

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



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## BJA FY 23 Transforming Prison Cultures, Climates, and Spaces

Assistance Listing Number # 16.738

Assistance Listing Number # 16.812

Assistance Listing Number # 16.827

Grants.gov Opportunity Number: O-BJA-2023-171771

Solicitation Release Date: May 23, 2023 1:15 PM ET

Step 1: Application Grants.gov Deadline: July 18, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: July 25, 2023 8:59 PM ET

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### Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to support prisons and state correctional agencies' efforts to transform their cultures, climates, and physical spaces to create and sustain safe, humane, and effective environments for people who work, visit, and are incarcerated in them.

This program furthers DOJ's mission by improving public safety, reducing violent crime, and increasing community trust.

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00095-PROD	Category 1: TTA Provider	1	\$3,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00096-PROD	Category 2: Website Development	1	\$500,000	10/1/23 12:00 AM	36

### 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, Nonprofits that do not have 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, Small business

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

BJA will consider applications under which two or more entities 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.

The Office of Justice Programs National Institute of Justice (NIJ) has released a related [solicitation](#) for entities to conduct research and evaluation on correctional climate and culture.

### 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](mailto:grants@ncjrs.gov). The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. eastern time (ET) Monday–Friday, and 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 June 5, 2023, at 1:00 p.m. ET. This webinar 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 follow the instructions. To use the time most efficiently, BJA encourages participants to review the solicitation in advance and submit any questions in the webinar chat.

## **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](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.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](mailto:JustGrants.Support@usdoj.gov). The JustGrants Service Desk operates 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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## Program Description

### Overview

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

With this solicitation, BJA seeks to support prisons and state correctional agencies that are working to transform their cultures, climates, and spaces to create safe, humane, and effective environments for people who work, visit, and are incarcerated in them; to recruit and retain qualified staff; and to make and sustain needed changes to better promote the successful reintegration of individuals returning from incarceration to their communities.

In Category 1, BJA seeks to fund a training and technical assistance (TTA) provider to help prisons and state correctional agencies assess and transform their culture, climate, and spaces to improve outcomes including staff recruitment, training, retention, and wellness; the design of spaces and the structure of people's time to prepare them for reintegration into their communities; and strategies that will promote and sustain these changes.

In Category 2, BJA seeks to fund a provider who will develop, manage, and promote a website with curated resources that will advance knowledge around prison operations. This website will be a landing space for resources developed under Category 1 as well as other BJA-supported work including Officer Safety and Wellness, Corrections Data Analysis, and Restrictive Housing Reform Implementation Assistance.

### Statutory Authority

Department of Justice Appropriations Act, 2023 (Public Law 117-328; 136 Stat. 4459, 4542); Department of Justice Appropriations Act, 2023 (Public Law 117-328; 136 Stat. 4459, 4537); Public Law 90-351, Title I, Sec. 2976 (codified at 34 U.S.C. 10631); Department of Justice Appropriations Act, 2023 (Public Law 117-328; 136 Stat. 4459, 4536)

### Specific Information

State correctional institutions play a significant role within the criminal justice system. State policymakers and correctional leaders have been propelled to rethink strategies, transform operational practices, revisit protocols and procedures, and think more intentionally about culture. While many jurisdictions have made significant progress, many challenges remain, including improving the nature and conditions of confinement for incarcerated individuals and staff; the safety, health, and wellness of both staff and incarcerated individuals; and the ability to ensure sufficient facility staffing, recruitment, training, and retention.

A prison's culture, climate, and spaces sit at the intersection of these challenges and the mission-driven outcomes that corrections professionals are working to achieve. Prisons cannot make lasting improvements to the latter without addressing problems in the former. While the definition of correctional culture may vary, at a minimum, it can be thought of as the relationships and interactions between incarcerated persons and correctional staff and the adaptations of these groups to the shared environment (See K.M. Auty & A. Liebling, "Exploring

the relationship between prison social climate and reoffending.” *Justice Quarterly*, 37(2), 358-381 (2020)). Climate can be defined as the “social, emotional, organizational and physical characteristics of a correctional institution as perceived by” incarcerated persons and correctional staff (M.W. Ross et al, “Measurement of prison social climate: A comparison of an inmate measure in England and the USA.” *Punishment & Society*, 10, 447-474 (2008)).

Changing culture and climate is essential to improve the dynamic between corrections staff and those who are incarcerated, create community and a sense of purpose beyond custody and control, and shape a culture that prizes the dignity of both staff and residents. Research indicates physical space is also important. Changes to culture and climate are facilitated by designs that offer natural opportunities for routine and unstructured engagement between staff and people who are incarcerated (Swedish Prison and Probation Service, Research and Evaluation Unit. *How Architecture and Design Matter for Prison Services: A Rapid Review of the Literature*. Norrköping: Kriminalvården; (2018)). Additionally, spaces that are designed “from a therapeutic or a rehabilitation point of view lead to better outcomes...there is considerable evidence that architecture and design of prisons and forensic psychiatric facilities are significantly related to measures of mental health, well-being and safety of prisoners...and staff” (Ross T, Bulla J, Fontao MI. Space and Well-Being in High Security Environments. *Front Psychiatry*. 2022 May 30;13:894520.)

This program will provide support to prisons and the state correctional agencies that oversee them to address the challenges of our time through the transformation of culture, climate, and spaces. The selected applicant in Category 1 will, through a competitive application process, select prisons and/or the state correctional agencies that operate them (“sites”) to support them in assessing, examining, and transforming their cultures, climates, and spaces to achieve their mission-critical goals. The selected applicant in Category 2 will stand up a website to share and advance knowledge developed under this program and other BJA-funded corrections initiatives focused on prison operations.

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, 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 project is to support prisons and the state correctional agencies that oversee them in transforming their cultures, climates, and spaces to create and sustain safe, humane, and rehabilitative environments that promote the safety, health, and well-being of staff and people incarcerated and their successful reentry from incarceration to their communities.

### **Objectives**

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

The objectives of Category 1 are to:

- Define a spectrum of strategies and practices that can assist sites working to transform their culture, climate, and spaces. Support sites in assessing where they are on the spectrum and determine their incremental or comprehensive targets for change and implement plans to achieve them. Incremental changes can include a focus on assessing the current culture and developing action plans in response. Comprehensive change may consist of transforming the policies, procedures, programming, scheduling, staffing considerations (such as hiring, posts, and training), and design of a housing unit or facility.
- Engage with and assist sites to make deliberate and measurable changes that improve conditions of confinement and post-release outcomes for people who are incarcerated and working in prisons through a focus on culture, climate, and spaces. This can include, but is not limited to, support around transformational changes that will impact staff recruitment, training, retention, and wellness; structured and nonstructured interactions between staff and people incarcerated; the use of spaces for programming or other rehabilitative purposes; and structuring days in a manner to engage and prepare people for release.
  - Engagement may, but is not required to, include setting aside a portion of the funding available under this solicitation for pass-through awards to competitively selected subrecipients (subgrantees).
- Identify model sites that have begun implementing changes to their culture, climate, and spaces (e.g., implementing a staff climate survey and taking responsive actions; redesigning units to maximize rehabilitative potential) as a resource for the selected sites and the field.
- Establish multiple learning communities to be inclusive of facilities/departments based on where they are on the spectrum and where they want to go.
- Increase staff capacity to support and implement reforms.
- Develop and make publicly available tools and resources such as checklists, surveys, curricula, cultural assessment tools, and technology to advance the field's understanding of key topics/issues and to advance practices around or in response to them.
- Promote correctional agencies' collection and analysis of data to measure the impact of reforms.

The objectives of Category 2 are to:

- Develop, maintain, and expand a website that advances knowledge about prison operations and curates and disseminates actionable information on transforming prison cultures, climates, and spaces and other BJA-funded corrections initiatives.
- Establish and maintain relationships with experts in relevant topics and in positions to influence and engage prison practitioners, including professional associations, to promote the use and development of the website.

## **Deliverables**

Category 1 deliverables include:

1. Materials and a strategy to oversee and promote a competitive, objective process to select four to eight diverse sites to receive strategic training and technical assistance on transforming culture, climate, and spaces. "Diverse" refers to geography, topics, and existing practices and targets for change.

2. The selected provider will proactively work with these sites to make deliberate and measurable changes. The provider will be expected to support sites with planning and implementation, including to:

- a. Engage sites in a planning process that considers interest, readiness, and capacity. Subject areas must include one or more of culture, climate, and spaces. Please note, measurable changes to prison spaces should not involve significant renovation or construction.
- b. Develop an individualized work plan for each site. The work plan should include a checklist to help each site execute key tasks. Please note that BJA may require the selected provider to submit for review and approval the proposed plans, protocols, or strategies in advance of disseminating them to and implementing them with the sites.
- c. Provide content expertise and project management guidance to implement the work plans and ensure they address governance, fidelity, and sustainability.
- d. Assign each site a coach. Each coach should have the skills and time to support their assigned site(s) to achieve their goals. They should have consistent, scheduled monthly calls, although email check-ins may be substituted occasionally, as logistics require. Prior to assigning coaches, the provider must provide BJA with a list of coaches/consultants and their expertise.
- e. Undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the provider should engage in strategies like case conferencing to harness the collective knowledge of its coaches.
- f. Include in all training provided with BJA funding a mechanism for pre- and post-testing of knowledge and other impact assessments.

3. Have staff with sufficient subject matter expertise to assist sites in the execution of their projects. Staff members should have the necessary technical skill sets and experience to effectively coach sites and assist them in reaching their goals, including:

- a. A set of diverse staff, trainers, and/or subject matter experts who reflect a mix of

experiences and perspective to be able to effectively reach the communities and practitioners that they will serve.

b. A diverse set of providers, models, and/or subject matter experts with the skills to ensure culturally responsive programming for those who are in the criminal justice system who would benefit from the TTA strategies and related interventions.

c. Knowledge of and a plan to manage BJA's approval and reporting processes for conferences, training for the field, publications, and online tools.

d. When needed, engage with external experts. To this end, the provider must choose from a range of vetted local and national subject experts, including practitioners, academics, and federal partners. The provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the grantees. With BJA's approval, the provider will assign these experts to assist sites and report on and monitor the TTA provided. The roles of the subject experts will vary across engagements, so the provider must develop protocols to define the scope of their roles when needed (e.g., advisor to provider, direct assistance to sites, participating in webinars).

4. Convene and establish learning communities, based on respective projects/programs, to explore best practices and lessons learned. These communities can be divided by topic area (e.g., staff climate survey and responsive action, redesigning units to maximize rehabilitation) or by where the site is on the implementation spectrum (e.g., incremental changes or comprehensive transformation).

5. Identify model sites on a variety of topics as a resource for the selected sites and the field.

6. Written monthly reports to BJA on the TTA provided and the status of ongoing activities.

7. Participate in active, ongoing collaboration and cross-organizational coordination, including:

a. Coordination in local jurisdictions. The provider must be both aware of and in touch with other key, overlapping initiatives and providers in the jurisdictions in which it is providing assistance.

b. Coordination with federal partners. The provider must serve as a coordinator with federal partners on the support strategies defined in collaboration with BJA staff.

c. Coordination across interest groups. The provider must develop regular meetings (e.g., quarterly stakeholder meetings, annual advisory board meeting) to allow for ongoing dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, and special interest groups (e.g., professional associations, unions)

8. Provide support to the field at large by developing and disseminating resources and responding to ad hoc requests for assistance. Prioritize responses to requests from practitioners and assist sites not selected, in consultation with BJA. Not all ad hoc requests require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number will require a more thorough exploration and response. In consultation with BJA, the provider must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage the requests it receives and respond to them efficiently and effectively, and produce regular (i.e., quarterly) written reports that summarize the support provided.

9. Serve as a thought leader and information creator for best practices. It must:

- a. Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks and the website developed under Category 2 of this solicitation. These resources should include information on the steps needed to promote and institutionalize broad agency/facility staff buy-in, a roadmap of milestones and expected challenges, and examples of ways for correctional agencies to regularly collect and analyze data to measure the impact of reforms and ensure an equitable impact on the incarcerated population. All products must be 508 compliant.
- b. Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.

10. Proactively build field knowledge and capacity in the areas outlined in the solicitation. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. The provider must also propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends based on the performance reporting trends and TTA needs assessments.

11. Maintain a listserv of sites and key contacts, including interested state, local, and tribal contacts, and federal and national partners. Listserv should be coordinated with the listserv of the Category 2 provider.

12. Applicants may—but are not required to—propose to set aside a portion of the funding available under this solicitation for pass-through awards to competitively selected subrecipients (subgrantees). Applicants that propose this type of intensive TA must explain how the subrecipients (subgrantees) will be selected, define the amount of funding that will be made available to them, and state how many subrecipients/ subgrantees will be served in this way. In addition, applicants must articulate how they will, in coordination with BJA, monitor each subaward to ensure they expend the funding in ways that are consistent with the DOJ Grants Financial Guide.

13. A national convening of selected sites, stakeholders, and correctional leaders to promote peer-to-peer learning and best practices.

14. Prepare and submit end-of-year annual reports, in addition to other required reporting. BJA will provide the template for the provider to fill out and submit for BJA review. The report will include best practices and success stories, including site-based activity. These reports are on the calendar year and due Jan 31, 2024.

Category 2 deliverables include:

1. Develop and promote a website that includes up-to-date, curated content on prison operations and all BJA-supported corrections work including work under Category 1 of this solicitation, Officer Safety and Wellness, Corrections Data Analysis, and Restrictive Housing Implementation Assistance. The website must be available to the public within 12 months of receiving this award and must be portable to a .gov platform.
2. Maintain and provide ongoing updates to the content of this website.
3. Receive TA requests for assistance from the field via the website and develop a process to refer them to the applicant that is selected under Category 1 of this solicitation and other BJA-funded providers.
4. Stay fully abreast of the site-based TA efforts supported under Category 1 of this solicitation

and highlight and promote promising practices and lessons that emerge in the site-based TA that is delivered.

5. Coordinate with and provide outreach to national and international experts in prison operations and culture change who will be able to influence and engage prison practitioners and professional associations.

6. Create and maintain a listserv of key stakeholders, including prison practitioners and professional associations. The listserv should be coordinated with the listserv of the Category 1 provider.

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00095-PROD	Category 1: TTA Provider	1	\$3,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00096-PROD	Category 2: Website Development	1	\$500,000	10/1/23 12:00 AM	36

## **Awards, Amounts and Durations**

### **Anticipated Number of Awards**

2

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

Category 1: \$3,000,000; Category 2: \$500,000

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

10/1/23

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

36

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

\$3,500,000

## **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 should consider the most effective and efficient ways for reaching the field in proposing approaches to the work.

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.

## **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

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

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

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

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

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

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

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

## **Unmanned Aircraft Systems**

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

## **Eligibility Information**

For eligibility information, see the solicitation cover page.

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

**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.)
- Supporting Documentation of Past TTA Delivery Experience (Category 1 only)
- Supporting Documentation of Past Website Development Experience (Category 2 only)
- Documentation of Proposed Subrecipients and Procurement Contracts (if any, complete the table in Appendix A)

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, BJA may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

### **a. Description of the Issue**

- Demonstrate a thorough understanding of the problem this project is designed to solve.
- Discuss the landscape around this problem, including relevant efforts and specific challenges, and sources of potential support or resistance in prisons.
- Describe why this project/these proposed activities are necessary (significance/ value). Include supporting information.

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

- Describe the strategy to address the needs identified in the Description of the Issue.
- List the activities and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program’s objectives and reach the program’s goals. Provide a detailed description of the method(s) to be used to carry out each activity.
- Provide a timeline indicating roughly when the activities or project milestones are to be accomplished.
- For Category 1 only: address challenges that might be faced when undertaking culture change work (e.g., skepticism, reform fatigue, generational differences, staffing and budgetary constraints, collective impacts, and union representation).

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

Describe the capabilities and competencies required to accomplish the project's goals and objectives. Provide a detailed list of the potential partners, subcontractors, subrecipients, and additional collaborators necessary to effectively respond to the objectives and deliverables.

Detail areas of knowledge within the applicant entity and its collaborative partners on prison culture, climate, and spaces, including organizational culture change, core correctional competencies, adult learning principles, and regional components and perspectives.

For Category 1 only:

- Demonstrate experience managing partner subcontracts, if applicable.
- Demonstrate experience delivering national scale training and technical assistance with appreciation for sites that vary in size, geography, and challenges.
- If proposing to pass through funds to selected sites, fully describe the applicant's capabilities to administer a microgrant program including, but not limited to, pre-award activities including solicitation development and posting, stakeholder outreach, receipt and processing of applications, programmatic and financial review of applications, scoring criteria and application evaluation, and award notification. Further, the applicant must demonstrate the ability to administer subawards, including providing ongoing training and technical assistance to subrecipients, reviewing financial and performance reports, collecting and reporting performance reports by the subawardee(s), and maintaining adequate records management. The requirements for subrecipient 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.
  - NOTE: Applicants are required to submit their written policies and procedures for administering a microgrants program, including a detailed description of the competitive selection process and monitoring of subrecipients.

For Category 2 only: Demonstrate experience establishing and maintaining a website and collaborating with subject matter experts to curate material for dissemination.

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

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that 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](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

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](#).

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**

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

## **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.

## **Timeline Form**

Applicants must propose a comprehensive project timeline that reflects key milestones related to achieving the goals and objectives, and fulfilling all of the deliverables that are described in this solicitation.

## **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](#).

### Supporting Documentation of Past TTA Delivery Experience

For applicants under Category 1, attach documentation of prior experience delivering TTA, including examples of an individualized technical assistance work plan, sample policy documents, fact sheets, and a sample curriculum. If you are applying under Category 2 this item **does not** apply to you, so please submit a word document entitled "Supporting Documentation of Past TTA Delivery Experience" with a short explanation that this item is not applicable to your application.

### Supporting Documentation of Past Website Development

For applicants under Category 2, attach documentation of prior experience in website development and maintenance including the URL of the website. If you are applying under Category 1 this item **does not** apply to you, so please submit a word document entitled "Supporting Documentation of Past Website Development" with a short explanation that this item is not applicable to your application.

### Applicant Disclosure of Proposed Subrecipients and Procurement Contracts

Complete the table below with information regarding proposed subrecipients of this funding and procurement contracts, including the name, organizational affiliation, and city and state of the proposed entity. Add rows if needed. For additional information on subawards, see the [OJP Grant Application Resource Guide](#). As described previously, applicants will submit the table by uploading the document as an attachment in JustGrants.

Subrecipient Organization	Subrecipient Location (City, State)	Subrecipient Name (Last, First)

### 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-pond 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://JustGrants.usdoj.gov) by the JustGrants deadline.

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

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

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

## **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by July 18, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by July 25, 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](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must -

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

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant 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 (30%) - 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).

### **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

Post award, grant recipients will be required to submit performance metric data semiannually through BJA's online Training and Technical Assistance Reporting Portal.

More information on the reporting requirements can be found at: <https://bja.ojp.gov/funding/performance-measures/bja-training-and-technical-assistance-providers>. The performance measures can be found at: <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>

# Application Checklist

## **BJA FY 2023 Transforming Prison Cultures, Climates, and Spaces**

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)
- Select the correct Competition ID
- 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/financialguidededoj/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 Category 1: \$3,000,000; Category 2: \$500,000

#### ***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](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

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

- Proceed to Application Step 2 and complete application in JustGrants

### **Application Step 2**

Submit the following information in JustGrants:

Application Components

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

Budget and Associated Documentation

- **Budget 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](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- Organizational chart (if applicable)
- **Supporting Documentation of Past TTA Delivery Experience\*** (Category 1 only)
- **Supporting Documentation of Past Website Development Experience\*** (Category 2 only)
- **Applicant Documentation of Proposed Subrecipients and Procurement Contracts\***

#### 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](mailto:JustGrants.Support@usdoj.gov)



regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Standard Solicitation Resources**

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

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

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

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

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