

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



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## **BJA FY23 Invited Department of Justice Death in Custody Act –Training and Technical Assistance Center**

**Assistance Listing Number #** 16.738

**Grants.gov Opportunity Number:** O-BJA-2023-171532

**Solicitation Release Date:** January 26, 2023 5:00 PM ET

**Application Grants.gov Deadline:** February 14, 2023 8:59 PM ET

**Application JustGrants Deadline:** February 21, 2023 8:59 PM ET

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### **Overview**

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications from applicants who received an official invitation to apply for funding to create the Death in Custody Reporting Act (DCRA) Training and Technical Assistance Center (DCRA TTA Center) that will assist states across the country in collecting complete and accurate DCRA data.

This solicitation incorporates guidance provided in the OJP Grant Application Resource Guide which provides additional information for applicants to prepare and submit applications to OJP for funding. **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:**

Other

### **Other**

Only applicants that received an official invitation letter from BJA are eligible to apply.

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

### **Contact Information**

For assistance with the requirements of this solicitation, contact James Steyee, Program Specialist (Performance Management), at 202-880-7420, or [James.D.Steyee@usdoj.gov](mailto:James.D.Steyee@usdoj.gov).

### **Submission Information**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** The applicant 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>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and an SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](mailto: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.

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

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 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

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. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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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.

This program furthers DOJ's mission and the Attorney General's priorities by assisting states to comply with the Death in Custody Reporting Act Program (DCRA Program). The DCRA Program is BJA's data collection program including oversight of state compliance with the DCRA requirements, data analysis, training, and technical assistance. More information about the DCRA Program can be found [here](#).

DCRA's requirements provide an opportunity to improve understanding of why deaths occur in custody and develop solutions to prevent avoidable deaths. Knowledge of the circumstances leading to death in custody and the number of fatalities is crucial to developing policies and program changes that could reduce these deaths.

**Statutory Authority:** Department of Justice Appropriations Act, 2022 (Public Law 117–103, 136 Stat., 49,132).

### Specific Information

The Death in Custody Reporting Act (DCRA; Public Law 113–242) requires states to report to the Attorney General information regarding the death of any person who is either detained, under arrest, in the process of being arrested, en route to be incarcerated, or is incarcerated at a municipal or county jail, state prison, state-run boot camp prison, boot camp prison that is contracted out by the state, or any state or local contract facility, or other local or state correctional facility (including any juvenile facility).

In 2019, the Bureau of Justice Assistance took over the aggregation of state and local mortality data on behalf of the Department of Justice. State Administering Agencies (SAAs) continue to be responsible for collecting these data on a quarterly basis from state and local entities including law enforcement agencies, local jails, correctional institutions, medical examiners, and other state agencies. SAAs then compile and submit the data to BJA as part of their Edward Byrne Memorial Justice Assistance Grant (JAG) reporting.

With this solicitation, BJA seeks a training and technical assistance (TTA) provider to develop and implement specialized training for SAAs and their identified partner agencies related to DCRA collection and reporting. The intent of this invitation to apply is to create a DCRA TTA Center that will assist states to collect and report complete, accurate DCRA data by state and local agencies across the country.

BJA oversees a large and active portfolio of training and technical assistance. Several principles guide BJA's TTA:

**Informed by data, needs of the field, and research to provide efficient and consistent delivery of services** – TTA partners should actively gather input from grantees and the field and data on relevant crime issues to inform their approaches and the TTA plan's feasibility. Any proposed approaches should employ adult learning theory

and research on effective practices, and they should leverage technology to enhance the quality of services.

**Reach members of the field where they are and reach a broader audience** – TTA partners should ensure that their TTA strategies are fair, flexible, and can be useful for persons and agencies with varying levels of capacity and experience. TTA partners should have a diverse team of members who can effectively work with the field and bring creative ideas to expanding the impact of BJA's TTA.

**Assess the TTA's impact and make refinements to better accomplish the TTA's goals** – TTA partners should have a plan to ensure their TTA strategies are implemented with fidelity, and they should assess how well those being served are engaged and applying what is learned. The partners should evaluate the intended outcomes to make refinements to their approach.

**Anticipate BJA processes and approvals to proactively manage and share updates and current and relevant information with the field and grantees** – TTA partners should use a proactive project management approach to ensure: (1) the planning and problem solving are accomplishing grantees' goals; (2) BJA and its grantees are kept up to date on all progress made; (3) TTA is coordinated closely with other BJA partners; and (4) TTA partners make effective use of funds. In addition, the TTA partners should make all resources available to the field in addition to grantees, and they should proactively market these resources.

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

### **Goals**

The DCRA TTA Center's goal is to assist states to collect and report information regarding deaths in custody to the DCRA Program, thereby leading to increased compliance with DCRA and improved data accuracy and completeness.

### **Objectives**

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

The DCRA TTA Center shall:

- Increase the knowledge of SAAs and state and local agencies about the DCRA requirements, leading to increased compliance with DCRA.
- Improve data quality by decreasing survey nonresponses, increasing the percentage of reportable deaths (the universe) reported to the DCRA Program, decreasing investigation pending records, and decreasing unknown values as reported by SAAs.
- Provide cutting-edge, innovative resources, training, and technical assistance (both remote and onsite or as determined by your programmatic plan).
- Increase the guidance and resources available to SAAs and state and local agencies on the DCRA requirements that will lead to the collection of more complete and better quality data on deaths in custody.
  - Develop resources that states and/or local jurisdictions can use to communicate and contextualize death-in-custody incidents and findings for state and local stakeholders, advocates, and the general public.
- Serve as a resource for information and research about national and statewide DCRA

data collection and reporting efforts that lead to increased quality and completeness of the data reported by SAAs to BJA.

- Increase communication and collaboration with various state and local stakeholders, including various member organizations, which will increase compliance with DCRA reporting among states and in the field. This includes assisting states with strategies for increasing support and reporting at the local level.
  - Raise awareness among state and local agencies, member organizations, and the general public of BJA's DCRA Program, trainings, resources, and the importance of data submission.

## Deliverables

The DCRA TTA Center shall assist states by:

- Providing guidance and standards to help them gain a better understanding of the DCRA Program's reporting requirements; for example, when arrest-related deaths are reportable vs. not reportable and what location of death should be recorded (e.g., hospital vs. the facility or location of the incident). Existing DCRA resources available from BJA can be found [here](#). The DCRA TTA Center is expected to review these resources and within the first 90 days of the award, provide recommendations for additional resources and trainings that the DCRA TTA Center can develop. Currently, TTA is being provided by the JAG TTA provider. Continued collaboration is paramount to ensure consistent messaging (see the [DCRA Primer](#) for an example).
- Developing and disseminating at least one example of a DCRA state implementation plan and creating a state implementation plan checklist by building upon [existing guidance](#). Further, the DCRA TTA Center should be prepared to assist states with the development of these implementation plans by reviewing their draft plans and providing feedback based on BJA's criteria.
- Presenting at a minimum of two BJA conferences/events each year and/or attending state and/or national meetings on behalf of BJA to discuss the importance of the DCRA Program and efforts to improve the DCRA Program's data.
- On an annual basis, the DCRA TTA Center will review states' DCRA implementation plans (as described [here](#)) and assist those states that have plans with gaps or are otherwise deficient. The DCRA TTA Center will provide a report to BJA detailing those state plans that have been reviewed, those that may need improvement, and those that are sufficient.
- A DCRA TTA Center website that includes, at minimum, a mechanism for states to request technical assistance, a link pointing to BJA's DCRA [website](#), and any other resources that have been reviewed and approved by BJA under this award.
- The DCRA TTA Center will provide to BJA all TTA resources developed under this award, both those developed upon request as well as at the conclusion of the award. No resources developed under this award may be considered proprietary by the awardee, and the awardee will:
  - Work with states to identify various approaches and practices that are working well and create model practices/approaches that can be shared across the field.
  - At minimum, develop six resources per year in collaboration with BJA on pertinent DCRA topics such as local collaboration, data collection and analysis techniques, describing model practices/approaches, and working closely with BJA to monitor state DCRA Program activities.
  - Create resources under this award in the form of written documents, webinars, PowerPoint presentations, or any other resources agreed upon by both BJA and the DCRA TTA Center.

- Provide recommendations and work with states that are non-compliant (as determined by BJA using BJA compliance criteria). Work with states to come into compliance with DCRA reporting, which may include assisting them with developing the DCRA state implementation plan.
- The DCRA TTA Center will provide to BJA a quarterly summary of those states to which it provided TTA, including the nature of the contact or technical assistance.
- Support other activities that promote improved state data reporting identified by either BJA or the applicant with approval from BJA. The DCRA TTA Center shall be prepared to discuss these activities and ideas during monthly check-in calls with BJA staff.
- All applicable semi-annual reporting requirements.

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**

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 and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **Federal Award Information**

#### **General Guidance for Federal Award**

Anticipated number of awards BJA expects to make: 1  
 Anticipated maximum dollar amount for each award: \$2,000,000  
 Period of performance start date: February 1, 2023  
 Period of performance duration: 36 months  
 Anticipated Total amount to be awarded under solicitation: \$2,000,000

Additional Information: [Include information related to the period of performance start date and duration, if applicable.]

#### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

#### **Type of Award**

BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management and System 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 budget should include funds for the awardee to travel to BJA conferences/events and state or national meetings over the course of the award.

The budget should also clearly identify if the DCRA TTA Center plans to provide onsite technical assistance when requested by states (as opposed to webinars, virtual meetings, etc.) and include the funding required if that is the preferred approach.

Please see the guidance provided in the applicant invitation letter and the [OJP Financial Guide](#) for further guidance.

### **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.

### **Availability of Funds**

This solicitation, and awards 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.

### **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 matching requirements, see the Federal Award Information section.

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

### **Application and Submission Information**

#### **Content of Application Submission**

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) 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 [OJP Grant 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 solicitation (“funding opportunity”) is **not** subject to [Executive Order 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting the response that the “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 their Authorized Organization 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. 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 [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

### **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 10 numbered pages. Tables, charts, and graphs may include font smaller than 12-point so long as it is legible, and they will not count toward the page limit.

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

#### **a. Description of the Issue and Proposed Approach**

Please describe your understanding of the Death in Custody Reporting Act (Public Law 113–242) and demonstrate your understanding of the history of the data collection as well as OJP's/BJA's current efforts. Please describe how the DCRA TTA Center will further those efforts.

#### **b. Project Design and Implementation**

Describe the approach you will take to promoting the DCRA Program's data collection, including, but not limited to, state outreach and assistance, proposed resources that will be created, and an estimated timeline of activities.

Describe how these activities relate to the stated objectives of the DCRA TTA Center.

Please also explain any other activities to be undertaken that will lead to an increase in reporting at the state level and improved data quality and accuracy.

The applicant should provide a project timeline that includes, at minimum:

- Virtual kick-off meeting with BJA staff within the first 4 weeks of the award start date.
- Virtual monthly check-in meetings with BJA staff.
- A review of existing resources and a list of additional resources proposed for the first year.
- Documentation of when the mechanism for states to request technical assistance will be available.
- A review of state reporting and the list of resources you will need from both the states and BJA to identify model states.

#### **c. Capabilities and Competencies**

- Describe the capabilities and competencies required to accomplish the goal and objectives

of the project.

- Provide a detailed list of potential partners, subcontractors, subrecipients, and additional collaboration necessary to effectively respond to the objectives and deliverables.
- Describe your plans for standing up, staffing, and executing the DCRA TTA Center as described within the goal and objectives, including any other proposed objectives or activities that the applicant feels will assist BJA with improving state-level DCRA reporting, accuracy, and compliance, which, at a minimum, is defined as states reporting deaths occurring in jails and state correctional institutions and arrest-related deaths.
- Demonstrate experience managing partner subcontracts (if applicable).
- Discuss the ability to build, maintain, and populate the website.
- Detail the applicant's and collaborative partners' areas of knowledge, including core knowledge in state level data collection specifically as it relates to DCRA, state and local collaboration, and any other factors that can help states to report complete and accurate DCRA data.

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: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that each award recipient will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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 goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. An applicant 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://bja.ojp.gov/performance-measures/ta-deliverable-performance-metrics.pdf>

Post award, BJA will require the awardee to submit performance measure data semiannually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers>. BJA will provide further guidance on the post-award submission process, at the time of 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](#).

#### **Goal, Objective and Deliverables**

The applicant will submit the goals, objectives, deliverables, and timeline in the JustGrants web-

based form. The projected fiscal year and quarter the objectives and deliverables will be completed is also entered into the form. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

**Goals.** The applicant should outline the project's goals.

**Program Objectives.** The applicant should explain how the program will accomplish its goal. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

**Deliverables.** Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

## **Budget and Associated Documentation**

### **Budget Worksheet and Budget Narrative (attachment)**

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

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

If applicable, the applicant will upload their indirect cost rate agreement 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](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

### **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

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

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

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

## **Memoranda of Understanding (MOUs) and Other Supportive Documents**

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner's agreement to support the

project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

### **Additional Application Components**

The applicant will attach the requested documentation in JustGrants.

#### **Curriculum Vitae or Resumes**

Provide resumes of key personnel.

#### **Letters of Support**

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

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

The applicant will address the following disclosures and assurances.

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

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. 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](#) for additional information.

### **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**

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

### **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; 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**

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**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

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 [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline.

Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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 February 14, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by February 21, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any 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. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

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

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 a tracking number 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, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does 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 Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 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 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 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,
- 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 who does not provide documentation of a technical issue or who 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 [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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, at its option, 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.

## Federal Award Administration Information

### Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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.

### 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), and contact information for Grants.gov and 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://bja.ojp.gov/performance-measures/ta-deliverable-performance-metrics.pdf>.

## **Application Checklist**

### ***BJA FY 2023 Department of Justice Death in Custody Reporting Act – Training And Technical Assistance Center Program***

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:***

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

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

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

### ***Find the Funding Opportunity:***

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource](#)

Guide)

- Read Important Notice: Applying for Grants in Grants.gov
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see OJP Grant 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 2023 Awards” in the OJP Funding Resource Center.

***Review Scope Requirement:***

- The federal amount requested is within the allowable limit(s) of \$2,000,000

***Review Eligibility Requirement:***

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

**Application Step 1**

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

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**

- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract
- Proposal Narrative

### **Budget and Associated Documentation**

- Budget Worksheet and Budget Narrative (attachment)
- 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](#))
- Disclosure of Process related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components**

- 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](#))
- Timeline
- Memorandum of understanding (if applicable)
- Résumés 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 [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; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

***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 [OJP Grant Application Resource Guide](#) for additional information.

**Standard Solicitation Resources**

[OJP Grant 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.

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.