@usdoj.gov](mailto:Jessa.Wilcox@usdoj.gov).

## Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** Applicants must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Beginning April 4, 2022, the federal government will cease using the Data Universal Numbering System (DUNS) number to uniquely identify entities. At that point, entities doing business with the federal government will use a Unique Entity Identifier (UEI) created in SAM.gov. If your entity is currently registered in SAM.gov, your UEI has already been assigned and is viewable in SAM.gov. This includes inactive registrations. If you are a new entity registering in SAM.gov, you will continue to register in SAM.gov using the DUNS number assigned by Dun and Bradstreet (D&B) until April 4, 2022. Upon completing your registration in SAM.gov, you will be assigned a UEI. For additional information, see the [Unique Entity Identifier Update](#) and the [OJP Grant Application Resource Guide](#).

**IMPORTANT:** Grants.gov will transition to UEI at 11:59 p.m. eastern time (ET) on March 31, 2022.

To support this transition, DOJ will update all posted Grants.gov funding opportunity packages to reflect the use of UEI.

All entities applying for DOJ funding opportunities that have a Grants.gov close date after March 31, 2022, must take one of the following actions:

1. Complete and submit the SF-424 and SF-LLL **no later than March 30, 2022, at 8:00 p.m. ET.**
  - If the SF-424 is not completed and submitted by this time, any information contained in the SF-424 will be lost during the transition
  - If this occurs, applicants will need to re-enter their data in the new SF-424 form upon returning to Grants.gov on April 1, 2022.
2. Wait until April 1, 2022, to begin and submit the Grants.gov application.

**Step 2:** Applicants must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. The purpose of the Swift, Certain, and Fair (SCF) Supervision Program is to provide state, local, and tribal community supervision agencies with information, resources, and training and technical assistance (TTA) to engage in collaborative problem solving with stakeholders using data and research-informed strategies to assess and improve responses to client behavior in accordance with the principles of swiftness, certainty, and fairness; improve supervision outcomes; prevent recidivism; reduce crime and incarceration in their jurisdictions; promote the fair administration of justice; and advance public safety.

### Statutory Authority

Any awards under this solicitation would be made under the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103).

### Specific Information

This grant program seeks to enhance community supervision agencies' capacity to help reduce recidivism among, and improve outcomes for, people under supervision by using the SCF principles of intervention. (Under this solicitation, "community supervision agencies" include: adult probation, parole, or pretrial supervision or their equivalents such as prosecutor-led, post-adjudication diversion.)

The SCF principles are:

- **Swiftness** — Responding to behavior promptly so that people under supervision connect the response to their behavior.
- **Certainty** — Ensuring that sanctions and rewards are applied with consistency and predictability.
- **Fairness** — Making sanctions proportionate to negative behavior and rewards appropriate to positive behavior.

For more information about the SCF principles and how they can be applied in diverse settings, visit <https://bja.ojp.gov/program/improving-community-supervision-outcomes-through-swift-certain-and-fair-responses/overview>

## Goals, Objectives, Deliverables, and Timeline

### Goals

The goals of the SCF Supervision Program are to provide state, local, and tribal community supervision agencies with information, resources, and TTA to improve responses to client behavior in accordance with the principles of swiftness, certainty, and fairness; improve supervision outcomes; prevent recidivism; and reduce crime and incarceration in their jurisdictions.

### Objectives

BJA will make up to five awards for grantees to pursue the following objectives:

1. Develop and implement supervision strategies based on the SCF principles, including responses to both positive and negative client behaviors.
2. Reduce recidivism among, and improve outcomes for, people under supervision.
3. Identify a target population for the SCF project using a collaborative, data-driven process that is responsive to local circumstances. (For examples of target populations that may be identified, visit <https://bja.ojp.gov/program/improving-community-supervision-outcomes-through-swift-certain-and-fair-responses/overview>).

4. Evaluate the effectiveness of SCF strategies to reduce recidivism and improve outcomes for individuals under community supervision through process and outcome evaluation, preferably involving a comparison or control group.

## **Deliverables**

The required deliverables are:

1. An action plan consisting of a problem analysis, summary of strategies and intended outcomes, a research basis or data supporting the proposed strategies, and an evaluation plan delivered within 6 months of the award.
2. A final report that documents the process, intervention, outcomes, evaluation findings, and lessons learned.

Consistent with the objectives and deliverables outlined above, applicants should include in their proposals a commitment to hire a full-time, onsite program coordinator to manage the day-to-day operations of the SCF project. The program coordinator should be housed in the community supervision agency, have experience in the field of criminal justice, and have proven capacity to work effectively with key SCF team members such as the chief judge, court staff, parole or probation office, law enforcement, and other partners, where applicable. Applicants have discretion in determining which agency would be the most suitable to house the program coordinator, based on the proposed project design and the roles and responsibilities of the partner agencies.

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

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

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

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

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

## **OJP Priority Areas**

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

1. Priority Considerations Supporting Executive Order 13985, Advancing Racial Equity and Support for Underserved Communities Through the Federal Government

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for

implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined for purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

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 is not a guarantee of an award.

## **Federal Award Information**

### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

### **Awards, Amounts and Durations**

#### **Anticipated Number of Awards**

5

#### **Anticipated Maximum Dollar Amount of Awards**

\$800,000.00

#### **Period of Performance Start Date**

10/1/22 12:00 AM

#### **Period of Performance Duration (Months)**

48

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$4,000,000.00

### **Continuation Funding Intent**

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

### **Availability of Funds**

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

### **Types of Awards**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant 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).

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

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



## **Budget Information**

The funding during the initial 6-month period should support planning activities, followed by 30 months of implementation activities. Implementation may begin earlier, subject to BJA review and approval of the action plan that includes a problem analysis, summary of strategies and intended outcomes, a research basis or data supporting the proposed strategies, and an evaluation plan.

The budget for the final 12-month period should support evaluation activities only and may support the supervision agency's role in data collection, review, and other evaluation-specific tasks, as well as the evaluation team's role in completing evaluation activities and working with program staff to incorporate evaluation findings into the final report. The total budget must not exceed \$800,000 — \$100,000 of which must be spent on evaluation activities.

Applicants should budget funding for three members of the SCF team (including the program coordinator) to travel to a peer-learning event (such as a regional meeting). Additionally, estimate the costs of travel and accommodations for three team members to attend at least two meetings during the grant period at an SCF grantee site. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem. For federal per diem rates, see <https://www.gsa.gov/travel/plan-book/per-diem-rates>.

## **Award Special Condition — Withholding of Funds for SCF Action Plan**

Once awarded, each grant will have in place a special condition withholding all but \$200,000, which is designated for preparing an action plan within 180 days of receiving final approval of the project's budget from the Office of the Chief Financial Officer. The recipient will not be authorized to obligate, expend, or draw down funds in excess of \$200,000 until BJA has reviewed and approved the action plan and a grant award modification has been issued and approved to remove the special condition.

## **Digital Trust**

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions ("Technological Enhancements") are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance may receive priority consideration if their proposal addresses the tenants of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

## **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

## **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

## **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

### Unmanned Aircraft Systems

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

### Eligibility Information

For eligibility information, see the solicitation cover page.

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

### Application and Submission Information

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

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)
- Letters of support from members of the applicant’s SCF team, including, if applicable, the research partner and/or community supervision agency.

See the “Application Elements and Formatting Instructions” section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

### Information to Complete the Application for Federal Assistance (SF-424)

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

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

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

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project, confirm its 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 primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants web-based form. Proposal abstracts should be:

- Written for a general public audience.

- Submitted as a separate attachment with “Proposal Abstract” as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

If the applicant is seeking priority consideration, applicant must provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the proposal narrative provide documentation of the applicant’s plan to respond to the priority consideration.
- For applicants seeking priority consideration 1(B), who is the proposed subawardee to receive the funding and the amount of funds proposed.

This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

**Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

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

a. Description of the Issue

- Describe why this project/these proposed activities are necessary (significance/value) and/or address a need, and provide supporting information, including a discussion of relevant research.

b. Project Design and Implementation

- Describe the strategy to address the needs identified in the Description of the Issue.
- List the proposed project activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal(s).
- Provide a detailed description of the method(s) to be used to carry out each activity.
- Describe the partnership with an evaluator and if random assignment or another type of comparison group will be used.
- Provide a timetable indicating roughly when the activities or program milestones will be accomplished.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project (s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

c. Capabilities and Competencies

- Describe the capabilities and competencies to accomplish the goals and objectives of the project.
- Describe the qualification of the evaluation partner and their prior experience working with correctional agencies and other partners to conduct rigorous evaluations. Describe the roles and responsibilities of the evaluation partner in the project.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30 percent 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).

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

- Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project’s impact.
- Describe the process to accurately report data.

Note: Applicants are not required to submit performance data with the application. Rather, performance measure

information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at [https://bjapmt.ojp.gov/help/SCF\\_PerformanceMeasures.pdf](https://bjapmt.ojp.gov/help/SCF_PerformanceMeasures.pdf).

BJA will require award recipients to submit performance measure data and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

### **Note on Project Evaluations**

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

### **Goals, Objectives, Deliverables, and Timeline**

The applicant will submit this program's goals, objectives, and deliverables in the JustGrants web-based form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget and Associated Documentation**

Applicants will complete the JustGrants web-based budget form.

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30 percent of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30 percent of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

#### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Employee Compensation Waiver**

See the [OJP Grant Application Resource Guide](#) information on Limitation on Use of Award Funds for Employee Compensation; Waiver.

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide for the link to the questionnaire and additional](#) information.

#### **Disclosure of Process Related to Executive Compensation**

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

## **Additional Application Components**

### **Documentation of Proposed Subrecipients**

If applicable, submit documentation of proposed subrecipients, with information regarding proposed subrecipients of SCF funding, including the name, organizational affiliation, and city and state of the proposed subrecipient entity. Applicants will attach the additional requested documentation in JustGrants

### **Curriculum Vitae or Resumes**

Include position descriptions for the key roles and résumés for personnel in those roles. Position descriptions should relate to the role on the proposed project, not the person's role within the applicant organization, and describe critical competencies and expectations regarding project responsibilities.

### **Tribal Authorizing Resolution**

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

### **Timeline Form**

Applicants will submit the SCF project's goals, objectives, deliverables, and timelines in the JustGrants web-based form.

### **Letters of Support**

Include letters of support on official letterhead from:

- Letter from Research Partner: Provide a letter from the research partner demonstrating commitment to the project.
- Letter of Support from Community Supervision Agency: If the community supervision agency is not the lead applicant, include a letter of support from its leadership demonstrating commitment to the project and a description of its proposed role on the applicant's SCF team.

Additionally, include letters of support on official letterhead that demonstrate the key partners' commitment to the project and a description of their proposed roles on the applicant's SCF team. Examples of key partners include the following:

- Chief judge
- Court administrator
- Prosecutor's office
- Public defender's office
- Law enforcement agency
- Jail administrator
- Other essential partners, consistent with the proposed application and circumstances of the applicant's jurisdiction.

Applicants will submit the letters by uploading the documents as an attachment in JustGrants.

### **Research and Evaluation Independence and Integrity Statement**

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

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certified Standard Assurances**

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

### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements**

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension, and Other Responsibility Matters; Drug-free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See the [OJP Grant Application Resource Guide](#).

### **Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)**

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, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

### **How to Apply**

Step 1: The applicant will submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

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

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

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by May 20, 2022.

**(IMPORTANT: Please carefully review UEI Transition details under Step 1. of the Submission Information section above).**

The **full application** must be submitted in JustGrants by May 25, 2022

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

### **Experiencing Unforeseen Technical Issues**

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevents application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk

indicated below to report the technical issue and receive a tracking number:

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's DUNS number (or Unique Entity Identifier if applying after April 4, 2022), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## **Application Review Information**

### **Review Criteria**

#### **a. Merit Review Criteria**

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

1. Description of the Issue (30 percent) — Evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20 percent) — Evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent) — Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
6. Impact/Outcomes, Evaluation, Sustainability (5 percent) — Evaluate understanding of, and a plan to utilize, data to assist with analyzing the problem, implementing effective solutions, and drawing conclusions about the effectiveness of the project

#### **b. Other Review Criteria/Factors**

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, demonstrated understanding of and adherence to SCF principles, demonstration that the applicant and partners have the authority to implement the required elements of the SCF model, commitment to the proposed initiative from members of the applicant's SCF team, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

Applications submitted under this solicitation that meet basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

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**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

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

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

### **Information Technology (IT) Security Clauses**

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

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

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

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

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

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



For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

## Other Information

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

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

### Provide Feedback to OJP

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

### Performance Measures

A list of performance measure questions for this program can be found at [https://bjapmt.ojp.gov/help/SCF\\_PerformanceMeasures.pdf](https://bjapmt.ojp.gov/help/SCF_PerformanceMeasures.pdf).

BJA will require award recipients to submit performance measure data and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

### Application Checklist

#### **BJA FY 2022 Swift, Certain, and Fair Supervision Program: Applying the Principles Behind Project HOPE**

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

### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))
- Acquire a SAM Unique Entity Identifier (UEI):
  - If applying before April 4, 2022, obtain or confirm your Data Universal Number System (DUNS) number at [www.dnb.com](http://www.dnb.com).
  - On April 4, 2022, the federal government will stop using DUNS and start using the [new SAM UEI](#).

*To register in Grants.gov:*

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

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see [OJP Grant Application Resource Guide](#))

### Overview of Post-Award Legal Requirements:

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)” in the [OJP Funding Resource Center](#).

### Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of \$800,000.

### Review Eligibility Requirement:

- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- State governments
- Other: State, city, township, county, or tribal government acting directly or through agreements with other public or private entities on behalf of a single drug court.

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### Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or error notifications are received:*

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

*Receive email notification to complete application in JustGrants*

- Proceed to complete application in JustGrants

### Content of Application Submission: Critical Application Elements

#### Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)
- Letters of support from members of the applicant's SCF team, including, if applicable, the research partner and/or community supervision agency.

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**Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire  
(see [OJP Grant Application Resource Guide](#))

**Additional Application Components:**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable)(see [OJP Grant Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Letter from Research Partner
- Letter of Support from Community Supervision Agency (if not lead applicant)
- Letters of Support from All Other Key Partners
- Position Descriptions
- Documentation of Proposed Subrecipients

**Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.

*Submit application in JustGrants:*

Application has been successfully submitted in JustGrants

*If no JustGrants application submission validation or error notifications are received:*

Contact the JustGrant Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833–872–5175 regarding technical difficulties.