

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



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**Solicitation Title:** BJA FY24 STOP School Violence Program Competitive Solicitation

**Assistance Listing Number:** 16.839

**Grants.gov Opportunity Number:** O-BJA-2024-172090

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**Step 1: Application Grants.gov Deadline:** 08:59 p.m. Eastern Time on June 12, 2024

**Step 2: Application JustGrants Deadline:** 08:59 p.m. Eastern Time on June 20, 2024

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## Contents

Synopsis.....	4
Program Description Overview .....	4
Funding Category .....	4
Eligibility.....	4
Agency Contact Information .....	5
Pre-Application Information Session.....	5
Application Submission Information.....	5
Registration .....	5
Submission.....	6
Program Description.....	7
Program Description Overview .....	7
Statutory Authority .....	7
Specific Information .....	7
Solicitation Goals and Objectives .....	8
Goals.....	8
Objectives .....	8
Deliverables .....	8
Priority Areas .....	9
Federal Award Information .....	9
Awards, Amounts, and Durations.....	9
Continuation Funding Intent.....	10
Availability of Funds .....	10
Type of Award .....	10

Cost Sharing or Matching Requirement .....	10
Eligibility Information .....	10
How To Apply .....	11
Application Resources .....	11
How To Apply .....	11
Registration .....	11
Submission.....	11
Submission Dates and Time .....	12
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers) .....	12
Application and Submission Information.....	13
Content of Application Submission and Available Surveys .....	13
Content of the SF-424 in Grants.gov .....	13
Content of the JustGrants Application Submission .....	14
Application Review Information .....	28
Review Criteria.....	28
Review Process .....	29
Federal Award Administration Information.....	29
Federal Award Notices.....	29
Evidence-Based Programs or Practices .....	29
Information Regarding Potential Evaluation of Programs and Activities .....	30
Administrative, National Policy, and Other Legal Requirements.....	30
Civil Rights Compliance .....	30
Financial Management and System of Internal Controls .....	31
Information Technology Security Clauses.....	31
General Information About Post-Federal Award Reporting Requirements .....	31
Federal Awarding Agency Contact(s).....	31
Other Information.....	31
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).....	31
Provide Feedback to OJP .....	31
Performance Measures .....	31
Application Checklist.....	32
Pre-Application.....	32
Application Step 1 .....	33
Application Step 2 .....	33

Review, Certify, and Submit Application in JustGrants ..... 34  
Standard Solicitation Resources..... 35

# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

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

With this solicitation BJA seeks to increase school safety by implementing solutions that will improve school climate. Solutions include school-based behavioral threat assessments and/or intervention teams to identify school violence risks among students, technological innovations that are shown to increase school safety such as anonymous reporting technology, and other school safety strategies that assist in preventing violence.

This program furthers the DOJ’s mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

## Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00033-PROD	Category 1 – States	10	\$2,000,000	October 1, 2024	36
C-BJA-2024-00034-PROD	Category 2 – Localities, Nonprofits, and School Districts	69	\$1,000,000	October 1, 2024	36

## Eligibility

### Category 1:

- State governments
- Public- and state-controlled institutions of higher education

### Category 2:

- City or township governments
- County governments
- Native American tribal governments (federally recognized)
- 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
- Independent school districts
- Other – units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state

Private K–12 schools, including private charter schools, should apply as “nonprofits.” Public charter schools should apply as “independent school districts.”

Applicants may propose to use the grant to contract with or make one or more subawards to:

- Local educational agencies
- Nonprofit organizations
- Units of local government or tribal organizations (as defined in section 4(l) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304(l)))

**An applicant may only submit one application** in response to the solicitation. An entity may be proposed as a subrecipient (subgrantee) in more than one application.

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

BJA may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### **Agency Contact Information**

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only) or email [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 from 10:00 a.m. to 8:00 p.m. ET on the solicitation closing date.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) 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 is open 24 hours a day, 7 days a week, except on federal holidays.

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 from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

### **Pre-Application Information Session**

On May 9, 2024, at 3 p.m. ET, BJA will hold a webinar to provide a detailed overview of this solicitation and allow interested applicants to ask questions. [Register to participate](#). The session will be recorded and available on the BJA [Funding Webinars](#) page once ready.

### **Application Submission Information**

#### **Registration**

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

## **Submission**

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See the [Submission Dates and Time](#) section for the Grants.gov and JustGrants application deadlines.

**Step 1:** The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See the [Submission Dates and Time](#) section for application deadlines.

**Step 2:** The applicant must submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://justgrants.usdoj.gov) by the JustGrants application deadline. See the [Submission Dates and Time](#) section for application deadlines.

# Program Description

## Program Description Overview

With this solicitation, BJA seeks to increase school safety by implementing solutions that will improve school climate, school-based behavioral threat assessments and/or intervention teams to identify school violence risks among students, technological innovations shown to increase school safety such as anonymous reporting technology, and other school safety strategies that assist in preventing violence.

## Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Department of Justice appropriations Act, 2024 (Pub. L. No. 118-42) and the Bipartisan Safer Communities Supplemental Appropriations Act (Pub. L. No. 117-159, 136 Stat. 1313, 1339), 28 U.S.C. 530C.

## Specific Information

The STOP School Violence Program is designed to improve school safety by providing students, teachers, and staff with the tools they need to recognize, respond quickly to, and prevent acts of violence. It provides funding to states, units of local government, federally recognized Indian tribes, public agencies (e.g., school districts, towns, cities and municipalities, individual schools, police departments, sheriff's departments, governmental mental health service providers, and health departments), and nonprofit entities (including private schools). The program implements training that will improve school climate using school-based behavioral threat assessments and/or intervention teams to identify school violence risks among students, technological solutions shown to increase school safety such as anonymous reporting technology, and other school safety strategies that assist in preventing violence.

Examples of funded projects from FY23 can be found [here](#).

Other DOJ grantmaking components will release complementary funding opportunities to address school violence in FY24, including the Office of Juvenile Justice and Delinquency Prevention's (OJJDP) Enhancing School Capacity to Address Youth Violence Program and the [Office of Community Oriented Policing Services' \(COPS\) School Violence Prevention Program](#). For additional information, please visit the [DOJ Program Plan](#). Applicants should not submit duplicate proposals that include a similar project design and budget in response to these DOJ solicitations.

NOTE: Under the STOP School Violence Act, BJA funds cannot be used for the purchase of target hardening equipment to secure schools such as cameras, security systems, fencing, locks, drug- or firearm-detecting dogs, and more. In addition, these funds cannot be used to hire armed security officers or school resource officers. Applicants interested in funding for target hardening equipment should see the [COPS School Violence Prevention Program \(SVPP\)](#). Applicants interested in hiring new school resource officers should see the [COPS Hiring Program](#).

## **Solicitation Goals and Objectives**

### **Goals**

The goal of the STOP School Violence Program is to improve school safety by providing students and teachers with the tools they need to recognize, respond quickly to, and help prevent acts of violence.

### **Objectives**

The objectives of the STOP School Violence Program are as follows:

- Train school personnel and educate students on preventing student violence against others and themselves. This can also include any program shown to improve school climate, such as anti-bullying training, or specialized training for school officials and law enforcement to respond to mental health crises.
- Increase school safety by developing and implementing threat assessment and/or intervention teams to identify school violence risks and implement strategies to mitigate those risks.
- Implement a technology solution, such as an anonymous reporting technology that can be implemented as a smartphone APP, a hotline, or a website in the applicant's geographic area designed to provide a way for students, teachers, faculty, and community members to anonymously identify school violence threats, or other technology solutions that will improve school safety.
- Implement other school safety solutions that assist in preventing violence and improving a school climate such as improving access to school-based behavioral health services or implementing appropriate social and emotional learning programs or other interventions that promote a positive and healthy school climate. A list of possible evidenced-based solutions can be found at [CrimeSolutions.gov](https://www.crimesolutions.gov).
- Train school-based law enforcement officers or probation officers who work with school-based populations.
- Hire personnel to improve a school climate and positive responses to student behavior.

Successful applicants will receive free training and technical assistance support from the [National Center for School Safety](https://www.nccss.org). The National Center for School Safety works with STOP grantees to successfully implement school safety solutions and has a clearinghouse of resources including publications, toolkits and webinars on topics related to the STOP School Violence Program.

STOP funds may not be used to address violence on the campus of an institution of higher education. Applicant institutions of higher education may apply to implement programs in other educational environments, such as K–12 schools.

### **Deliverables**

BJA will use information provided by applicants to compile a statutorily required annual report to Congress that details the number of applications submitted under the program each year, the number of applications funded, the types of projects funded, and work completed by the program's training and technical assistance (TTA) provider.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#).



## Priority Areas

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

**1B.** 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 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

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

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

### Awards, Amounts, and Durations

Anticipated Number of Awards:

Category 1: up to 10

Category 2: up to 69

Anticipated Maximum Dollar Amount per Award:

Category 1: up to \$2,000,000

Category 2: up to \$1,000,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount to Be Awarded Under This Solicitation: \$83,000,000

Additional Information: While the maximum allowable funding amount is \$2,000,000 (Category 1) or \$1,000,000 (Category 2), OJP encourages applicants, including those who are new or who have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the budget is at a lower amount than the maximum allowable funding level.

### **Continuation Funding Intent**

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and the progress of the work funded under the award, when making continuation award decisions.

### **Availability of Funds**

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and to any changes 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**

OJP expects to make awards under this funding opportunity as grants. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Cost Sharing or Matching Requirement**

This funding opportunity does not require a match.

### **Eligibility Information**

For eligibility information, [see the Synopsis section](#).

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State.

# How To Apply

## Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

## How To Apply

### Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

### Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

**Step 1:** After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

**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.

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare all the requirements of the application. Applicants may save their progress

in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [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 June 12, 2024 8:59 PM ET

The **full application** must be submitted in JustGrants by June 20, 2024 8:59 PM ET

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 and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)**

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 submission of the application on time.

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 documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is 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, long call wait times for support do 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.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 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 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 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 (provide screenshots if applicable);
- 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 (including all information listed above), 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 [Application Resource Guide](#).

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

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:

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Applicant Disclosure of Duplication in Cost Items form (in JustGrants)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

### **Content of the 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 [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 funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

## **Content of the JustGrants Application Submission**

### ***Entity and User Verification (First Time Applicant)***

For first time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the individual listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Find additional information on JustGrants Application Submission in the [Application Resource Guide](#).

### ***Standard Applicant 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries, partners, 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 [Application Resource Guide](#) for an [example](#) of a proposal abstract.

### ***Data Requested With Application***

The following application elements should be submitted in the web-based forms in JustGrants.

#### ***Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High Risk Status)***

The Financial Management and System of Internal Controls Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based Questionnaire form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High Risk Status\)](#) for additional guidance on how to complete the questionnaire.

## Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

## 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 size 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, OJP may consider such noncompliance in peer review and in final award decisions. Tables and charts such as project timelines and resumes may be submitted as separate attachments and will not count toward the 15-page limit.

### a. Description of the Issue

Describe why this project/these proposed activities are necessary (significance/value) and/or address a need. Include supporting information, such as data to provide evidence that the need exists, to support your statement.

### b. Project Design and Implementation

Describe the strategy to address the needs identified in the Description of the Issue. Applicants should be specific when listing the proposed project activities and describe how they relate to the stated objective. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goal; they should not be vague generalities. Provide a detailed description of the method(s) to be used to carry out each activity and include a description of all individuals/groups that are involved in the project and that will be served by the project.

The applicant must clearly outline the different school(s)/school district(s) where the project will be implemented and include letters of support for the project from those schools/school districts if another entity is submitting the application. Include a description of why these schools were selected.

The applicant should demonstrate through description in the narrative, attached letters of support, or attached memorandums of understanding (MOUs) that the applicant has the full support of project partners related to the implementation of the project. Evidence shows that collaboration with law enforcement is critical to the success of projects pertaining to such activities as anonymous reporting systems and behavioral threat assessments. Applicants should demonstrate how they plan to coordinate and collaborate with these local partners.

The applicant should describe in their application what type of violence they are addressing or trying to prevent and how grant funding will address the strategy proposed and the benefits. Strategies that prevent mass violence incidents may be significantly different from strategies that seek to prevent group-based retaliatory violence. The applicant should include how the proposed project fits into the overall safety strategy of the school(s) or school district(s) and how the project will ensure compliance with all

applicable privacy and civil rights laws. If the applicant is including proposals for more than one area (training/threat assessment, etc.), it should clearly outline the different areas and distinguish the activities within the narrative. If the applicant is a current STOP Program grantee, the application must also include how this project differs from the current funded project to ensure there is no duplication of effort. This should also be clearly reflected in the budget.

The applicant must provide a timetable indicating roughly when activities or program milestones are to be accomplished. The applicant should build in a 3-month planning period and phased approach at the beginning of the project that includes working with the TTA provider on meeting benchmarks (i.e., logic model, partnership formation, evaluation plan if applicable, and sustainability plan). The Project Design and Implementation should discuss the project timeline, but applicants may also include a timeline chart as a separate attachment that will not count toward the 15-page limit.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

Describe completely the capabilities and competencies of the individuals that will be assigned to the project to accomplish the goal and objectives of the program. Résumés should be included as separate attachments and will not count against the 15-page limit. Describe the partners involved in the project and indicate their full support.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population 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 to provide notice that award



recipients will be required to submit performance data as part of each award's reporting requirements.

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 solicitation goals and objectives identified in the "[Goals and Objectives](#)" section.

Applicants can visit [OJP's performance measurement page](#) at [www.ojp.gov/performance](http://www.ojp.gov/performance) for more information on performance measurement activities.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. A list of performance measure questions for this program can be found [here](#). BJA will provide further guidance on the post-award submission process, if selected for award.

e. Plan for Sustainability

Describe how the project or technology will continue to operate and be maintained once the award funding has ended. This plan should not assume that additional funding under this program is available after the award period, and it should identify state, local, or possibly private funding to ensure the program or technology continues.

[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 [Application Resource Guide](#).

**[Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)**

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. 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 proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timeline.

The program's objectives are to increase school safety using evidence-based solutions to prevent violence against schools, staff, and students and ensure a positive school climate. Applicants should also be mindful of the potential to cause or exacerbate trauma for some students and should use a trauma-informed approach when implementing program activities to help mitigate this concern.

### Deliverables Expected by Successful Applicants

BJA's Students, Teachers, and Officers Preventing (STOP) School Violence Grant Program is designed to improve K–12 school safety by providing students and teachers with the tools they need to recognize, respond quickly to, and prevent acts of violence and ensure a positive school climate.

**Eligible applicants may only submit one application.** The proposals may include one or more of the following deliverable areas:

**(1) Develop and operate technology solutions** such as anonymous reporting systems (ARS) for threats of school violence, including mobile telephone applications, hotlines, websites, or other school safety technology solutions, for accurate identification of danger (without resorting to discriminatory stereotypes or violating privacy) or other technology solutions shown to improve school safety. Applicants will demonstrate in their applications or with attached letters of support or MOUs that they have the support of relevant team partners, including local law enforcement. Applicants should also discuss how this system will not duplicate but complement existing ARS systems in the jurisdiction or state. Applicants will need to detail how the data collected through this system is handled, secured, and shared, and they must review data to ensure there is no disparate impact based on race, ethnicity, or disability in outcomes. Activities should be protective of student privacy and ensure that students are not discriminated against on the basis of race, national origin, disability, religion, or sex.

**(2) Develop and implement multidisciplinary behavioral threat assessment (BTA) and/or intervention teams.** BTA and/or intervention teams must be multidisciplinary and should coordinate with law enforcement agencies, behavioral health specialists, community stakeholders, and school personnel. Applicants should demonstrate in their applications or with attached letters of support or MOUs that they have the support of relevant team partners. BTA must be done in conjunction with a research partner or evaluator who can track data pertaining to the use of BTA, the demographic characteristics of those who undergo assessments, and the referral results of those assessments; document services provided after each assessment; and review data and evaluations to ensure that follow-up services are provided and that there is no disparate impact based on race, ethnicity, or disability. Threat assessment training must not discriminate against or stereotype students based on race, national origin, disability, religion, or sex. Applicants seeking to implement BTA activities must partner with a researcher in this activity and account for the research in the project team and associated expenses.

**(3) Train school personnel and educate students on preventing school violence, including strategies to improve a school climate.** This includes training for school officials on intervening and responding to individuals in mental health crises, social emotional learning, bullying prevention, suicide prevention, improving access to school-based behavioral health services, and other evidence-based programs that promote a positive and healthy school climate. Resources and strategies for responding to students in mental health crisis should be trauma informed, protect student privacy rights, and most importantly involve mental health professionals at all stages of training and in practice. When proposing training, states, schools, and school districts should also consider training developed for and provided to different audiences. In addition to teachers, school administrator training on psychological and physical safety should be considered. For example, attorneys working for the school district or state education agencies may be providing advice on safety situations without any specialized safety training. Partners such as youth-serving organizations and law enforcement officers can also be

trained in the same school safety, so the messages are reinforced throughout the community. Proposals should include plans for ongoing training. This will ensure that high-quality plans are implemented with attention to continuous improvement. School safety concepts—that is, threat assessment, crisis intervention procedures, de-escalating with youth, restorative justice, trust-based relational intervention (TBRI) training—and plans cannot be learned in one 6-hour training. Learning should be continuous and built upon through professional development. Coaching throughout implementation can help personnel focus on mitigating any unintended harmful consequences such as bias and student rights violations. Applicants are encouraged to include students in their school safety initiatives. Examples include forming safety clubs, holding listening sessions with student councils, having students develop promotional materials, and participating in planning with students.

Applicants may also consider the development and implementation of educational campaigns such as safe storage campaigns that teach caregivers how to safely store firearms. Applicants are encouraged to develop campaigns that are built in partnership with community organizations and youth and that increase buy-in from caregivers. For guidance on allowable costs, please refer to the budget section of this notice.

**(4) Provide specialized training for law enforcement who work in schools and/or with school-age populations such as school resource officers (SROs) and probation officers.**

Such training should include the basics of mental health awareness, conflict resolution, mediation, restorative justice principles and practices, problem solving, mentoring principles, crisis intervention, youth development, implications of trauma and trauma-informed interaction with youth, basic classroom instruction and expectations, integrated response training with mental health and school psychologists or social workers, family and parent engagement, and appropriate use of information. Additional training topics may include the following:

- Incident reporting and data collection
- Procedural justice
- Multitiered system of support, such as Positive Behavioral Interventions and Supports (PBIS)
- Community policing and Scanning, Analysis, Response, and Assessment (SARA) problem-solving model
- De-escalation and conflict resolution techniques
- Child development, including adolescent brain development
- Teen dating violence and sexual assault
- Family and Educational Rights and Privacy Act (FERPA)
- Individualized Education Programs (IEPs), including training on Title II of the Americans with Disabilities Act and the requirement that SROs must make reasonable modifications when necessary to interact with young people with disabilities
- Working with specific student groups, including youth with disabilities, English language learners, and youth who identify as lesbian, gay, bisexual, transgender, queer, questioning, and/or intersex
- Bias-free policing, including implicit bias and cultural competence
- Alternatives to arrest, including diversion programs
- Trauma-informed care
- Civil rights, protected classes, and constitutional rights

- Bullying prevention
- Drug and alcohol education
- Social media use
- Emergency management
- Crime Prevention Through Environmental Design (CPTED)
- Behavioral threat assessment in school settings
- Active shooter training
- Extreme Risk Protection Order Enforcement

Non-training activities may include:

- Policy development specific to law enforcement, including on the appropriate use of force, response protocols, and parameters and limitations of the law enforcement role in educational settings
- Policy development and training to identify school disciplinary issues (which should be handled by teachers or school administrators) and situations where law enforcement may be necessary to protect physical safety
- Policy development regarding the limited circumstances in which arrest is necessary, to include support for diversion
- Policy development regarding the appropriate use of student information, including privacy protections
- Policy development regarding conflict resolution
- Development of performance metrics to measure implementation of policy (e.g., use of conflict resolution, adherence to privacy measures)
- Enhancing data collection to support transparency and tracking measures

**(5) Hire school support personnel such as climate specialists, school psychologists, school social workers, school-based violence interrupters, and others directly supporting the prevention of school violence.** These hires can work independently in the school or as part of an SRO [co-responder model](#). Applicants proposing to hire staff as outlined in this section must state in their applications what steps they will take to sustain the position(s) when grant funds are exhausted. Mechanisms to support dedicated staff time (additional compensation) for staff training, hiring a full-time safety coordinator, and setting aside time for implementation and sustainability planning should be included in the application. An innovative focus on staff retention and fostering resilience during staff transitions should be considered. Applicants should also identify the specific training that new hires will receive, or may have already completed prior to being hired, to ensure readiness to work with children who comprise the school-age population, such as the trainings identified in Section 4. **By statute, funds may not be used to hire new SROs** but may be used to pay overtime to existing SROs who are performing duties as part of a grant that are **outside the scope of their normal job duties**.

**(6) Implement community violence intervention strategies in a school setting.** Applicants may partner with community-based organizations and community violence intervention (CVI) practitioners to reduce violent crime in and around schools. Applicants may implement strategies such as a Safe Passages program, an approach to violence prevention in and around schools, or other evidenced-based programs that prevent community violence that can affect the learning environment. Such initiatives should incorporate the BJA Community Based Violence Intervention and Prevention Initiative [\(CVIPI\) Checklist](#) in their implementation.

**(7) Implement simulation-based experiential learning.** Applicants may implement training and professional development for faculty and staff via the utilization of fully immersive virtual reality-based technology. The training should improve responses to school-based incidents such as bullying and other classroom management scenarios. Such training should be immersive simulations where participants experience a virtual world of education face a series of linked scenarios, each presenting them with critical decisions and challenges targeted at enhancing decision-making skills, allowing for practical experience in a safe, virtual reality environment, and simulating behavior in classrooms using evidence-based de-escalation and crisis intervention practices. This technology may not be used to simulate law enforcement or school responses to active shooter training. Technology implemented through this effort must include a research partner to assist in training development, monitor and track delivery, and evaluate outcomes.

**(8) Partner with local law enforcement** to develop information-sharing practices and protocols that allow law enforcement, school practitioners, community-based support service providers, and others to regularly share information around violent crime outside of the school environment that may impact a student's behavioral health and well-being in the school environment. The intent is to create a "handle with care" program for students. Handle with care programs are trauma-informed, cross-systems, collaborative program aimed at ensuring that children who are exposed to adverse events receive appropriate interventions and have opportunities to build resilience through positive relationships with teachers and first responders. Such examples of information sharing may include providing the school with the location of major crimes, homicides, and nonfatal shootings within the catchment area of a student for the purposes of identifying students who may experience resulting trauma, thereby preparing the school to respond appropriately to those students' potential response in the following days. The school implements individual, class, and whole-school trauma-sensitive strategies so that potentially traumatized children are "handled with care."

Applicants will be required to document all training and education sessions conducted under the award, as applicable. Applicants will also be required to coordinate with the BJA STOP Program TTA provider.

Applications that propose behavioral threat assessments, intervention teams, virtual reality training, and/or operating technology solutions such as anonymous reporting systems should ensure that their implementation strategies, policies, and protocols address critical issues such as student privacy, data security, race, national origin, disability, religion, and sex-based discrimination and bias. They also must ensure that community stakeholders are a part of the planning process, as described in the U.S. Secret Service National Threat Assessment Center's document [Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence](#), and that interventions are trauma informed as well as informed by child and adolescent development. Additionally, all grantees will be expected to work with BJA's STOP Program TTA provider. The TTA provider will work with grantees to assess their strategies and provide support as necessary throughout the grant period on vital issues such as developing evidence-based, constitutionally sound programs.

For more information related to policies and protocols to address student privacy, data security, discrimination, and bias, see <https://studentprivacy.ed.gov/> and <https://studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa>.

Applications must ensure that the improvements to be funded under the grant are:

- Implemented with attention to treating all students equally and protection of all students' civil rights.
- Protective of student privacy, as required by the Family Educational Rights and Privacy Act (FERPA) and applicable state privacy laws; ensure that students are not discriminated against on the basis of race, national origin, disability, religion, or sex.
- Limited to allow personnel in law enforcement agencies to receive student information from education records only when such disclosure is necessary to protect the health or safety of the student or other individuals (e.g., necessary to prevent school violence).
- Consistent with a comprehensive approach to preventing school violence and promoting a positive school climate.
- Transparent so that students, parents/guardians, and community members know what is being done and have the data necessary to monitor its effectiveness and compliance with privacy and nondiscrimination requirements.
- Individualized to the needs of each school at which those improvements are to be made.

### **Digital Trust**

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions (“technological enhancements”) are increasingly used to augment crime-reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected.

Applicants proposing to utilize grant funds to support technological enhancements directly or via TTA may receive priority consideration if their proposal addresses tenets of digital trust such as:

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community, and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

Applicants proposing to implement an ARS in a state or jurisdiction that has an existing ARS system should describe how the proposed ARS system will not be duplicative.

All applicants should be aware that under federal law, OJP may not award grant funds to procure or obtain any equipment, system, or service that uses “covered telecommunications equipment or services” as a substantial or essential component of any system, or as critical technology as part of any system. In general, with limited exceptions, “covered telecommunications equipment or services” includes telecommunications and video surveillance equipment or services produced by a foreign entity that is specifically designated by statute or by the federal government pursuant to statute.

### **Determination of Suitability for Covered Individuals Who May Interact with Participating Minors Award Condition**

If the applicant indicates that a purpose of some or all of the activities to be carried out under the award (whether by the recipient, or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age, the recipient, and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The recipient (and any subrecipient at

any tier) may not permit any covered individual to interact with any participating minor in the course of activities under the award, unless the recipient or subrecipient first has made a written determination of the suitability of that individual to interact with participating minors. A condition will be attached to all awards related to this requirement but applies to an award only if it is indicated in the application that the purpose of the activities will benefit individuals under the age of 18.

Program objectives and deliverables should be included in one timeline.

### ***Budget and Associated Documentation***

Applicants should budget travel/lodging expenses for one visit to the Washington, D.C., area during the full performance period of the project to meet with federal officials and/or take part in a BJA-sponsored grantee meeting as directed. It is expected that this meeting would be for a minimum of 2 days and 1 night and for at least one representative from the project. Additional attendees may attend, with a maximum of three.

### ***Funding Restrictions***

BJA STOP funds may not be used to address violence on the campus of an institution of higher education. BJA STOP funds may not be used for items considered “deterrent measures” or “target hardening,” which include but are not limited to metal detectors, weapon detectors, security cameras, ballistic glass, gates, and/or fencing. Applicants interested in these type of items should see the [Community Oriented Policing Services \(COPS\) School Violence Prevention Program \(SVPP\)](#).

### ***Request to Use Incentives, Stipends, or Food***

Given the nature of activities under this solicitation, applicants should be aware of allowable costs and reference the DOJ Grants Financial Guide for more information. Trinkets (items such as hats, mugs, portfolios, T-shirts, coins, and gift bags, regardless of whether they include the project name or OJP office logo) must not be purchased with DOJ funds as giveaways. Basic supplies that are necessary for use during an event (e.g., folders, name tags) may be purchased. Generally, stipends are considered unallowable costs for BJA grants; however, given the nature of the grantees under this program, for the purpose of the use of stipends in lieu of overtime for staff personnel, stipends could be permissible for allowable activities. Justification related to the hourly rate and time commitment must be provided and should be classified as personnel costs. Additionally, food is considered unallowable costs for BJA grants; however, given the nature of the grantees under this program, for the purpose of the inclusion of food for allowable activities, justification related to the inclusion of food and prior approval will be required before grant funds are used for such purposes.

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

**Subawards and Procurement Contracts.** Grantees must determine whether pass-through funds are considered subawards or procurement contracts. Per the [DOJ Grants Financial Guide](#), the substance of the activity that has been contracted or subawarded will be the major factor considered. If program activities are delegated to another entity, that delegation will generally be considered a subaward. If goods or services are purchased or procured from another entity for the non-Federal entity’s own use, that activity will generally be considered a contract. For additional information on this topic, please refer to 2 CFR 200.330. In addition,

OJP guidance documents (<https://www.ojp.gov/training/subawards-and-procurement>) will help clarify the differences between subawards and procurements contracts.

The requirements for pass-through entities related to making and managing subawards are found in [2 CFR 200.332](#). See also [DOJ Grants Financial Guide Section 3.14](#). Requirements include but are not limited to:

- Conducting a risk assessment of all subrecipients
- Passing on all award conditions to the subrecipient
- Monitoring each subrecipient

Pass-through entities must maintain policies and procedures on making and monitoring subawards consistent with and inclusive of all federal requirements.

All procurement transactions must be conducted in a manner to provide to the maximum extent practical, open, and free competition. **Recipients must request and receive written approval from OJP, via a Grant Award Modification, prior to purchasing, obligating funding, or entering a contract with award funds related to noncompetitive (“sole source”) procurements in excess of the simplified acquisition threshold (currently \$250,000).** Receiving a grant from the Department does not automatically approve contracts for sole source. **Prior approval after award is required.**

Recipients may conduct noncompetitive (“sole source”) procurement when one or more of the following circumstances apply, and they **must justify** this in their submitted request to the Department after award:

- The item/service is available only from one source.
- The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

Competition is determined inadequate after solicitation of a number of sources.

#### [Budget Detail and Narrative Web-Based Form](#)

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

For additional information about how to prepare a budget for federal funding, see the [“Application Resource Guide”](#) section on [Budget Preparation and Submission Information](#) and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, 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 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient



**specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

#### [Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

#### [Costs Associated With Language Assistance \(if applicable\)](#)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [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.

#### [Budget/Financial Attachments](#)

##### [Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

##### [Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

##### [Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

[Limitation on Use of Award Funds for Employee Compensation for Awards Over \\$250,000; Waiver \(if applicable\)](#)

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. See the [Application Resource Guide](#) for information on the "Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver."

[Disclosure of Process Related to Executive Compensation \(if applicable\)](#)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [Application Resource Guide](#) for information.

### **[Additional Application Components](#)**

The applicant will attach the additional requested documentation in JustGrants.

[Curriculum Vitae or Resumes \(if applicable\)](#)

Provide resumes of key personnel who will work on the proposed project.

[Tribal Authorizing Resolution \(if applicable\)](#)

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will upload the tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on tribal authorizing resolutions.

[Letters of Support \(if applicable\)](#)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting for the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

[Memorandums of Understanding \(MOUs\) and Other Supportive Documents \(if applicable\)](#)

**Optional Memorandum of Understanding** should contain the following elements:

- **Purpose of the MOU.** The statement of purpose should describe the agencies or organizations that are entering into the partnership, the purpose of the partnership, and the effective date of the agreement. The effective date of the agreement must cover the term of the award or contain language regarding the annual renewal of the agreement.

- **Description of partner roles and responsibilities.** This description must include the roles and responsibilities of the school, the school district, and each partner; these elements should be specifically listed within the document. It must also describe how each signatory will protect student privacy and ensure students are not discriminated against on the basis of race, national origin, disability, religion, or sex.
- **Budget Information.** This document should include any budget information such as specific funds allocated to other partners and for the stated purpose.
- **Signatures.** The MOU should be signed and dated by the school official(s) who will have general educational oversight and decision-making authority (i.e., board of education chairperson, superintendent, or school principal) regarding this project, as well as the lead law enforcement agency leadership (i.e., police chief or sheriff) if law enforcement is included as part of the multidisciplinary team. Understanding that the completion of an MOU may take longer than the application period, a draft MOU may be submitted that **includes** the names and titles of all parties that will be signing the document.

#### Research and Evaluation Independence and Integrity Statement (if applicable)

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 [Application Resource Guide](#).

#### Disclosures and Assurances

The applicant will address the following disclosures and assurances.

##### Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

##### Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, and/or any current DOJ STOP awards. This disclosure should include pending applications or awards from the COPS Office, the Office of Juvenile Justice and Delinquency Prevention, and/or the Bureau of Justice Assistance. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information. If the applicant identified any pending applications or open, active awards, please provide a detailed discussion of how the current application is different from the other pending application(s) or open, active award(s).

##### DOJ Certified Standard Assurances

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

### **Application Review Information**

#### **Review Criteria**

##### ***Basic Minimum Review Criteria***

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 requirements for all OJP solicitations:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

##### ***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:

- Description of the Issue (20%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (30%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (20%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for This Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (15%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
- Sustainability: (10%): evaluate the applicant's sustainability plan to address how the project or technology will continue to operate and be maintained once the award funding has ended. This plan should not assume that additional funding under this program is

available after the award period, and it should identify state, local, or possibly private funding to ensure the program or technology continues.

### **Other Review Criteria/Factors**

Other important considerations for OJP 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. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

### **Risk Criteria/Factors**

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. 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 is listed in SAM.gov 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 that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant may review and comment on any information about its organization that currently appears in SAM.gov and was entered by a federal awarding agency. OJP will consider such comments by the applicant, in addition to the other information in SAM.gov, in its assessment of the risk posed by the applicant.

### **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. 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 30. See the [Application Resource Guide](#) for information on award notifications and instructions.

### **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 (programs or practices that have been evaluated as effective), see the [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 on what should be included in the application, see the [Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

### **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 [Application Resource Guide](#).

### **Civil Rights Compliance**

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)” under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English proficiency (LEP) because of their national origin have meaningful access to a recipient’s program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <https://www.ada.gov/> or contact OJP.

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

### **Information Technology Security Clauses**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [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 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 [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 Synopsis.

### **Other Information**

#### **Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)**

See the [Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a).

#### **Provide Feedback to OJP**

See the [Application Resource Guide](#) for information on how to provide feedback to OJP.

### **Performance Measures**

See a list of performance measures for this solicitation at:

<https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/STOP-Measures.pdf>.

## Application Checklist

### BJA FY24 STOP School Violence Program Competitive Solicitation

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*

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#)).

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

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [Application Resource Guide](#)).
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [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:  
Category 1: C-BJA-2024-00033-PROD  
Category 2: C-BJA-2024-00034-PROD
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [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 2024 Awards](#)" in the [OJP Funding Resource Center](#).

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of:  
Category 1: \$2,000,000  
Category 2: \$1,000,000

##### *Review Eligibility Requirement*

- Review the "Eligibility" section in the Synopsis and the "Eligibility Information" section in the solicitation.



## Application Step 1

After registering with SAM.gov, 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 “[Application Resource Guide](#)” section on Experiencing Unforeseen Technical Issues).

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

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract\*
- Proposal Narrative\*
- Application Goals, Objectives, Deliverables, and Timeline web-based form

### Budget and Associated Documentation

- Budget Detail Narrative and web-based form\*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation if applicable (see [Application Resource Guide](#))

### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandums of Understanding (if applicable)

- Letters of Support (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Request to use incentives, stipends, or food (if applicable)

#### **Disclosures and Assurances**

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

## **Standard Solicitation Resources**

[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.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.