

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



BJA FY 23 STOP School Violence Training and Technical Assistance (STOP TTA) Program

Assistance Listing Number # 16.839

Grants.gov Opportunity Number: O-BJA-2023-171653

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Step 1: Application Grants.gov Deadline: May 01, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: May 10, 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 training and technical assistance (TTA) to support awardees under the BJA Students, Teachers, and Officers Preventing (STOP) School Violence Program and the Office of Community Oriented Policing Services (COPS Office) School Violence Prevention Program. This program furthers the Department's mission by supporting and assisting county, local, state, and tribal jurisdictions in improving efforts to reduce violent crime in and around schools.

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:

For profit organizations other than small businesses; Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education; Private institutions of higher education; Public and State controlled institutions of higher education; Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

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

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

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 March 28, 2023, 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, David Adams, Senior Policy Advisor, encourages participants to review the solicitation and submit any questions they may have in advance and no later than March 23 at 5:00 p.m. ET. Submit your questions to david.adams@usdoj.gov with the subject as “Questions for STOP School Violence TTA Solicitation 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.

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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.

With this solicitation, BJA seeks to continue the work of the National Center for School Safety, funded in 2019, to provide training and technical assistance and other support to BJA STOP School Violence Program and the COPS Office School Violence Prevention Program (SVPP) to develop a knowledge base and technical assistance delivery model for communities seeking to improve school safety.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4537)

Specific Information

Among its provisions, the STOP School Violence Act of 2018 authorized BJA to manage a grant program that supports efforts by states, local units of government, territories, and federally recognized Indian tribes to reduce and prevent school violence.

The STOP School Violence Act is designed to improve school security and prevent acts of violence by students against themselves and others. BJA and the COPS Office have the following responsibilities under the act:

1. Creation and delivery of training for school personnel and the education of students to prevent student violence against others and themselves.
2. The development, operation, and evaluation of anonymous reporting systems including mobile telephone applications, hotlines, and websites designed to identify threats of school violence.
3. The development and operation of:
 - A. School behavioral threat assessment (BTA) and crisis intervention teams (CITs) that may involve coordination between law enforcement agencies and school personnel.
 - B. Specialized behavioral health training for school officials to help them distinguish dangerous behavior from signs of mental illness in children.
4. Improving schools' coordination with local law enforcement agencies.
5. Delivery of training for local law enforcement officers designed to prevent student

violence against others and themselves.

6. Placement and use of metal detectors, locks, lighting, and other measures intended to deter student violence.

7. Acquisition and installation of technology for expedited notification of local law enforcement during an emergency.

An important goal for this program is to provide nationwide TTA to school districts, public safety agencies, and communities in an effort to prevent school violence as prescribed in the responsibilities required of BJA and the COPS Office under the STOP School Violence Act.

This solicitation specifically seeks an applicant to serve as a training and technical assistance provider, on BJA's behalf, to provide TTA and other support to STOP and SVPP grantees (an estimated 200 grantees annually for one-on-one technical assistance and 150 direct requests for assistance through the TTA helpdesk) and provide tools, resources, and information to the field generally. Applicants should clearly articulate how they will continue and expand TTA efforts based on the requirements set forth under the STOP School Violence Act and BJA and COPS Office guidance. In addition, applicants must explain how they will provide TTA to small agencies in rural and tribal jurisdictions across the United States and how this will be accomplished in partnership with federal agencies, educational institutions, professional organizations, and the private sector.

This solicitation is specifically for TTA to BJA STOP and COPS Office SVPP grantees. The Office of Juvenile Justice and Delinquency Prevention provides direct TTA to the Enhancing School Capacity to Address Youth Violence Program.

BJA oversees a large and active portfolio of training and technical assistance. Consistent with BJA's making these awards as cooperative agreements, these awards will be led in close consultation and approval by BJA staff and leaders. Several principles guide BJA's training and technical assistance:

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, are 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 goal of this program is to prevent and reduce school violence.

Objectives

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

During the 36-month program period, the award recipient will receive oversight and guidance from BJA and the COPS Office. The recipient will be required to achieve the following objectives:

- Increase the knowledge and skills of STOP and SVPP grantees through cutting-edge, innovative resources, training, and technical assistance (both remote and onsite).
- Increase the guidance and resources available to schools, school safety practitioners, and the criminal justice community.
- Identify and address current and emerging school safety threats and concerns to education professionals, students, parents, and law enforcement.
- Serve as a resource for information and research about national and statewide school safety initiatives; collect and disseminate information on school safety initiatives and school safety data.
- Raise awareness of BJA's school safety programs, trainings, and resources.
- Track and articulate the activities and the successes of grantees

Deliverables

Continue and expand the comprehensive STOP TTA Program primarily, but not exclusively, for STOP and SVPP grantees, which identifies core capacities for creating safe and secure educational environments.

Employ a multidisciplinary TTA delivery team that includes subject matter experts from across the continuum of STOP and SVPP grantee activities. These experts and their qualifications must be identified in the grant application.

Describe a plan to assess and support new STOP and SVPP grantee projects, core capacities, and their TTA needs. This assessment should include a determination of grantee activities and a review of grantee-developed trainings to ensure they are in keeping with evidence-based practices. A plan for each grantee shall be created and shall make sure that follow-up intensive assistance is available to grantees related to the application of promising and evidence-based

practices, as well as planning for STOP/SVPP project implementation and sustainment. The plan should also discuss how the TTA provider will evaluate the TTA provided and its impacts, how peer-to-peer learning opportunities will be encouraged across sites, and how specialized assistance will be provided, where applicable.

Applicants will be expected to:

- Assist BJA and the COPS Office in identifying promising projects, practices, and deliverables for all aspects of STOP and SVPP; develop toolkits, model policies, practices, templates, curricula, and other grantee-related deliverables to ensure consistency across STOP and provide actionable resources for the field; and maintain an online clearinghouse of these resources and coordinate with BJA and with schoolsafety.gov in their dissemination. Interactive web-based toolkits should be developed on the following topics at a minimum: implementation, management, and monitoring of reporting systems; building a comprehensive school safety plan; engaging partners in school safety efforts; building public safety messaging campaigns; working with a researcher/evaluator in implementing school safety plans; monitoring and auditing school safety activities for disproportionate impact; and role of Title IX in school safety plans.
- Provide training and educational materials in all areas of the STOP and SVPP programs based on the types of violence programs are addressing, including, but not limited to, areas of behavioral threat assessment, development of CITs, mental health educational resources, school climate improvement resources, violence prevention, violence reduction, law enforcement coordination and training, and implementation of deterrent measures and notification technology. All products developed must be 508 compliant.
- Assist grantees with site and risk assessments and determine the most efficient and effective uses of target-hardening deterrent measures and technology, including those related to expedited law enforcement notification.
- Assist grantees during the project planning period to develop benchmarks (i.e., logic model, partnership formation, evaluation plan, and sustainability plan) to ensure successful implementation.
- Assist STOP and SVPP grantees in developing and implementing technological and school culture solutions for an anonymous reporting system, to include a plan for acquiring and implementing the technology, based on best practices, monitoring the implementation/use for disproportionate impact, privacy and information sharing with law enforcement, and developing marketing and educational programs for students to encourage its use.
- Assist STOP grantees in working with applicable project research partners to gather required data related to threat assessment and anonymous reporting systems to track data pertaining to the use of BTA, the demographic characteristics of those who undergo assessments, and the referral results of those assessments; document services provided after each assessment; and review data and evaluation to make sure there is no disparate impact based on race, ethnicity, or disability. Generate an annual report for BJA based on this information.
- Make sure STOP and SVPP grantees are trained in the implementation of any toolkits and other resources developed by the provider and know how to carry out the activities with fidelity to the resource.
- Coordinate TTA delivery for grantees that are providing training for school officials

responding to mental health issues, which could include CIT training and multidisciplinary team development and deployment. Activities pertaining to CIT TTA should be coordinated with existing BJA CIT efforts to ensure consistency of content across programs.

- Coordinate TTA delivery with local law enforcement agencies to ensure effective coordination between agencies.
- Document work being done under the STOP and SVPP programs, highlight successful strategies and programs, and develop an annual report to be submitted to the BJA Director for approval.
- Catalog evidence-based resources by topic based on experience level (BTA 101, BTA 102, etc.); develop and provide a progression of training materials based on level of need.
- Plan, support, and manage national or regional meetings of awardees and numerous peer-to-peer site visits for up to 50 people per visit, focus groups, and site meetings as directed by BJA, including a bi-annual STOP grantee national conference, an annual in-person meeting for state STOP grantees, and a bi-yearly meeting of STOP TTA providers.
- Develop in-person training for school district personnel, parents, community-based partners, and students on evidence-based school safety planning and program implementation. Ensure this is multidisciplinary in its development, delivery, and audience. Include plans to deliver training at a minimum eight times annually.
- Categorize grantees by project purpose and provide specific assistance. Build communities of practice among grantees and the field based on those areas of effort. Identify up to 15 model programs and sites to create STOP learning sites. Identify the strengths of each of the model learning sites and the learning principles associated with the program. Develop a learning sites network among the identified sites. Work with sites to develop site visit protocols and practice; host peer-to-peer learning visits to these sites for jurisdictions financially supported by the selected TTA provider.
- Describe a plan to assist individual STOP and SVPP grantee organizations in disseminating updates about STOP and SVPP goals, practices, and project progress. Such plans should address how the TTA provider will facilitate consistent sharing of project information with key agency components throughout the life of individual STOP/SVPP projects, with the objective of increasing understanding of the value of evidenced-based practices.
- Regularly check in with STOP/SVPP grantees to increase the likelihood of the success of their individual programs. Assist BJA and the COPS Office in collecting, reviewing, and analyzing STOP/SVPP-related grantee data and performance measures.
- Provide technical assistance as requested by the field and/or BJA and the COPS Office that may not come from STOP/SVPP grantees, including onsite BTA training across the nation.
- Describe a plan for identifying 10 STOP top school safety learning sites. These sites will be used for peer-to-peer learning at these sites and maintain a community of practice at each site.
- Serve as a thought leader and information clearinghouse for relevant research and best practices.
- Maintain an online project management tool that helps govern the management of the project/deliverables/activities and to which BJA has access.

Applicants should outline in their proposals a strategic and comprehensive process to achieve

the objectives and deliverables described above. Proposals should also clearly state how this project will be sustained beyond the end of the funding period of any issued award

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."

Priority Areas

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

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

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically

underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

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

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

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

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

10/1/23

Period of Performance Duration (Months)

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

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.

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.

Eligibility Information

Eligible applicants are limited to those that have expertise and experience in managing TTA for evidence-based school safety programs that are national in scope

For eligibility information, see the solicitation cover page.

For information on cost sharing or match 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

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 and must respond to the objectives and deliverables stated in this solicitation and the Selection Criteria (described below) in the order given. The attached document should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 15 numbered pages. Number pages “1 of 15,” “2 of 15,” etc. If the Proposal Narrative fails to comply with these format and length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions. Timeline, additional tables, charts, and graphs may be included as additional attachments and will not count toward the 15-page limit.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information related to school violence. Such information should demonstrate the applicant’s knowledge that most school violence is not mass violence but includes other acts that may lead to mass violence.

b. Project Design and Implementation

Describe how the program will address the specific description discussed in the “Program

Description, Specific Information” section. Clearly provide a design that will result in the deliverables. The applicant must tie program activities/deliverables to the program design’s objectives. In addition, a required program timeline (as a separate attachment) should clearly identify each program activity (all deliverables must be addressed), expected completion date, and responsible person or organization. Applicants should include other items or deliverables being proposed in addition to the ones listed in this solicitation and should provide detailed information on them.

Describe successful methods of TTA delivery and the importance of expert strategies to engage the field more broadly.

Discuss the impact of best practice approaches in planning and implementation on the program’s outcomes and the role of TTA in striving to improve fieldwide outcomes.

Discuss the effectiveness of expert TTA and best practice strategies on sustainable programming.

Provide a list of any subcontractors who will provide TTA.

Additionally, applicants must include a completed training delivery data chart (as a separate attachment) that contains data points for the training delivery.

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

c. Capabilities and Competencies

Fully describe the applicant’s experience and capabilities to implement the program being proposed and the competencies of the staff assigned to the program. Résumés for key personnel (to include subject matter experts) must be included in the application package. TTA provider staff are expected to have sufficient subject matter expertise in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively complete the tasks under the award. There are also occasions when an external expert will be required. To this end, the TTA provider must utilize a range of vetted local and national subject matter experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject matter experts whose expertise and experience best fit the needs of the program. It is key that the provider considers and has a plan to make sure that it has a set of diverse staff, trainers, and/or subject matter experts who reflect a mix of experiences and perspectives to effectively reach the communities and practitioners that they will serve.

Applicants must also provide evidence of extensive experience in successfully providing complex, national-level TTA related to school safety and the focus area of the category to which they are applying. The applicant must demonstrate experience in, and sufficient resources to provide for, the successful delivery of TTA throughout the country and online to a variety of law enforcement and education professionals.

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

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

Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.

Identify what data will be collected, who will be responsible for collecting and reporting the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information will be protected, and how the information will be used to guide the program.

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.

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 selected for award. A list of performance measure questions for this program can be found at [Training and Technical Assistance \(TTA\) Reporting Portal TTA and Deliverable Performance Metrics Extract from Data Dictionary \(ojp.gov\)](#).

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 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 (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. The budget narrative (i.e., justification for costs) should clearly correspond with **each** line item computation provided in the budget web-based form. The narrative should explain how the applicant estimated and calculated all costs, and how those costs are necessary for the completion of the proposed project. **The budget should describe costs by year.**

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Timeline Form

Each applicant must provide a timeline for major milestones and deliverables.

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](#).

Training Delivery Chart

Each applicant must provide the below completed chart with the listed data points as a separate document in JustGrants.

Proposed Training Course Title	In-Person or Online/Virtual	Total Number of Proposed Deliveries	Number of Proposed Instructors per Delivery	Number of Proposed Training Attendees	Estimated Total Cost per Training Delivery

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](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 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 May 01, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by May 10, 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 (30%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (40%) - 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 (10%) - 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).

Applicants should become familiar with the rules and timelines for conference cost approvals and reporting, and the applications should reflect sufficient time and resources to complete these approvals on a timely basis.

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, 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, 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), 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

Full details of the performance measures can be found at <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

Application Checklist

BJA FY 2023 STOP School Violence Training and Technical Assistance (STOP TTA) 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/financialguidedojoiii-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

- 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
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)
- Training Delivery Chart

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.