[FY 2024 COMPETITIVE SOLICITATION TEMPLATE (As of January 9, 2024)]

U.S. Department of Justice
Office of Justice Programs
[Insert Program Office name]

[STANDARD LAYOUT: One-inch margins; Arial Font 11. NOTE: When developing a solicitation from this template, program offices may not make edits to quotations, such as text quoted from a statute or regulation. Program offices should be aware that OGC may capitalize certain words (e.g., State) for specific legal reasons.]

Solicitation Title:
Solicitation Short Title:
Assistance Listing Number: XX.XXX
Grants.gov Opportunity Number: *[This will be the JustGrants-generated Opportunity Number.]*
Solicitation Release Date: Month Day, Year
Step 1: Application Grants.gov Deadline: HH:MM p.m. Eastern Time on Month Day, Year
Step 2: Application JustGrants Deadline: HH:MM p.m. Eastern Time on Month Day, Year
[Set solicitation close time no later than 8:59 p.m. Eastern Time to align with the hours of the JustGrants Service Desk which end at 9:00 p.m. Eastern Time.]

Contents

[INSERT Grants.gov Opportunity Number]

[INSERT Grants.gov Opportunity Number]

Synopsis

Program Description Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Program Office name, abbreviation, with hyperlink] 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, [insert PO] seeks to [insert] *[In no more than 100 words, describe the purpose of the solicitation here. This brief overview should be copied into the Description for the Grants.gov Synopsis and recopied as the first paragraph of the Program Description below].*

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

[Insert/delete as many rows as required. If there are no categories, remove the sub header and table from the Word document]

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
This is a JustGrants-Generated Number			*[Grants.gov forces a specific number, not a range, so please input a number only. Additional clarifying information can be added in later sections.]*		

Eligibility

The list below includes the Grants.gov eligibility types which will be used in JustGrants. Choose the entity types that are eligible to apply for this solicitation and delete those that are not applicable. If you select "State governments" or "Individuals" as an eligible entity, see the instruction in the "Eligibility Information" section.

- State governments
- Special district governments
- City or township governments
- Public- and State-controlled institutions of higher education
- County governments
- Other units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State

- Public housing authorities/Indian housing authorities
- Native American tribal organizations (other than Federally recognized tribal 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
- For-profit organizations other than small businesses *[If "For profit organizations other than small businesses" is selected and the intent is not to exclude small businesses, small businesses must also be selected]*
- Small businesses
- Individuals
- Independent school districts
- Other *[If using "Other" eligibility type, PO must include an entity type not already listed above. In JustGrants, the PO must define the "Other" entity type in the box that appears when they select "Other." Any additional information about eligibility needs to be inserted in the "Eligibility Information" section.]*

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

[Insert if applicable.]
[Insert PO] 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.

*Insert this paragraph if the program office does **not** intend to post this or a similar solicitation next year and applications under this solicitation may be considered for funding in future years.*

[Insert PO] 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
[Select ONE of the options below and delete the other.]
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. 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.

[OR]

For assistance with the requirements of this funding opportunity, contact Name of grant or program manager, Title, at Phone Number or Email Address.

For contact 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. 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. 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
[optional template language]

[insert PO] will hold a webinar on this solicitation on [insert date of call/webinar] at [insert time] ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link [insert link] and following the instructions. To use the time most efficiently, [insert PO] encourages participants to review this solicitation and submit any questions in advance and no later than [insert date]. Submit questions to [insert email address] with the subject "Questions for [insert name of solicitation] Webinar." The session will be recorded and available on [insert website].

Application Submission Information
Registration
Before submitting an application, an applicant must have a registration in the System for Award Management (SAM.gov).

[If "individuals" are eligible insert the following. If they are not, delete] The SAM.gov registration is not required for a person applying as an "individual" and not on behalf of a company; state, local or tribal government; academic institution; or other type of organization. Individuals should obtain an Employer Identification Number (EIN) and not apply using a social security number: IRS Apply for an Employer Identification Number (EIN) Online.

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 by the JustGrants application deadline. See the Submission Dates and Time section for application deadlines.

[INSERT Grants.gov Opportunity Number]

Program Description

Program Description Overview

[Insert copy and pasted Program Description Overview from the Synopsis.]

Statutory Authority

Insert the legal citation to the statutory authority for the solicitation.

Specific Information

This section should include more detailed information on what is sought in this program or project. The program office may customize the information it provides in this section. The content may describe OJP's funding priorities, or the technical or focus areas in which OJP intends to make awards. This section may include pertinent program history (e.g., whether this is a new program or a new or changed area of program emphasis). It may identify indicators of successful projects (e.g., if the program encourages collaborative efforts) and may provide examples of previously funded projects, as applicable. At a minimum, however, include the following:

- *Identify the purposes set out in the applicable program statute or appropriation.*
- *When applicable, program offices are strongly encouraged to provide information that shows how recent evidence was used to refine or guide the program (this might include a literature review of relevant research).*
- *When applicable, program offices are encouraged to introduce and provide context for any quantitative or statistical data that are relevant to this solicitation. For example, information on the target population and community to be served, various rates (e.g., crime rates, recidivism rates), socioeconomic factors, or organization capability and capacity data.*

Solicitation Goals and Objectives

In the sections below, state the long-term, overarching goal(s) of the program in the solicitation and its objectives. Objectives are the specific outcomes needed to reach the stated goal(s) and are typically actions/verbs. The objectives for the solicitation should be specific, measurable, and realistic (attainable within the proposed time period). This section is not about what the applicant needs to provide, but instead what the government intends to achieve under this program.

Goals

(what the solicitation program seeks to do and intends to achieve)

[Insert goals]

Objectives

(the specific and measurable actions related to the program that are necessary to meet the goals)

[Insert objectives]

Deliverables

(any reports or documents OJP or the program offices must produce as part of this solicitation funding. Do not include applicant deliverables.

[Insert deliverables OJP or PO is expected to produce.]

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).
[Remove these place holders if your office is not including these priorities and update or remove numbering accordingly.]

2. PLACEHOLDER for any additional statutory priority considerations.
3. PLACEHOLDER for any additional program office priority considerations.

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:
Anticipated Maximum Dollar Amount per Award:
Period of Performance Start Date:
Period of Performance Duration (Months):
Anticipated Total Amount To Be Awarded Under This Solicitation:

Additional Information: *[Include information related to the awards, amounts, and durations, if applicable.]*

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
[If the PO expects award(s) to be made as grant(s), include the following text and delete the next paragraph.]

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.

[If the PO expects award(s) to be made as cooperative agreement(s), include the following text and delete the previous paragraph.]

OJP expects to make awards under this funding opportunity as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the Application Resource Guide for additional information.

[If the PO expects to make awards as both grants and cooperative agreements, include the following text and delete the previous two paragraphs.]

OJP expects to make awards under this funding opportunity as grants and cooperative agreements. Cooperative agreements provide for OJP to have substantial involvement in

carrying out award activities. 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
If the solicitation does not require a match, insert the following statement:

This funding opportunity does not require a match.

If a match is required, remove the statement above and use the paragraph below which directs the applicant to the budget section. If match is an eligibility criterion, the solicitation must clearly state that fact and must refer by legal citation to the statute or regulation.

This funding opportunity requires cost sharing or match from the applicant. "Match" means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). For information on cost sharing or match requirements, see the "Application and Submission Information" section.

Eligibility Information
*If **complete** eligibility details are listed in the Synopsis section, use the following sentence; otherwise, include the additional descriptive eligibility information (e.g., categories).*

For eligibility information, see the Synopsis section.

[For any solicitation with "State governments" selected as an eligible entity, include the sentence below unless directed otherwise by OGC.]

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 any solicitation with "Individuals" selected as an eligible entity (e.g., for Fellowships), include the sentence below; otherwise remove this section.]

An "individual" applicant may apply for this funding opportunity. If you work on grant applications on behalf of a company; state, local, or tribal government; academic institution; or other type of organization, then you are not an individual applicant. See the "How To Apply" section for information on how to apply as an individual.

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 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.

Applying as an Individual
[Include this section only if individuals are eligible to apply.]

The SAM.gov registration is not required for a person applying as an "individual" and not on behalf of a company; state, local, or tribal government; academic institution; or other type of organization.

An individual who wishes to apply for this funding in their personal capacity should use the Funding Opportunity Number (FON) [insert FON] to register with Grants.gov. Enter the FON at https://apply07.grants.gov/help/html/help/index.htm#t=Register%2FIndividualApplicantRegistration.htm to complete the registration form and create a username and password for Grants.gov.

Individuals should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The individual applying for an award will submit the EIN value as the Tax Identification Number (TIN). Individuals should not submit their social security numbers. For additional information, including the steps to obtain an EIN: https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online.

For additional information, see the "How To Apply" section of the Application Resource Guide. Follow the instructions for applying as an individual.

Submission Dates and Time
The **SF-424 and the SF-LLL** must be submitted in Grants.gov by [insert time and date].

The **full application** must be submitted in JustGrants by [insert time and date].

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.
- JustGrants: contact the JustGrants Service Desk at 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 INSERT [the OJP Response Center at grants@ncjrs.gov] OR [the [insert PO email] contact identified above] 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 INSERT [the OJP Response Center at grants@ncjrs.gov] OR [the [insert PO email] contact identified above] 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)
- Financial Management and System of Internal Controls Questionnaire, including applicant disclosure of high-risk status (in JustGrants)
- *[List other critical elements (if any) as determined by the PO Head consistent with that PO's basic minimum requirement policy. Only insert critical elements used to eliminate applications during the basic minimum requirement review process.]*

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.

[POs are to consult the relevant Assistance Listing entry and Catalog of Federal Domestic Assistance (CFDA) number at https://sam.gov/ to determine if the program is subject to E.O. 12372 and insert the corresponding paragraph below.] (***Note*** *that solicitations for applications for funding of training and technical assistance (TTA) providers to provide regional- or national-in-scope TTA typically may not be subject to E.O. 12372. Also, solicitations that would fund applications for conducting research, development, or evaluation research typically would not be subject to E.O. 12372.)*

[Choose the appropriate version of the Intergovernmental Review section and delete the other version.]

*[Select if the CFDA indicates the program **is not** covered by E.O. 12372, or if the solicitation is limited to TTA as described above].*

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."

*[Select if the CFDA indicates he program **is** covered by E.O. 12372.]*

Intergovernmental Review: This funding opportunity **is** subject to Executive Order (E.O.) 12372. An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website:

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 <u>DIAMD-NoReply@usdoj.gov</u>) 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 <u>Application Resource Guide</u>.

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 its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the <u>Application Resource Guide</u> for an <u>example</u> 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 <u>Application</u>

[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 xx 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. *[Include guidance regarding whether tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point, and whether those items will count toward the page limit.]*

The Proposal Narrative must include the following sections: *[Include instructions to the applicant on what should be included as part of the proposal narrative for each section below. The items listed below, and any additions, must directly translate into what is reviewed under the applicable sections of the "Merit Review Criteria" section. POs may use additional headings if those headings reflect the review criteria.]*

   a. Description of the Issue OR Statement of the Problem, if Research Is Involved *[select one]*
   Example guidance to applicant: Describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information, such as data to provide evidence that the need exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. *[Include instructions to the applicant on how what they propose in this section should specifically relate to the solicitation's program description.]*

   b. Project Design and Implementation
   Example guidance to applicant: Describe the strategy to address the problem or needs identified in the Description of the Issue/Statement of the Problem. List the activities and describe how they relate to Goals, Objectives, Deliverables, and Timeline outlined in the web-based form (completed separately from the Narrative attachment). Activities are the specific actions that will be completed to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity (e.g., training, community events, direct services to target population). *[Include instructions to the applicant on how what they propose in this section should specifically relate to the solicitation's program description.]*

   The following language must be included in this section if Priority 1A is included in this solicitation:

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

Example guidance to applicant: Describe the capabilities (what the applicant brings to the project such as resources, experience, expertise) and competencies (the unique skills and abilities of the applicant) required to accomplish the goals and objectives of the project. *[Include instructions to the applicant on how what they propose in this section should specifically relate to the solicitation's program description.]*

The following language must be included in this section if Priority 1B is included in this solicitation:

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

Example guidance to applicant: 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. *[Include instructions to the applicant on how what they propose in this section should specifically relate to the solicitation's program description.]*

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 for more information on performance measurement activities.

A list of performance measure questions for this program can be found at [INSERT LINK]. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

[**Include a statement** *specifying what, how, and where a recipient must report performance measure data.] For award recipients who will be required to submit performance metrics through their office's Performance Measurement Tool (PMT), and either a semiannual or annual performance report in JustGrants, include the following text:*

[insert PO] will require award recipients to submit performance measure data in [insert PMT Tool name] and separately submit a [enter frequency (e.g., semi-annual, annual)] performance report in JustGrants. [insert PO] will provide further guidance on the post-award submission process, if the applicant is selected for award.

For award recipients that will be required to submit performance metrics and performance reporting only in JustGrants, include the following text:

[insert PO] will require award recipients to submit performance measure data and performance reports in JustGrants. [insert PO] will provide further guidance on the post-award submission process, if the applicant is selected for award.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the "Note on Project Evaluations" section in the Application Resource Guide.

Application Goals, Objectives, Deliverables, and Timeline Web-Based Form

*Provide detailed instructions on what the applicant should submit in the **web-based form**. The items listed below, and any additions, must directly translate into what is reviewed under the applicable sections of the Merit Review Criteria section.*

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. They include 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 timelines.

[Include instructions to the applicant on how what they propose in this section should specifically relate to the solicitation's program description.]

Deliverables Expected by Successful Applicants

[Include information about which deliverables should be submitted by successful applicants.]

Program objectives and deliverables should be included in one timeline**.**

Budget and Associated Documentation

[Include applicable budget information such as set asides, etc.] The items listed below, and any additions, must directly translate into what is reviewed under the applicable sections of the "Merit Review Criteria" section.

Funding Restrictions

[This section will vary by solicitation. Program offices may use this section to describe limitations or other information that would affect an applicant's budget. If program-specific legal provisions identify required, permissible and/or impermissible uses of funds (e.g., what will/will not be funded), the solicitation must clearly state those rules. If an applicable statute or regulation restricts supplanting, the solicitation must state clearly the specific restriction(s). If the program has no unallowable costs or other restrictions, remove the header]

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

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.

The following language must be included in this section if Priority 1A or 1B is included in this solicitation:

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.

[If the solicitation requires a match, include the appropriate match section and delete the others.]

Non-Federal Costs (match and program income)

This solicitation requires a [insert applicable match percentage] **cash or in-kind match**. Federal funds awarded under this solicitation may not cover more than [insert percentage] of the total costs of the project being funded. An applicant must identify the source of the [insert percentage] non-federal portion of the total project costs and how they will use match funds. If an award recipient's proposed match *exceeds* the required match amount, according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. "Match" funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash or in-kind match. "In-kind" match may be in the form of services, supplies, real property, and equipment.

How To Calculate Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Match Requirement – 80/20 (Federal Share/Recipient's Share) Federal Award = $100,000					
Step 1	$100,000	÷	80% Federal Share	=	$125,000
Step 2	$125,000	x	20% Recipient's Share	=	$25,000

See the Application Resource Guide for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

This funding opportunity requires a [insert applicable match percentage] **cash-only match**. "Match" means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). Federal funds awarded under this funding opportunity may not cover more than [insert percentage] of the total costs of the project being funded. An applicant must identify the source of the [insert percentage] non-federal portion of the total project costs and how they will use match funds. If an award recipient's proposed match exceeds the required match amount, according to the formula below and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and

subject to audit. "Match" funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising). Recipients must satisfy this match requirement with cash only.

How To Calculate Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Match Requirement – 80/20 (Federal Share/Recipient's Share) Federal Award = $100,000					
Step 1	$100,000	÷	80% Federal Share	=	$125,000
Step 2	$125,000	x	20% Recipient's Share	=	$25,000

See the Application Resource Guide for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

This funding opportunity requires a **match based on the federal award amount**. "Match" means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). Federal funds awarded under this funding opportunity require a [*insert applicable match percentage*] match from non-federal sources. For each federal dollar awarded, the recipient must provide [insert dollar or cents figure] toward the project. If an award recipient's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. "Match" funds may be used only for purposes that would be allowable for the Federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising).

How To Calculate Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Match Requirement – 80/20 (Federal Share/Recipient's Share) Federal Award = $100,000					
Step 1	$100,000	÷	80% Federal Share	=	$125,000
Step 2	$125,000	x	20% Recipient's Share	=	$25,000

See the Application Resource Guide for additional information on this match requirement and step-by-step instructions for entering match amounts in the budget.

This funding opportunity requires **an escalating percentage cash or in-kind match.** "Match" means the portion of project costs not paid by Federal funds or contributions (unless otherwise authorized by Federal statute). For years one and two, a [insert first match percentage amount] percent match is required. For year three, a [insert second match percentage amount] percent match is required. Federal funds awarded under this funding opportunity may not cover more than [insert first federal percentage amount] percent in years 1 and 2, and [insert second federal percentage amount] percent in year 3 of the total costs of the project being funded. An applicant must identify the source of the [insert first match percentage amount] percent and [insert second

match percentage amount] percent non-federal portion of the total project costs and how they will use match funds. If an award recipient's proposed match *exceeds* the required match amount according to the formula below, and OJP approves the budget, the total match amount in the approved budget becomes part of the project budget and subject to audit. "Match" funds may be used only for purposes that would be allowable for the federal funds. This means neither Federal funds nor matching funds may be used for costs considered inappropriate by the awarding agency (e.g., lobbying, land acquisition, fundraising).

Example: How to calculate each year of escalating match for $250,000 federal award amount

Years 1 & 2: 80% Federal Share / 20% Recipient Share
Year 3: 60% Federal Share / 40% Recipient Share

Year 1 Escalating Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Year 1 Escalating Match Requirement – 80/20 (Federal Share/Recipient's Share) Federal Award Amount = $150,000 (of the $250,000)					
Step 1	$150,000	÷	80% Federal Share	=	$187,500
Step 2	$187,500	x	20% Recipient's Share	=	$37,500

Year 2 Escalating Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Year 2 Escalating Match Requirement – 80/20 (Federal Share/Recipient's Share) Federal Award Amount = $50,000 (of the $250,000)					
Step 1	$50,000	÷	80% Federal Share	=	$62,500
Step 2	$62,500	x	20% Recipient's Share	=	$12,500

Year 3 Escalating Match

Formula					
Step 1	Award Amount	÷	% of Federal Share	=	Total (Adjusted) Project Cost
Step 2	Total (Adjusted) Project Cost	x	% of Recipient's Share	=	Required Match
Example					
Year 3 Escalating Match Requirement – 60/40 (Federal Share/Recipient's Share) Federal Award = $50,000 (of the $250,000)					
Step 1	$50,000	÷	60% Federal Share	=	$83,333
Step 2	$83,333	x	40% Recipient's Share	=	$33,333

See the Application Resource Guide for additional information on this escalating match requirement and step-by-step instructions for entering match amounts in the budget.

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)

[You must select only __one__ of the following two paragraphs, as advised by OGC.]

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.

[OR]

This notice of funding opportunity expressly modifies the Application Resource Guide by not incorporating its "Disclosure of Process Related to Executive Compensation" provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Additional Application Components

*[This list **must** include **all** other program-specific attachments that will inform the review process and/or affect the completeness of the application. Delete any non-applicable components. PO directions should indicate that the applicant will attach the requested documentation in JustGrants.]*

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

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

Tribal Authorizing Resolution (if applicable)

[This provision does not apply to solicitations for provision of general technical assistance on a national or regional basis to all eligible tribes.]

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

[sample language to be modified by the PO]
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.

Memoranda of Understanding (MOUs) and Other Supportive Documents (if applicable)

[sample language to be modified by the PO]
Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), letter of intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed letters of intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or letter of intent should include the following: (1) names of the organizations involved in the agreement; (2) what service(s) and other work will be performed under the agreement by what organization; (3) duration of the agreement.

Subcontracts, MOUs, or letters of intent should be submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will upload documentation of its research and evaluation independence and integrity as an attachment in JustGrants. For additional information, see the Application Resource Guide.

[If the PO is using any of the six (6) sections below, it should include instructions to the applicant. The PO should delete any unused sections.]

Bibliography/References

Any Tools/Instruments, Questionnaires, Tables/Charts/Graphs, or Maps

List of Individuals in the Application

Human Subjects Protection

Privacy Certificate

Request To Use Incentives or Stipends

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. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the Application Resource Guide for additional information.

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. *[Remove if program office BMR policy does not require elimination for exceeding boundaries and program office would review applications with proposals that exceeded the limits.*]
- 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

[Ensure each criterion percentage is correct and the total adds up to 100%.]
Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

- Statement of the Problem/Description of the Issue (X%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (X%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (X%): 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 (X%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (X%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
- Other Specify (X%): evaluate (add in what will be evaluated as applicable).

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, [insert any additional programmatic review criteria that will be used to make funding decisions], and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. 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 (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

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 [insert PO] 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 http://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, [*select appropriate reporting frequency and delete the others*] quarterly, annual, OR 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. [*Add any additional statutory recipient reporting requirements here, if applicable*]. 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

[Insert a link to the performance measures in PMT, a pdf of the measures from PMT, a list from the JustGrants Performance Report Questionnaire, OR the table format below. Only insert the table if you do not insert the link in the performance measures section.]

Objective	Catalog ID	Performance Measure(s)	Description	Data Recipient Provides
[Insert the solicitation objectives. *An objective statement describes the results to be achieved and the manner in which they will be achieved.* *Example: Improve the collection and analysis of jail population data by developing and implementing a reliable web-based data collection and analytic system.]*	*[Using the PM Catalog at **https://ojpnet.ojp.doj.gov/bureaus_offices/OCFO/bflppd/SitePages/PMCatalog1.aspx** insert the catalog ID number that corresponds to the performance measure in the adjacent column.* **The Catalog ID is for internal use only, delete before posting**.*]* 492	*[Using the PM Catalog at https://ojpnet.ojp.usdoj.gov/bureaus_offices/OCFO/bflppd/SitePages/PMCatalog1.aspx, insert the performance measure(s) that will be used to assess the achievement of the corresponding objective statement.]* Example: Delivery of the data collection website that adheres to the specification and functions defined by BJS	*[Insert this column, if needed. This column provides the applicant with an additional description of what will be required/asked, definition of terms, or clarification on how a measure is calculated in terms of the data the recipient provides.]* *Example: Complete documentation that website meets grantor agency expectations for accuracy and completeness and that project tasks have been completed within the project period*	*[Identify the data collection variables that will inform the corresponding performance measure.]* Provide the following: a) date website submitted for grantor agency testing b) date website launched c) summary of the functions and capabilities of the website d) protocol for website testing

Available Questionnaires *(Select from drop down menu)*

Application Checklist

[Insert solicitation title]

[The checklist must reflect the specific recommendations of, and information required or requested by, the solicitation. This includes information/documents required for registration(s) and basic minimum requirements review.]

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.

[Below is an example of a list of requested/required items. The PO must modify the checklist to include all items requested/required by the solicitation.]

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the System Award Management (SAM.gov) Registration 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 [insert if applicable]
- 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/financialguidedoj/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 [insert dollar amount].

Review Eligibility Requirement

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

Application Step 1

After registering with SAM.gov *(unless applicant is an individual)*, submit the SF-424 and SF-LLL in Grants.gov

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**
- Submit Intergovernmental Review (if applicable) *[insert if applicable]*

Within 48 hours after the SF-424 and SF-LLL submission in Grants.gov, receive four (4) Grants.gov email notifications:

- A submission receipt
- A validation receipt
- A grantor agency retrieval receipt
- An agency tracking number assignment

If no Grants.gov receipt and validation email is received, or if error notifications are received:

- Contact [insert PO] or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov customer support, or 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 *[insert if applicable, consult with OGC]* (see Application Resource Guide)

Additional Application Components
[Insert name(s) of Additional Attachment(s) listed in the solicitation]
- Tribal Authorizing Resolution (if applicable) [insert if listed in the solicitation] (see Application Resource Guide)
- Research and Evaluation Independence and Integrity *[insert if listed in the solicitation]* (see Application Resource Guide)

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Letters of Support (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances
- [Disclosure of Lobbying Activities (SF-LLL)](#) (see [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 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.

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

[INSERT Grants.gov Opportunity Number]