

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



BJA FY 23 Byrne Criminal Justice Innovation Training and Technical Assistance

Assistance Listing Number # 16.738

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Step 1: Application Grants.gov Deadline: July 31, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: August 07, 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 to provide national training and technical assistance to support the local Byrne Criminal Justice Innovation (BCJI) Program sites and share resources with the field to address persistent and high crime in neighborhoods through community-oriented crime reduction strategies that are collaborative, community-led, evidence-based, integrated into broader revitalization efforts, and sustainable. This program furthers the DOJ's mission to ensure public safety; reduce serious and violent crime, including gun violence; and strengthen local capacity to combat substance use. BCJI helps communities build trust and support law enforcement agencies working with these communities by integrating enforcement strategies into community-based crime reduction efforts.

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:

Native American tribal organizations (other than Federally recognized tribal

governments), 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

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.

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.

The Byrne Criminal Justice Innovation (BCJI) Program is a strategic approach to crime reduction that leverages community knowledge and expertise and focuses efforts on neighborhoods where crime is concentrated, which may also have crime “hotspots,” micro-locations where crime is focused. After years of disinvestment, these neighborhoods have faced increasing crime and a range of challenges that contribute to increased risk for crime problems, so BCJI employs a multifaceted approach that addresses root causes of crime in order to generate sustainable long-term impacts.

With this solicitation, BJA seeks to fund one provider to support community leaders from BCJI sites and their law enforcement partners by delivering a wide range of training and technical assistance (TTA) services designed to build trust and promote coordination of community-based crime prevention and reduction efforts with enforcement strategies. The selected TTA provider will support all current BCJI grantees to plan and implement data-driven, cross-sector strategies to reduce crime and violence, and will also work with current and former leaders and researchers in BCJI sites to document lessons learned and research supported over the last decade of this initiative. The results of the BCJI sites’ efforts will be shared widely to assist other communities with improving and enhancing their crime reduction efforts. This program focuses on high crime communities experiencing increases in crime in locations that are distressed and hotspots of crime.

Statutory Authority

Public Law 90-351, Title I, Sec. 506(b) (codified at 34 U.S.C. 10157(b). The Edward Byrne Memorial Justice Assistance Grant (JAG) Program authorization provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 may be granted, among other reasons, for one or more of the purposes specified in 34 U.S.C. § 10152 upon a determination that it is necessary “to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime.” 34 U.S.C. § 10157(b)(1).

Specific Information

The BCJI model is based on the principle that sustainable reductions in crime require collaboration among partners in the criminal justice system, service providers, and the communities they serve. The BCJI Program approach and the training and technical assistance supporting the model feature the following four core elements:

Place-based Strategy to target where crime is concentrated and enhances the impact of crime control efforts with locally driven neighborhood revitalization strategies.

Data and Evidence Driven to improve the use of data and research to problem solve and

guide program strategy.

Community Engagement to increase community and resident engagement in shaping and sustaining crime prevention and revitalization efforts.

Building Partnerships and Enhancing Trust to promote sustainable collaboration with cross-sector partners to address problems from multiple angles.

BCJI was first created in FY 2011 to support a range of innovation, research, and knowledge development to enhance local and national capacity to address violent and community-based crimes. For example, residents of the Kensington neighborhood of Philadelphia, a FY 2018 BCJI grantee site, partnered with a local artist to clean up and activate vacant spaces in their community, resulting in a popular space in the neighborhood known as the “Butterfly Garden,” which symbolizes freedom and diversity. FY 2018 BCJI grantee site Cincinnati Police Department implemented data-driven strategies, focused its resources on hotspots of violence, and reported a reduction in shootings and significantly decreased the homicide rate in the targeted area. The Selma Center for Nonviolence, Truth, and Reconciliation, an FY 2020 BCJI grantee, is implementing a combination of several evidence-based community violence intervention strategies (including street outreach, victim services, workforce development, and nonviolence training), coupled with intense case management, restorative justice, and community engagement, to decrease gang/group violence and support violence-involved individuals.

Local community leaders and organizations need tools and information about crime trends in their jurisdictions to assess, plan, and implement the most effective crime reduction strategies. In addition to BCJI, several new programs launched in 2022 expand this support, including the Community Based Violence Intervention and Prevention Initiative and Reimagining Justice. BJA will continue to capture the lessons learned and analyze research from the BCJI work over the last decade to continue to support this work and use the expertise to support other communities, and to ensure that this information is coordinated with and translated to the new programs.

Several key focus areas for BCJI include deep and ongoing engagement with community residents, leaders, and partners; use of tools to improve physical conditions such as nuisance laws, code enforcement, and crime prevention through environmental design to address vacant housing, poor lighting, and large dumping and brush areas; and coordinated efforts with federal partners to encourage positive use of space and revitalization of park, recreation, education, business, and housing areas. The BCJI model is also often used to support Community Violence Intervention (CVI) strategies to reduce gun violence.

To read more about program results and to view BCJI site activities, visit the BCJI TTA website at Byrne Criminal Justice Innovation Training and Technical Assistance (IACP) and Byrne Criminal Justice Innovation program (LISC). These websites provide information and resources to BCJI sites and other communities across the country.

Since the program’s launch in FY 2011, the range of TTA services has included, but is not limited to, the areas listed below. Although the program last received funding in FY 2021, there is still a cadre of more than 20 grantees to be served through this TTA award. BJA is seeking a partner to provide training and technical assistance to current BCJI grantees through 2025. In addition, there are other community-based efforts, including the Reimagining Justice program and efforts underway in the field at large, and this TTA would continue supporting this work and build capacities that support other community-based strategies, and assess and build final tools and resources for the field. TTA may address efforts to:

- Help neighborhoods experiencing precipitous increases in crime build sustainable,

- cross-sector partnerships to address shared public safety challenges.
- Promote implementation of effective data-driven or innovative place-based crime prevention and revitalization strategies that can help deter future crime, including tools to address conditions of distress and risk for residents in the community.
- Engage local residents as equal stakeholders in creating strategies to reduce and prevent crime.
- Support the integration of law enforcement strategies with community-based crime reduction efforts.
- Facilitate trust building between police and communities.
- Assist local communities in using data to analyze and better understand both the places and the people within those places who facilitate and contribute to crime, including those individuals at risk of engaging in and/or becoming victims of crime.
- Guide the BCJI sites in the ongoing use of data to enhance program management and to sustain the developed crime reduction strategies.
- Coordinate with the Reimagining Justice sites to translate knowledge between projects.
- Coordinate, as appropriate, with OJP TTA partners and assess how the BCJI experience can support other new community-based approaches to violent crime strategies, including Reimagining Justice, Community Based Violence Intervention and Prevention Initiative (CVIPI), Community-based Approaches to Hate Crimes, Connect and Protect, Community Courts Initiative, and Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP).

BJA oversees a large and active portfolio of TTA. 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, as well as 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 expand 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 the BCJI TTA Program is to support the final cohort of BCJI Program sites to leverage the expertise of the current BCJI leaders and develop tools and share resources with the field to address persistent and high crime neighborhoods through community-oriented crime reduction strategies that are collaborative, community-led, evidence-based, integrated into broader revitalization efforts, and sustainable.

Objectives

An applicant should address the objectives that are relevant to their proposed program/project in the Goals, Objectives, and Deliverables web-based form.

The objectives of the BCJI TTA Program are:

1. Ensure translation of knowledge developed in the BCJI Program by proactively managing, facilitating, and supporting the last set of 20 BCJI grantees throughout their grant period that ends in 2025.
2. Document the BCJI experience and share resources and training by engaging experts from prior sites and incorporating lessons learned into current project sites. These resources should address key issues and areas that can support the BCJI sites and other investments. The TTA provider will conduct a review of strategies and create tools that help communities to implement:
 - A. Place-based, community-oriented strategies in communities experiencing precipitous increases in crime that effectively identify, assess, and target violent and serious crime hotspots or crime problems.
 - B. Collaborative partnerships and trust-building among law enforcement, criminal justice system partners, and community members, resulting in coordinated and/or integrated strategies that are place and community oriented. This will be coordinated with current efforts by BJA, including a curriculum being developed by other providers on trust between communities and law enforcement.
 - C. An actionable set of tools to support local planning processes to clearly define crime drivers and select a set of data-driven strategies that link directly to the identified crime drivers. Tools and resources should be informed by an exploration and assessment of the broad base of strategies to address the drivers of crime, including not only crime prevention and enforcement but using tools that can address conditions of distress and risk for residents in the community, while building capacity and promoting revitalization.
 - D. Outreach to over 100 communities that have implemented data-driven, collaborative community engagement through BCJI to ensure that the final products reflect the full set of data, research, and expertise developed in the BCJI Program since FY 2011, proposing cost-effective partnerships such as using local partners or expertise as experts either as staff, consultants, or through mentor sites or paid stipends for work. Consider organizing event(s) to bring experts together from this work and other efforts.

This solicitation seeks a TTA provider with TTA expertise and experience, as well as the

knowledge to accomplish the previously listed goals and objectives. Applicants are encouraged to partner with other organizations, local partners, and experts to submit applications. BJA encourages applicants to consider creative approaches that engage the network of local BCJI experts as part of the proposed pool of experts that will support this work using peer-to-peer learning, mentor sites, and guidance that address BCJI grantees' management, organization, and project implementation needs. At a minimum, the TTA provider must ensure that its efforts are framed around supporting the development of each site's planning process, implementation plan, execution of strategies to reduce crime and spur revitalization within a neighborhood, and capacity to achieve results. The TTA provider will also collaborate with other organizations and federal agencies, as BJA deems necessary.

Deliverables

Applicants should address how they will produce the following deliverables:

- Provide ongoing TTA (both remote and onsite) to current BCJI grantees throughout the duration of their BCJI grant awards, including:
 - A plan to use and refine the existing tools from previously funded BCJI TTA providers to assess BCJI grantees' TTA needs by consistently using the BCJI framework and include a timeline that will guide the remainder of the planning and implementation phases of the overall BCJI strategy, with a focus on sustainability. At a minimum, the plan must assist grantees to use data to validate the nature and extent of crime and drivers of crime; collect accurate and reliable data, including data related to measurable outcomes; build a process for program improvements; clearly define the implementation schedule; identify and employ promising and evidence-based practices; evaluate the effectiveness of the TTA provided; support networking among the sites; and use these sites to test tools to be shared with the field.
 - A process to deliver individualized TTA to each current grantee site. Refine the plan based on new and existing assessments of needs and propose a final method of TTA delivery that also focuses on translating TTA for other projects. Describe the timeline for delivery; anticipate that some TTA may need to be adapted to grantee sites' progress at any point during the planning and implementation phases. Any TTA plans must be discussed with the grantee and approved by BJA. Implement approved TTA plans, providing timely and high quality services consistent with the plans. Coordinate with BJA in ongoing analysis and refinement of the TTA efforts.
- Proactively work with grantees to support a successful implementation, including to:
 - For BCJI sites with approved strategic plan, continue using the individualized TTA work plan for each grantee that has been developed based on the goals outlined in its application. The TTA provider will collaborate with BCJI sites in developing individual work plans. The work plan should be presented to each grantee, revised as needed, and agreed to by the grantee. The work plan should include a checklist to help each grantee execute key tasks. Previously created TTA tools should be used, refined, and piloted. Please note that BJA may require the selected provider to submit for review and approval the proposed TTA plans, protocols, or strategies in advance of disseminating them to and implementing them with the grantees.
 - Support grantees in completing their implementation guides and ensure they address governance, program design, performance measures collection, and sustainability. Assess and build a core set of tools to finalize and share with the field.
 - Ensure that each BCJI site has a TTA contact and team to mentor them through the process based on their TTA needs. Sites will have a range of capacity and need different support, but some may have tools and assistance they can offer. Using current leaders from BCJI sites to serve as peer mentors as part of the TTA team,

- facilitate a community of practice and develop tools that are both relevant and build a stronger network of partners.
- The selected TTA provider, in collaboration with the BCJI grantee site, will prepare a summary of findings and recommend the next steps for the BCJI grantee in order to improve program performance, which will be shared with BJA. Each team should collectively have the skills and time to support its assigned grantees to achieve their goals, led by one person at each site. The applicant should schedule monthly calls with the BCJI grantees, although email check-ins may be substituted occasionally, as logistics require. The assigned TTA teams must provide follow-up information regarding the grantees' implementation of the recommendations. Prior to assigning coaching teams, the TTA provider must provide BJA with a list of TTA coaches/consultants and their expertise.
 - Undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA provider should engage in strategies like case conferencing to harness the collective knowledge of its TTA coaches.
 - Include in all training provided with BJA funding a mechanism for pre- and post-testing of knowledge and other impact assessments.
- In close coordination with BJA, as needed, plan and conduct national and/or regional peer-to-peer information exchange opportunities or other educational sessions for existing BCJI sites during the 30-month project period. Build connections to and capacities of community-based organizations and providers that offer specialized resources and services that can disrupt cycles of violence.
 - Coordinate across the Reimagining Justice project sites to translate knowledge between projects.
 - Develop a cost-effective strategy to assess the need for materials to support current grantees and to share information with the field using existing tools such as the BJA National Training and Technical Assistance Center (NTTAC) Violent Crime Center and the BJA website. Work with the previously funded BCJI TTA provider on centralizing resources and other tools for BCJI grantees and maintain BCJI-related information as well as any newsletter, factsheet, guides, webinars, and other knowledge-sharing products and strategies that hone in on the unique contributions of the BCJI approach to the criminal justice, law enforcement, and community development fields on the BJA website. Develop a plan for where these materials can be maintained when the program ends.
 - Provide online resources, materials, and limited assistance (via phone or email) to BCJI sites and the general public regarding BCJI, lessons learned, and related issues.
 - Meet and collaborate with BJA and, upon BJA's recommendation and approval, meet with or coordinate with other BJA programs, federal agencies, and TTA providers in an effort to avoid redundancies and collaborate and coordinate services and technical support across offices and departments.
 - Create a knowledge-sharing or materials production plan that aligns with the TTA delivery plan and considers how to best reach the BCJI sites and other communities, including hard copy materials and web-based resources.
 - Document how BJA has worked and is working with its Department of Justice and federal agency partners to support co-investments in communities that can sustain efforts over time, including engagements with the Departments of Housing and Urban Development, Education, Health and Human Services, and Labor, including prior efforts such as the Neighborhood Revitalization Initiative.
 - Create and produce various documents and materials that highlight a wide range of BCJI site accomplishments and results to be shared across a broad spectrum of audiences (for example, other BCJI sites, law enforcement, social service providers, and policymakers). Describe what these materials might be and how they will be widely disseminated.

- Schedule regular meetings with BJA staff to review project status, activities, and accomplishments.
- Submit bimonthly progress reports to BJA for the duration of the BCJI TTA Program grant, using a consistent format that summarizes the major activities and accomplishments during the reporting period, and provide information for each project task regarding significant findings and events, problems encountered, suggested solutions, and staff used. The provider will also specify in the reports the extent to which the project is on schedule.
- Use project management principles and skills to create visual tools and communications and task plans to clearly outline the key TTA tasks and deliverables.
- Recruit, maintain, and use a pool of subject matter experts (SMEs), including from BCJI sites, to assist with TTA delivery and provide any needed expertise or guidance on a range of issues including, but not limited to, serious and violent crime reduction, resident engagement, police and community trust building, data- and evidence-driven strategies, performance measures, and broader revitalization efforts, including use of other tools to enhance enforcement-like crime prevention through environmental design and nuisance and code enforcement, to address conditions that exacerbate the risk for crime. The TTA provider must identify and maintain a list of vetted subject experts whose expertise and experience best fit the needs of the grantees. With BJA's approval, the TTA provider will assign these experts to assist grantees and report on and monitor the TTA provided. The roles of the subject experts may vary, so the TTA provider must develop protocols to define the scope of their roles when needed (e.g., advisor to TTA provider, direct assistance to grantees, participating in webinars). TTA team should have the necessary technical skill sets and experience to effectively coach grantees and assist them in reaching their goals, including:
 - A set of diverse staff, trainers, and/or SMEs who reflect a mix of experiences and perspectives to be able to effectively reach the communities and practitioners that they will serve.
 - A diverse set of providers, models, and/or SMEs with the skills to ensure culturally responsive programming for those in the criminal justice system who would benefit from the TTA strategies and related interventions.
 - Knowledge of and a plan to manage BJA's approval and reporting processes for conferences, training for the field, publications, and online tools.
 - Grounding all strategies with a trauma-informed approach and using restorative justice principles and strategies that center the needs and elevate the voices of the individuals most directly involved in an incident of harm, as well as focusing on issues of equity in the justice response.
 - Written reports to BJA on the TTA provided and the status of ongoing activities.
- Serve as a thought leader and information clearinghouse for relevant research and best practices. It must:
 - Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA's networks. All products must be 508 compliant.
 - Convene grantee learning communities, based on their respective projects/ programs, to explore best practices and lessons learned.
 - 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.
- 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:
 - Assist grantees in the collection of performance measures data for submission into the Performance Measurement Tool (PMT) and JustGrants.
 - 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.

- Maintain a listserv of grantees, subgrantees, and key contacts responsible for undertaking grant and related activities, including interested state, local, and tribal contacts, and federal and national partners.
- 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 are due January 31, 2025

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

\$750,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

30

Anticipated Total Amount to be Awarded Under Solicitation
\$750,000

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

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

The applicant should be familiar with the rules and timelines for conference cost approvals and reporting, and the application 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.)
- Time Task Plan

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. The applicant should include the following:

Applicant’s name and the project’s title

Dollar amount requested

Summary of the project's goals and objectives

Proposed key partners on the project (if applicable)

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 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

Describe the nature and scope of the problem that the program will address. The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem. Any data or research referenced in the narrative should include the source of the data and/or a citation.

Describe the challenges communities face in planning and implementing strategies that are community-based approaches consistent with the BCJI model and experience. Also explain the need to deliver TTA for communities to build capacity to prevent and reduce crime.

Describe the challenges of using data and research to develop effective community-oriented strategies consistent with BCJI. Describe any research or evaluation studies that relate to the problem and contribute to understanding its causes and potential solutions.

Describe any previous or current attempts to address the problem, as well as identify current gaps in programming/services.

b. Project Design and Implementation

Identify how the proposed design will accomplish the program objectives and describe the vision for the plan to implement the project consistent with the goal and scope of the program. How will this vision address the problems identified in the Description of the Issue? Ensure each objective is precise and measurable. Identify strategies for designing and implementing the deliverables.

Attach a comprehensive time task plan/project plan that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity. Provide a detailed description of the method(s) to be used to carry out each activity. The time task plan/project plan should clearly connect to the proposed design and strategy.

Demonstrate a well-thought-out plan for transferring knowledge and lessons learned from BCJI strategies and related community-based programs to the field.

Describe how the applicant will identify and assess the training and technical assistance needs of the targeted recipients.

Describe the goals, objectives, and deliverables for providing TTA to existing BCJI sites or translating these experiences to interested communities, including coordinating across the Reimagining Justice project sites to translate knowledge. Address how this TTA will accommodate them and be tailored to address the range of local capacity (from high capacity to low capacity). Where possible, describe how it will continue to enhance the skills of community leaders and other partners.

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 applicant's history of involvement with the development and/or implementation of programs designed to accomplish the goals and objectives similar to this solicitation's. Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for assessing and delivering technical assistance, as well as tracking, evaluation, and follow-up.

Describe the expertise of the applicant and any SMEs to provide technical assistance to local sites in implementing data-driven, research-based assessment and planning processes. This should include information on the applicant's plan to include a diverse team of staff, trainers, and/or SMEs that reflect a mix of experiences and perspectives to effectively reach the communities and practitioners they will serve. Discuss plans to engage existing experts, including leaders and research partners from prior BCJI sites, to support this effort.

Describe the organization's expertise in delivering and implementing TTA on community-based violence reduction, BCJI strategies, community engagement and trust building, Crime Prevention Through Environmental Design (CPTED), nuisance and code tools, revitalization, and community-oriented strategies.

Provide examples of the organization's experience using TTA strategies, including developing tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.

List the consultants or partners with whom the organization plans to deliver TTA services. For each consultant or partner, include a letter of support.

Describe the management structure and outline the organization's ability to conduct individual activities. Describe the staff's experience and how the organization will recruit and partner with individuals and other organizations with the expertise to enhance the organization and staff's experience in developing and providing TTA. Include position descriptions and/or résumé(s)/ curriculum vitae for the key positions.

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 customer input, and seeking stakeholder feedback.

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

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

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found [here](#).

BJA will require award recipients will be required 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 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](#).

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.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Timeline Form

A time task plan is required as an attachment and should outline when the objectives will be met over the program period. It must summarize the major activities, responsible parties, and expected completion dates for the principal tasks required to implement and manage the BCJI TTA Program.

Letters of Support

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

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

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including

appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based on a documented history of unsatisfactory performance; financial instability; management system or other internal control deficiencies; noncompliance with award terms and conditions on prior awards or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

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

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

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

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](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 July 31, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by August 07, 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 (35%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (35%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (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, [insert any additional programmatic review criteria that will be used to make funding decisions], and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

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

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

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

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

Federal Award Administration Information

Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

Required reports. Award recipients typically must submit quarterly financial reports, 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

See <https://bja.ojp.gov/performance-measures/tta-deliverable-performance-metrics.pdf>.

Application Checklist

BJA FY 2023 Byrne Criminal Justice Innovation (BCJI) TTA

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/financialguidedoij/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 \$750,000

Review Eligibility Requirement:

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

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### **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**
- Submit Intergovernmental Review (if applicable)

*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](#))
- **Time Task Plan\***
- Résumés of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

#### Disclosures and Assurances

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

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

#### Review, Certify and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

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

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