

U.S. Department of Justice  
Office of Justice Programs  
Office of Juvenile Justice and Delinquency Prevention



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## OJJDP FY 2022 Enhancing School Capacity To Address Youth Violence

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) seeks applications for funding to implement targeted efforts to address youth violence through implementing evidence-based prevention and intervention efforts in a school-based setting (K – 12th grade only). This program furthers DOJ's mission by supporting efforts to reduce violent crime in and around schools.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants on how to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision**

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2022-00041-PROD	1-Project Sites	21	\$1,000,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00042-PROD	2-Training & Technical Assistance	1	\$3,500,000.00	10/1/22 12:00 AM	36

### Eligible Applicants:

City or township governments, County governments, For profit organizations other than small businesses, Independent school districts, Native American tribal governments (Federally recognized), Native American tribal organizations (other than Federally recognized tribal governments), Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education, Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, Special district governments, State governments, Other

## Other

### Category 2:

- Nonprofit organizations<sup>[1]</sup> and for-profit organizations (including tribal nonprofit and for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education)

For purposes of this solicitation, “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.

Private K-12 schools, including private charter schools, should apply as “nonprofits.” Private for-profit K-12 schools, including for-profit private charter schools, should apply as “For-profit other than small businesses”. Public charter schools should apply as “independent school districts.”

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

[1] See <https://www.ojp.gov/funding/Explore/LegalOverview2020/OrganizationalRequirements.htm> for additional information on demonstrating nonprofit status.

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

OJJDP may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and the Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, [Grants.gov Customer Support](#), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (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 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only), or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday-Friday, and 10 a.m. to 8 p.m. on the solicitation closing date. General information on applying for OJJDP awards can be found at <https://www.ojjdp.gov/funding/funding.html>.

For information related to unforeseen technical issues beyond the control of the applicant impacting submission, see “**How to Apply**” section, **Experiencing Unforeseen Technical Issues**.

### Submission Information

Applications will be submitted to DOJ in two steps:

**Step 1:** The applicant must submit, by the Grants.gov deadline, the required Application for Federal Assistance standard form (SF)-424 and the Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the full application, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the “How to Apply” section in the OJP Grant Application Resource Guide and the JustGrants website for more information, resources, and training.

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## Program Description

### Overview

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

The OJJDP FY 2022 Enhancing School Capacity To Address Youth Violence program supports targeted efforts to address youth violence through implementing evidence-based prevention and intervention efforts in a school-based setting (K – 12th grade only). The goals of the program are to: (1) reduce the incidence of school violence through improved school safety and climate and (2) prevent youth violence, delinquency, and victimization in the targeted community.

There are two categories of funding available under this solicitation.

**Category 1: Project Sites.** This program supports the efforts of eligible applicant organizations to develop or enhance their capacity to address youth violence and victimization through school-based programming and interventions targeting student and community needs.

**Category 2: Training and Technical Assistance.** In addition to supporting program implementation and direct service activities, the initiative will fund a training and technical assistance provider to support the Category 1 project sites.

**NOTE: This solicitation is funded under the Students, Teachers, and Officers Preventing School Violence Act of 2018 (or STOP School Violence Act). STOP School Violence Act funds cannot be used for the purchase of target-hardening equipment to secure schools, such as cameras, security systems, fencing, locks, etc. In addition, these funds cannot be used to pay for armed security officers or school resource officers. Applicants interested in funding for target hardening should see the Office of Community Oriented Policing Services (COPS) School Violence Prevention Program (SVPP).**

**The Bureau of Justice Assistance (BJA), OJJDP, and the Community-Oriented Policing Services (COPS) office are all releasing solicitations in FY 2022 with funding supported by the STOP School Violence Act. Applicants should not submit duplicate applications with a similar project design in response to more than one of these DOJ solicitations.**

### Statutory Authority

Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103)

### Specific Information

Violence in our communities and in our schools has a significant impact on our nation's youth. Nearly two-thirds of children in the United States have been exposed to violence in their homes, schools, or communities (*Children's Exposure to Violence, Crime and Abuse: An Update, 2015*). Violence in the community can prevent children from feeling safe in their own schools and neighborhoods. Such exposure can cause them significant physical, mental, and emotional harm, with long-term effects that can last well into adulthood. Exposure to violence can limit children's potential and health, and increase their likelihood of becoming involved in the juvenile or criminal justice system (*Nature and Risk of Victimization: Findings From the Survey of Youth in Residential Placement, 2013 & Psychological Trauma: Theory, Research, Practice, and Policy* 6(4): 430-437, 2014).

To address violence within the school, many school administrators may already have strategies in place that are oftentimes underfunded and at times must be supported by teachers/administrators as "added duties." This includes a variety of programs and strategies to improve school climate. Creating a supportive school climate requires close attention to the social, emotional, and behavioral needs of all students. While there is evidence that many of these strategies have proven effective (see [www.pbis.org](http://www.pbis.org)), schools would benefit from enhancing/expanding their partnerships with local community-based organizations that have a specific skill set in dealing with the root causes of violence.

This program solicitation supports the development and expansion of local programs and strategies to increase

school safety by preventing and reducing school violence. Through this initiative, OJJDP expects applicants to utilize a collaborative approach between schools and community-based organizations (CBOs) to develop and implement these strategies. Funded sites under this initiative will operate from the following three principles:

- Relationships between schools and CBOs require open lines of communication and a shared commitment at the leadership level to accomplish the core goal of increasing school safety.
- Key contributors to youth violence include risk factors within the individual, family, and school/community domains. Funded strategies must address all three to be successful.
- Families are critical partners in dealing with school violence, and their engagement is a critical ingredient for success.

Each funded project site will identify a *service network* of CBOs that have experience in operating violence prevention and early intervention programs with youth and families. This cross-sector network will offer a bridge between families and the identified school to prevent and reduce violence. Funding from this solicitation must support the following components for project sites:

- A local coordinator to lead the project, support the development of any needed memorandums of understanding (MOUs), host regular meetings, and ensure that each involved agency and school identifies a dedicated liaison to the initiative.
- Program strategies implemented by CBOs that provide the target youth population with service “backpacks” that are individualized to the particular student and engage the family as a critical change agent for the student. This includes an intensive case management approach delivered by a CBO that builds on the existing network of services to meet the needs of the individual youth, including access to service issues. We know that if the specific and basic needs of the students are not met, they will show up in the classroom in a behavioral way.

In addition to the above components, funding may also support prevention strategies for all students at target schools that help to supplement the interventions for the target youth population and build a positive school climate. For example, this program may be used to fund positions such as community resource navigators within CBOs that work with students and families who help identify needed services, and then for the provision of those direct services.

Applicants must propose and undertake their work through a multidisciplinary, multiagency team of stakeholders. This can be an existing collaborative group, or one that is formed specifically for this project. At a minimum, stakeholders should include representation from the Local Education Agency (LEA) where the initiative is taking place, as well as relevant CBOs that support the identified “backpack” of services to be provided. In addition to educators, this multidisciplinary team could include mental health, child welfare and social services, youth-serving community organizations, and county/local public sector leadership, courts/probation, law enforcement. OJJDP recognizes youth and families as major stakeholders and strongly supports positive youth development and leadership opportunities for youth in its programs. As such, the collaborative group must include youth/student engagement and participation as well as family/parent/caregiver representation. Applicants should include a brief description of the team structure in the program narrative section and submit the list of team members in an attachment labeled “multidisciplinary team list.”

For the purposes of the *service network*, applicants that can submit a fully executed MOU or analogous document for all identified CBOs included in the *service network* as part of the original application will receive priority consideration. This MOU must be signed and dated by both the LEA (i.e., board of education chairperson, superintendent, or school principal) and the CBO representative(s) who will be providing “backpack” supports for the project as part of the *service network*. Applicants will submit the MOU by uploading the document as an attachment in JustGrants. For those applicants unable to complete an MOU at the time of application, if awarded, they will be required to submit documentation (i.e., MOU or analogous document) that demonstrates the partnership for implementing the funded approach. A special condition will be added, if awarded, that will require the fully executed MOUs before funds will be made available.

Furthermore, there is nothing that would prevent an applicant from adding CBOs to the *service network* after receiving a federal award – but this would need to be formally communicated to OJJDP for final approval.

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

- Protective of student privacy, as required by the Family Educational Rights and Privacy Act and applicable state privacy laws, and ensure that students are not discriminated against on the basis of race, national origin, disability, religion, sex, or gender identity.
- 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.

### **Goals, Objectives, Deliverables, and Timeline**

#### **Goals**

The goal of this initiative is to support the development and expansion of strategies that increase school safety by preventing and reducing school violence.

#### **Objectives**

OJJDP has identified the following specific program objectives:

- Improve school capacity to prevent and intervene early to incidents of violence.
- Enhance and expand partnerships between school systems and community-based organizations to address school violence.
- Expand opportunities for family engagement with school personnel to mutually address risk factors for violence.
- Improve communication between home and school to enhance protective factors for student success.

#### **Deliverables**

##### **Category 1: Project Sites**

Project sites must address the following deliverables in their application as part of their project design and implementation:

- Develop a school safety strategic plan that is informed by available local data and existing plans. This strategic plan is to be submitted within 9 months of the date of the award and should be comprehensive and updated annually as a key deliverable.
- Identify a service network of CBOs that have experience in operating violence prevention and early intervention programs with youth and families. This network will offer a bridge between families and the identified school to prevent and reduce violence.
- Develop program strategies that provide the target youth population with service “backpacks” that are individualized to the particular student and engage the family as a critical change agent for the student.
- Implement prevention strategies for all students that help to supplement the interventions for the target youth population and build a positive school climate.

OJJDP expects project sites to work closely with the selected training and technical assistance provider for this initiative and include their community partners and stakeholders in the collaborative learning process that the training and technical assistance provider will establish.

##### **Category 2: Training and Technical Assistance**

OJJDP is seeking an experienced organization to provide training and technical assistance services to project

sites funded under this solicitation. Technical assistance needs may vary greatly depending on the current strategic approaches addressing community violence or school safety plan at each site.

Applicants must address the following deliverables in their application as part of their project design and implementation:

- Assess the individual and collective training and technical assistance needs of each Category 1 project site and develop specialized and overall technical assistance plans within the first 4 months of the project. These plans should be developed in collaboration with each site's multidisciplinary team.
- Develop reports for possible future publication and dissemination that document the progress of project implementation and strategies used to be shared with those communities that did not receive federal funding but are interested in addressing school safety.
- Arrange onsite consultations by diverse subject matter experts.
- Establish tools and practical techniques for working across different disciplines to facilitate information sharing, communication, and coordination.
- Develop and maintain a pool of experts who can provide onsite technical assistance tailored to the specific needs of each project site. OJJDP will expect experts to use a cross-discipline approach and act as problem-solving agents to assist the project sites as they address challenges, barriers, and unintended consequences.
- Facilitate peer-to-peer information sharing and learning communities between the project sites to promote problem solving and innovation through the exchange of information and ideas across project sites.
- Perform all logistics to support training and technical assistance activities and events.
- Work collaboratively with OJJDP to develop and provide materials, including training agendas and other products, prior to any training or technical assistance events or any site visits that expert consultants conduct.
- Plan and coordinate, in conjunction with OJJDP, annual cross-site meetings of project site grantees, including providing logistical support, developing meeting agendas, and identifying faculty and/or consultants.
- The awardee will produce written synopses or summaries of all meetings, onsite visits, conference calls, and trainings, and will provide them to OJJDP.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

The National Institute of Justice's [Comprehensive School Safety Initiative](#) and OJP's [CrimeSolutions.gov](#) are resources that applicants may use to obtain more information about evidence-based programs. Additional resources related to school safety best practices and threat assessments can be found at [SchoolSafety.gov](#) and the [National Threat Assessment Center](#). In addition, applicants can look to the U.S. Department of Education's [Laws and Guidance on School Climate and Discipline](#) for additional support in developing their projects.

Additional resources include:

The [National Center for School Safety \(NCSS\)](#) is the BJA STOP Program National Training and Technical Assistance provider and is a multidisciplinary, multi-institutional center focused on improving school safety and preventing school violence.

The U.S. Department of Education's Office on Elementary and Secondary Education has a multitude of resources on [School Climate](#), including the [National Center on Safe Supportive Learning Environments \(NCSSLE\)](#) and a [Reference Manual on Making School Climate Improvements](#).

The National Center for School Safety's [Trauma-Informed, Resilience-Oriented Schools \(TIROS\) Toolkit](#) outlines a framework for implementing trauma-informed, resilience-oriented approaches in any school or school district. The primary audience for this toolkit includes school administrators, school board members, teachers, and student support staff, parents and families, and community partners.

The National Institute of Justice report titled [Creating and Sustaining a Positive and Communal School Climate: Contemporary Research, Present Obstacles, and Future Directions](#).

The [OJJDP Model Programs Guide](#) contains information about evidence-based juvenile justice and youth prevention, intervention, and reentry programs. It is a resource for practitioners and communities about what works, what is promising, and what does not work in juvenile justice, delinquency prevention, and child protection and safety.

[Youth.gov](#) provides interactive tools and other resources to help youth-serving organizations and community partnerships plan, implement, and participate in effective programs for youth. This website includes information on the [National Forum on Youth Violence Prevention \(Forum\)](#), which was created to build the capacity of localities across the country to more effectively address youth violence through multidisciplinary partnerships, balanced approaches, data-driven strategies, comprehensive planning, and sharing common challenges and promising strategies. The Forum is a strategy for federal and local collaboration that encourages its member jurisdictions to review and improve internal decision-making structures, policies, and practices; increase communication; and implement strategic, coordinated action to change the way they do business.

[The National Mentoring Resource Center](#) supports a multitude of prevention and intervention goals in a wide variety of areas of policy interest, including the prevention of juvenile crime and recidivism, fostering academic achievement, encouragement of positive peer relationships and healthy behaviors, and supporting youth with specific severe needs, such as those struggling with mental health challenges. Family engagement in juvenile justice involves establishing a collaborative relationship in which families are partners in both their children's treatment and in developing the policies, programs, and practices of the system. An [Executive Summary](#) from a series of OJJDP Family Engagement Listening Sessions, as well as a [literature review](#) on Family Engagement in Juvenile Justice, are some existing resources.

The [National Gang Center](#) disseminates information, knowledge, and outcome-driven practices that engage and empower those in local communities with chronic and emerging gang problems to create comprehensive solutions to prevent gang violence, reduce gang involvement, and suppress gang-related crime. This website includes information on OJJDP's [Comprehensive Gang Model](#), which is an evidence-based framework for the coordination of multiple strategies to address serious, violent, and entrenched youth street gang problems. The model combines prevention, intervention, and deterrence tactics to address the root causes of criminal gang activity within a community.

#### **Information Regarding Potential Evaluation of Programs and Activities**

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

#### **OJP Priority Areas**

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

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

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and

adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30% of the requested award funding, as demonstrated in the Budget Worksheet and Budget Narrative) identifies as a culturally specific organization. To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or to have their needs addressed under the proposed project(s).

Culturally specific organizations are defined, for purposes of this solicitation, as private nonprofit or Tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

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

## Federal Award Information

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-OJJDP-2022-00041-PROD	1-Project Sites	21	\$1,000,000.00	10/1/22 12:00 AM	36
C-OJJDP-2022-00042-PROD	2-Training & Technical Assistance	1	\$3,500,000.00	10/1/22 12:00 AM	36

**Awards, Amounts and Durations**

**Period of Performance Start Date**

10/1/22 12:00 AM

**Period of Performance Duration (Months)**

36

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

\$24,500,000.00

**Continuation Funding Intent**

OJJDP may, in certain cases, provide additional funding in future years to awards made under Category 2 of this solicitation through continuation awards. OJP will consider, among other factors, OJP’s strategic priorities, a recipient’s overall management of the award, and the award-funded work’s progress, when making continuation award decisions.

**Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

**Types of Awards**

OJJDP expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide for additional information](#).

**Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

**Cost Sharing or Matching Requirement**

This solicitation does not require a match.

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

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

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

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

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

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

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

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

### **Eligibility Information**

For eligibility information, see the solicitation cover page.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

### **Application and Submission Information**

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)

See the "Application Elements and Formatting Instructions" section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all of the specified elements or is nonresponsive to the scope of the solicitation.

#### **Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**Intergovernmental Review:** This solicitation ("funding opportunity") **is not** subject to [Executive Order \(E.O.\) 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting "Program is not covered by E.O. 12372.")

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The "Standard Applicant Information" section of the JustGrants application is prepopulated 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 its 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, and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded,

### **Proposal Narrative**

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, OJJDP may consider such noncompliance in peer review and in final award decisions.

The following sections must be included as part of the proposal narrative:

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

Applicants should briefly describe the nature and scope of the problem that the proposed program will address (e.g., school-aged youth exposed to violence, juvenile delinquency, crime prevention). The applicant should use data to provide evidence that the problem exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population and the larger community. Any data or research referenced in the narrative should include information about the source of the data and/or a citation. Applicants should describe the target population and any previous or current attempts to address the problem. Applicants should describe any research or evaluation studies that relate to the problem and contribute to their understanding of its causes and potential solutions. While OJJDP expects applicants to review the research literature for relevant studies, they should also explore whether unpublished local sources of research or evaluation data are available.

Category 2 applicants must present a clear understanding of issues pertaining to developing and implementing multifaceted intervention programs that serve the target populations identified in the solicitation and detail how targeted training and technical assistance can address these issues.

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

Applicants should detail how the project will operate throughout the funding period and describe the strategies that they will use to achieve the goals and objectives identified in the previous section. Applicants should describe how they will complete the deliverables stated in the Goals, Objectives, and Deliverables section. OJJDP encourages applicants to select evidence-based practices for their programs. This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the project and discuss plans for sustainability beyond the grant period.

Completely describe the strategy to address the needs identified in the Description of the Issue section. 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 objective and reach the program goal and 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 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. Include a description of why these schools were selected. The applicant should describe how grant funding will address the strategy proposed and the benefits. The applicant should include how the proposed project fits into the overall safety strategy of the school(s) or school district and how the project will ensure compliance with all applicable privacy and civil rights laws.

**Timeline.** Applicants should submit a realistic timeline or milestone chart that indicates major tasks associated with the goals and objectives of the project, assigns responsibility for each, and plots completion of each task by month or quarter for the duration of the award, using “Year 1,” “Month 1,” “Quarter 1,” etc., not calendar dates (see “Sample Project Timelines” [here](#)). Applicants should submit the timeline as a separate attachment, as stipulated in Additional Application Components. On receipt of an award, the recipient may revise the timeline, based on training and technical assistance that OJJDP will provide. While the Project Design and Implementation should discuss the project timelines, applicants may also include a timeline chart as a separate attachment that will not count toward the 15-page limit.

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

#### c. Capabilities and Competencies

This section should describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding, highlighting any previous experience implementing projects of similar design or magnitude. Applicants should highlight their experience/capability/capacity to manage subawards, including details on their system for fiscal accountability. Management and staffing patterns should be clearly connected to the project design described in the previous section. Applicants should describe the roles and responsibilities of project staff and explain the program’s organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the project proposed for funding.

Describe completely the capabilities and competencies of the individuals who will be assigned to the project to accomplish the goal and objective of the program. Résumés should be included as separate attachments and will not count against the 15-page limit.

In addition, Category 2 applicants should demonstrate their expertise and experience in the following areas:

- Training and technical assistance for communities implementing youth violence intervention programs and/or school violence prevention and intervention programs.
- Providing training and technical assistance to a wide range of communities, agencies, and disciplines.
- Supporting communities through multidisciplinary, collaborative team development, including building community support and involvement.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 30% of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or expected to be served or have their needs addressed under the proposed project(s).

#### 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 impact of the project. Describe the process that will be used to accurately report data.

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award’s reporting requirements.

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the goals, objectives, and deliverables identified in the “Goals, Objectives, and Deliverables” discussion. Applicants can visit OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/progress-reporting-questions-2021.pdf>.

OJJDP will require award recipients to submit performance measure data and performance reports in JustGrants. OJJDP will provide further guidance on the post-award submission process, if selected for award.

### **Note on Project Evaluations**

An applicant that proposes to use award funds through this solicitation to conduct project evaluations must follow the guidance in the “Note on Project Evaluations” section in the [OJP Grant Application Resource Guide](#).

### **Goals, Objectives, Deliverables, and Timeline**

The applicant will submit the Enhancing School Capacity To Address Youth Violence goals, objectives, deliverables, and timelines in the JustGrants web-based form. See the [OJP Grant Application Resource Guide for additional](#) information.

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

If the applicant is seeking priority consideration under Priority 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must be a minimum of 30% of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30% of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the Capabilities and Competencies section of the application.

#### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

#### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

## **Additional Application Components**

### **Curriculum Vitae or Resumes**

Applicants will submit this documentation by uploading it as an attachment in JustGrants.

### **Tribal Authorizing Resolution**

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

### **Timeline Form**

**Timeline/Project Plan** outlining key tasks, benchmarks, and persons or entities responsible. Applicants will submit the timeline by uploading the document as an attachment in JustGrants.

### **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 submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

### **Multidisciplinary Team List**

This is a list of all the agencies involved in planning and guiding the proposed project.

The **MOU or analogous document** 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/school district and each partner agency in support of program goals/objectives and should be specifically listed within the document. It must also describe how each signatory will protect student privacy and ensure that students are not discriminated against on the basis of race, national origin, disability, religion, or sex.
- This document should also include any **budget information**, such as specific funds allocated to other partners and for what stated purpose.
- **Signatures.** The MOU must be signed and dated by both the local education agency leadership (i.e., board of education chairperson, superintendent, or school principal) and the community-based organization representative(s) who will be providing “backpack” supports for the project.

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. A special condition will be added if an award is made that will require the signed document before funds will be made available. Applicants will submit the MOU by uploading the document as an attachment in JustGrants.

## Position Descriptions

Applicants will submit this documentation by uploading it as an attachment in JustGrants.

## Disclosures and Assurances

The applicant will address the following disclosures and assurances.

### Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

### DOJ Certified Standard Assurances

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

### Applicant Disclosure of Duplication in Cost Items

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

### DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

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

### Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable)

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, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

## How to Apply

Step 1: The applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants in [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

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

## Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on June 21, 2022. The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 28, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

## Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all of the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit, and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.
- Include the applicant's Unique Entity Identifier and any applicable SAM.gov tracking number(s), Grants.gov Help Desk ticket numbers, and JustGrants Support Desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

### Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
1. Project Design and Implementation (35%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

Capabilities and Competencies (30%) - evaluate the administrative and technical capacity of the applicant

to successfully accomplish the goals and objectives.

1. 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.
1. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

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

Other important considerations for OJJDP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the Budget Worksheet and Budget Narrative (web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### **Review Process**

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

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

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

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

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

**Important note on FAPIIS:** An applicant may review and comment on any information about itself 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.

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 OJJDP recommendations, but also other factors as indicated in this section.

### **Federal Award Administration Information**

#### **Federal Award Notices**

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

#### **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved

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

#### **Information Technology (IT) Security Clauses**

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

#### **General Information about Post-Federal Award Reporting Requirements**

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

Required reports. Award recipients typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data.

#### **Federal Awarding Agency Contact(s)**

For OJP contact(s), see the solicitation cover page.

For contact information for Grants.gov, see the solicitation cover page.

For contact information for JustGrants, see the solicitation cover page.

#### **Other Information**

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

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

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

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

##### **Performance Measures**

A list of performance measure questions for this program can be found at <https://ojjdp.ojp.gov/funding/grant-performance-measurement/progress-reporting-questions-2021.pdf>

## Application Checklist

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

### What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the funding opportunity:*

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing, or keyword(s)
- Select the correct Competition ID
- Access the funding opportunity and application package (see Step 7 in [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6g3y8](#) (see [OJP Grant Application Resource Guide](#))

### Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

### Review Scope Requirement:

The federal amount requested is within the allowable limit(s) of:

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

### Review Eligibility Requirement:

*Eligibility Requirement:*

- **Category 1**
  - State governments
  - City or township governments
  - Public and state-controlled institutions of higher education
  - County governments
  - Native American organizations (other than federally recognized tribal governments)
  - Native American 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
  - For-profit organizations other than small businesses
- **Category 2**
  - Nonprofit organizations and for-profit organizations (including tribal nonprofit and for-profit organizations)
  - Institutions of higher education (including tribal institutions of higher education).

### Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)

- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt and validation, or error notifications are received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, [Grants.gov customer support](#), or email at [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

### **Content of Application Submission: Critical Application Elements**

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

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

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

### **Additional Application Components:**

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

### **Disclosures and Assurances:**

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

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or error notifications are received:*

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties.