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

BJA FY23 Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program

Assistance Listing Number #   16.835

Grants.gov Opportunity Number: O-BJA-2023-171563

Solicitation Release Date: February 06, 2023 8:00 AM ET

Step 1: Application Grants.gov Deadline: April 04, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: April 11, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding an organization to administer a competitive microgrant program to small, rural, and tribal law enforcement agencies seeking to initiate or expand a body-worn camera program. The organization will also provide customized training and technical assistance (TTA) to the micrograntees. This program furthers the DOJ's mission by promoting the safe and fair administration of justice.

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:
Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, For-profit organizations other than small businesses, Other

Other

Public and state controlled institutions of higher education (including tribal institutions of higher

education) that have experience in managing and delivering training and technical assistance on complex criminal justice technology implementations at the national and local levels.

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.

Contact Information

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

Pre-application Information Session

BJA will hold a solicitation webinar on February, 27 at 1:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link and following the instructions. To use the time most efficiently, BJA encourages participants to review the solicitation and submit any questions they may have in advance and no later than February 23. Submit your questions to grants@ncjrs.gov with the subject as "Questions for the Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program Webinar."

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 a 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. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov 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. 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.

Contents

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.

With this solicitation, BJA seeks to fund an organization that will design and administer a competitive microgrant program for small, rural, and tribal law enforcement agencies intending to establish or expand a body-worn camera program. The organization will also provide comprehensive training and technical assistance (TTA) services to law enforcement agencies funded by the same organization's microgrant program.

Statutory Authority

Any awards made under this solicitation would be made under the Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328).

Specific Information

The Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation Program (SRT-BWCPIP) supports the administration of a microgrant program that is tailored to and streamlined for small, rural, and tribal agencies that have historically not been successful in winning awards under BJA's Body-worn Camera Policy and Implementation Program (BWCPIP) to Support Law Enforcement Agencies (LEA).

Applicants must demonstrate in their proposals how they will, in close consultation with BJA, develop a competitive microgrant application process to award small, rural, and tribal law enforcement agencies with funds to purchase BWCs and cover related program expenses. They must also demonstrate how they will identify the needs of these agencies and deliver standard and customized training and technical assistance to them.

The selected applicant will be responsible for designing and administering the competitive funding program that will distribute the microgrants. After it makes the award, BJA will work with the grantee to finalize the selection criteria. The applicant must demonstrate the ability to administer a microgrant program and subject matter expertise in body-worn cameras. Considering these specific requirements, BJA strongly encourages partnerships with other organizations providing supporting complementary services.

Statutory language requires that funding must result in the purchase or lease of body-worn cameras for law enforcement agencies and should be used to support broader BWC program development. The microgrant should incorporate elements of Categories 1 and 2 of the BWCPIP to Support Law Enforcement Agencies solicitation, to the extent feasible, including the 50 percent cash or in-kind match requirement for micrograntees and the BWC policy development requirement.

For the purposes of this solicitation, "small, rural, and tribal" are defined as: (1) a small agency is any law enforcement agency with 50 or fewer sworn officers; (2) a rural agency is one that is serving a nonmetro county; and (3) a tribal agency is any federally recognized tribe with a

designated law enforcement agency. The applicant can use Rural Health Information Hub, Am I Rural Tool, as an initial reference for which counties are considered rural. Note that BJA may revise these definitions in consultation with the microgrant administrator/TTA provider during the grant period.

The applicant should be aware that the administration of microgrants carries the responsibility of assuring that micrograntees are in compliance with all relevant grant conditions. In general, oversight of micrograntees should ensure that (a) the microgrant is used for authorized purposes and is implemented in compliance with applicable federal law (statutes and regulations) and (b) the terms and conditions of the microgrant are detailed in the micrograntee agreement and achieve the microgrant's performance goal. Further details can be found in the DOJ Grants Financial Guide in the Subrecipient Monitoring discussion

Goals, Objectives, and Deliverables

Goals

This program's goals are to develop and administer a microgrant program and to provide high quality and comprehensive TTA to micrograntees that responds to each micrograntee's needs. BJA also expects the TTA provider to identify and compile existing resources and knowledge products that inform and serve the small, rural, and tribal law enforcement communities. The microgrant administrator/TTA provider will also develop resources and knowledge products based on the unique needs of small, rural, and tribal law enforcement agencies.

Objectives

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

The five key objectives of SRT-BWCPIP are:

1. Design and administer a competitive selection process for providing funding to a select group of micrograntees. This process should be consistent with the one outlined in the BJA solicitation for law enforcement agencies (BWCPIP-LEA) but streamlined in consideration of the challenges and limitations unique to SRT law enforcement agencies.

2. Assure all micrograntees are held to the program's requirements, including the $2,000 per BWC funding cap. This means that micrograntees can spend up to $2,000 on each BWC, including their purchase/lease and the full program's implementation, which may include funding for related equipment, office training, or BWCPIP administrative personnel. Additionally, micrograntees under SRT-BWCPIP will be required to meet the 50 percent cash or in-kind match.

3. Work collaboratively with BJA to produce publications and other knowledge products for small, rural, and tribal agencies.

4. Ensure the micrograntees have the training and technical assistance they need to successfully implement their BWC programs.

5. Develop a summary document that encapsulates the challenges and successes of small, rural, and tribal agencies when implementing a BWC program, based on the micrograntees' experiences.

Deliverables

Project deliverables are listed under the following two main categories of activity.

Administration of Competitive Microgrant Program Deliverables

- Application Process: In close consultation with BJA, develop a microgrant application form that should be available to applicants on a website as a data-entry form and/or fillable PDF.
- Application Scoring Process: Provide the scoring criteria and weighting algorithm to review the applications.
- Micrograntee Tracking System: Design and maintain an interactive tracking system to monitor and report on the micrograntees' progress in achieving key project milestones.
- Application Webinar: Partner with OJP to develop and host a pre-application solicitation webinar for microgrant applicants. This webinar will fully explain the purpose of the microgrant program, define allowable and unallowable costs, and describe the financial and programmatic reporting
- User-friendly Website: Establish and maintain the website with capacity to host the application form, provide relevant resources, and allow micrograntees to request TTA.
- Regular Progress and Update Calls with BJA: Plan and host, at a minimum, biweekly calls with BJA staff to discuss progress including project deliverables, timeline variances, and micrograntees' progress.
    - Provide the meeting agenda in advance.
    - Provide meeting notes within 3 days of meeting.
- Knowledge Products: Deliver knowledge products targeted to and relevant for SRT-BWCPIP micrograntees, including
    - One or more solicitation webinars designed for prospective microgrant applicants
    - One or more webinars designed for onboarding new micrograntees
    - Regularly scheduled webinars on substantive topics relevant to micrograntees
    - A regular (e.g., monthly or quarterly) newsletter or briefing document targeted to micrograntees, potential micrograntees, and other interested stakeholders

Delivery of TTA to Small, Rural, and Tribal Agency Micrograntees and Other Similar Agencies

The selected TTA provider will support all micrograntees, and it will develop resources for the SRT law enforcement field at large. BJA expects the provider to:

1. Proactively work with micrograntees to support successful implementation of their BWC programs, including:

    a. Undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, engage in strategies like case conferencing to harness the collective knowledge of the TTA coaches.

    b. When providing BJA-funded training, include a mechanism for pre- and post-testing of knowledge and other impact assessments.

2. Have staff with sufficient subject expertise to assist micrograntees in the execution of their programs. The staff should have the necessary technical skill sets and experience to effectively coach micrograntees and assist them in reaching their goals. This includes:

   a. One or more webinars designed for onboarding new micrograntees

   b. Regularly scheduled webinars on substantive topics relevant to micrograntees

   c. A regular (e.g., monthly or quarterly) newsletter or briefing document targeted to micrograntees, potential micrograntee grantees, and other interested stakeholders

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 projects 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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards
1

Anticipated Maximum Dollar Amount of Awards
$8,000,000

Period of Performance Start Date	**Period of Performance Duration (Months)**
10/1/23	36

Anticipated Total Amount to be Awarded Under Solicitation
$8,000,000

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 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.

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 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

Applicants may allocate no more than 15 percent of the total budget to provide training and technical assistance to the micrograntees throughout the life of their projects. This would amount to a TTA expenditure cap of $1,200,000 if the applicant requests the full $8,000,000 in available funding.

While indirect cost rates or itemized costs for administrative functions are allowable under SRT-BWCPIP, the applicant is expected to provide at least 70 percent of the total funds requested as pass-through awards to the selected SRT-BWC micrograntees.

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

To be eligible, public and state controlled institutions of higher education (including tribal institutions of higher education) must have experience in managing and delivering training and technical assistance on complex criminal justice technology implementations at the national and local levels.

Organizations that apply for this opportunity are expected to have demonstrated experience and expertise in body-worn camera implementation, particularly with small, rural, and tribal agencies. They must understand the full cost and resources required for a body-worn camera program; understand the impact, benefits, and challenges that digital evidence generated from BWCs have on law enforcement agencies; understand the impacts, benefits, and challenges of managing BWC footage and sharing footage across criminal justice agencies; and understand how BWC programs can be used to build community trust and advance constitutional policing practices.

Organizations that apply for this opportunity are expected to have demonstrated experience and expertise in working with and managing subawardees/micrograntees, including distribution of grant funds (pass-through).

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

Notice regarding law enforcement agencies: 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 2023 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.

Application and Submission Information

Content of Application Submission

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 Web-Based Form (The web-based form includes the budget details and the budget narrative.)

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

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 (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 their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. 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 20 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, [Insert PO] may consider such noncompliance in peer review and in final award decision. Tables, charts, and graphs may be included in the proposal narrative and may be formatted using singe spacing in a legible font smaller than 12-point. Tables, charts, and graphs will count toward the 20-page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

- Provide a clear and concise rationale about how TTA will assist SRT micrograntees in successfully completing their grant responsibilities and optimizing the impact of their BWC programs.

b. Project Design and Implementation

- Explain how the applicant will administer a competitive microgrant process to SRT agencies to procure/lease BWCs and develop a BWC policy and program.
- Describe how the applicant will identify and assess the micrograntee agency needs and detail how effective TTA will be delivered.
- Provide specific information on any materials to be developed and/or technical assistance to be provided.
- Provide a complete description of the methods employed for TTA delivery (e.g., interactive and engaging training, distance learning, process for information assessment, and revision), including coordination of timelines for training approval.
- Demonstrate a comprehensive plan for transferring knowledge, best practices, and assistance to the criminal justice field, including a description of how the applicant would work on behalf of BJA and other partners in providing these services.
- Provide a timeline in the JustGrants web-based form for completing the deliverables.

c. Capabilities and Competencies

- Fully describe the applicant's capabilities to administer a microgrant program, including, but not limited to, pre-award activities such as solicitation development and posting, stakeholder outreach, receipt and processing of applications, programmatic and financial reviews of the applications, developing scoring criteria and application evaluation measures, and award notification. Further, the applicant must demonstrate its ability to administer microgrants/subawards, including providing ongoing training and technical assistance to micrograntees, reviewing financial and performance reports, collecting and reporting on micrograntee performance, and maintaining adequate records management. The requirements for subrecipient/micrograntee monitoring are described in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200, including, but not limited to, the sections on "Subrecipient Monitoring and Management" contained in Subpart D and audit requirements applicable to subrecipients contained in Subpart F, and the OJP Financial Guide.

- Provide a detailed description of the capacity of the organization and the key personnel to deliver the required services and perform the key tasks outlined in the timeline.

- Clearly articulate the organization's history of implementing TTA on a national scale.

- Illustrate the ability to effectively manage complex training/technical assistance and projects.

- Describe the management structure, staffing, and in-house or contracted capacity to complete each of the outlined trainings or projects. Describe how the management structure and staffing will facilitate the delivery of the required services. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the Goals, Objectives, Deliverables, and Timeline web-based form.

- Describe the qualifications/capabilities of any proposed subrecipient(s) that will serve as partners in administering the microgrant or providing TTA to micrograntees. These should be clearly linked to any relevant memorandum of understanding or letters of support from partners.

- Detail the organization's experience in successfully completing training programs and projects.

- Include the résumé(s)/curricula vitae of key project staff members that demonstrate their expertise and experience specific to the proposed objectives and deliverables.

- Provide specific examples of the applicant's relevant work products targeted to small, rural, and tribal law enforcement agencies. If a partner or partner agencies are proposed to be involved in producing substantive work products, provide work product examples from those partners, too.

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

- Describe the process you will use to measure project performance. This should include adhering to project timelines, meeting deliverables schedules, obtaining input from micrograntees, and seeking feedback from stakeholders. Identify the person or group who will be responsible for collecting and reporting the required performance measurement data outlined in the Performance Measures section.

- Applications must describe how the applicant will collect, store, assess, and report performance data from micrograntees.

- Describe how you will track TTA engagements, TTA completions, and knowledge resources produced using a dashboard or performance tracking tool accessible to BJA.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients 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. Applicants can visit OJP's performance measurement page at 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 here.

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

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the Application Submission Job Aid for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measureable 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 (Web-based Form)

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide and the Complete the Application in JustGrants – Budget training.

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

See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Post Award Requirements for more 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 more information on indirect costs.

Consultant Rate

See the DOJ Grants Financial Guide for information on the consultant rates which require prior

approval from OJP.

Limitation on 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 the link to the questionnaire and additional information.

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 additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

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 upload the tribal authorizing documentation as an attachment in JustGrants. See the OJP Grant Application Resource Guide for information on tribal authorizing resolutions.

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.

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. 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and

conditions on prior awards or is otherwise not responsible. See the OJP Grant Application Resource Guide for additional information.

How to Apply

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: After registering with SAM, the applicant must submit the **SF-424** and **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 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 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 April 04, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by April 11, 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 requests 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.
- JustGrants - contact the JustGrants Service Desk at 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 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 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 that does not provide documentation of a technical issue or that does not submit a waiver request within the required time period will be denied.

For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the OJP Grant Application Resource Guide.

Application Review Information

Review Criteria

Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (10%) - evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (40%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (35%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.

5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, [insert any additional programmatic review criteria that will be used to make funding decisions], and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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 entity. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant entity 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 entity 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 its organization 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 entity.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

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

General Information about Post-Federal Award Reporting Requirements

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

Required reports. Award recipients typically must submit quarterly financial reports, quarterly 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), contact information for Grants.gov, and 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 here.

Application Checklist

BJA FY23 Supporting Small, Rural, and Tribal Law Enforcement Agency Body-Worn Camera Policy and Implementation 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 number, 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/financialguidedoj/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 the Scope Requirement

- The federal amount requested is within the allowable limit(s) of $8,000,000

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, or 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 Web-Based form***
- 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

- 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)
- 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 (see OJP Grant Application Resource Guide)
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see OJP Grant Application Resource Guide)

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

Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.

- Correct validation errors, if necessary, and then return to the "Certify and Submit" screen to submit the application. Access the Application Submission Validation Errors Quick Reference Guide for step-by-step instructions to resolve errors prior to submission.

- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the "bell" alerts confirming submission.

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

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov 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.