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

BJA FY 21 The HOPE Institute: Applying the Principles of Swiftness, Certainty, and Fairness

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Application JustGrants Deadline:	July 13, 2021 11:59 PM

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding to provide training and technical assistance (TTA) to BJA-funded grantees and community supervision practitioners in the field to develop and test new or enhanced applications of the swift, certain, and fair (SCF) principles to reduce recidivism and improve outcomes for people under community supervision. This program furthers the Department's mission by supporting state, local, and tribal community supervision agencies working to establish or enhance programming focused on modifying and reducing criminal behavior, enhancing public safety, and improving outcomes for people under community supervision.

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 for funding to OJP. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

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, Other

Other

To advance Executive Order 13929 Safe Policing for Safe Communities, as of October 28, 2020, 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 allocated FY 2021 DOJ discretionary grant funding, as either a recipient or a subrecipient. For detailed information on this new certification requirement, please visit https://cops.usdoj.gov/SafePolicingEO.

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

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

BJA may elect to fund applications submitted under this FY 2021 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the **SF-424 and SF- LLL** in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at Grants.gov customer support webpage, or email at 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 JustGrants.Support@usdoj.gov or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

An applicant that experiences unforeseen Grants.gov or JustGrants technical issues beyond its control that prevent it from submitting its application by the deadline must email the National Criminal Justice Reference Service Response Center (Response Center) at grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit its application after the deadline.

For assistance with any other requirements of this solicitation, contact the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Submission Information

In FY 2021, applications will be submitted to DOJ in a **NEW** two-step process.

Step 1: Applicants will submit an **SF-424 and an SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html . To register in Grants.gov, applicants will need to obtain a Data Universal Numbering System (DUNS) and System for Award Management (SAM) registration or renewal.

Step 2: Applicants will submit the **full application** including attachments in JustGrants at 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.

Contents

Program Description

Overview

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

BJA provides grant funding to community supervision agencies across the country seeking to reduce crimes committed by, and improve outcomes for, people under supervision by using the SCF principles as described below:

- **Swiftness** — responding to behavior promptly so that people under supervision connect the response to their behavior.

- **Certainty** — ensuring that sanctions and rewards are applied with consistency and predictability.

- **Fairness** — making sanctions proportionate to negative behavior and rewards appropriate to positive behavior.

This solicitation seeks a TTA provider to provide information, resources, and TTA to state, local, and tribal community supervision agencies seeking to develop and test new or enhanced applications of the SCF principles using a data-driven, collaborative process that is informed by research and responsive to local circumstances.

Statutory Authority

The award under this solicitation will be made under statutory authority provided by the Consolidated Appropriations Act, 2021, Pub. L. No. 116-260, 134 Stat 1182, 1259.

Specific Information

The HOPE Institute: Applying the Principles of Swiftness, Certainty, and Fairness (HOPE-SCF TTA Program) is charged with providing training, technical assistance, and best practices for jurisdictions replicating the principles of swiftness, certainty, and fairness underlying the HOPE model.

Goals, Objectives, Deliverables, and Timeline

Goals

The goals of the HOPE-SCF TTA Program are to support BJA-funded SCF grantees and community supervision practitioners in the field to improve responses to client behavior in accordance with the principles of swiftness, certainty, and fairness; improve supervision outcomes; prevent recidivism; and reduce crime in their jurisdictions

Objectives

The selected TTA provider will assist BJA-funded grantees with the following activities:

- Coordinating with stakeholders to collaboratively identify client behaviors to target with SCF responses to improve supervision outcomes.
- Using data to understand the usual responses to clients' behaviors (positive and negative).
- Adapting policies and practices to align with the SCF principles.
- Measuring the impact of the innovations and changes made to these policies and practices.
- Monitoring fidelity to the SCF principles and project goals.
- Engaging in ongoing process improvement.
- Building the capacity to sustain their implementation of the SCF principles.

Deliverables

The selected TTA provider will work with BJA to provide knowledge, resources, and project management guidance to all SCF grantees to meet the objectives and deliverables of their projects. Specifically, the TTA provider will be expected to deliver the following:

1. Develop an action plan guide to assist new grantees in developing action plans that will serve as a blueprint to implement their projects. The guide should be designed to capture information regarding project governance, SCF team structure and partner collaboration, project design, data collection and evaluation, and sustainability. The TTA provider must submit the action plan guide to BJA for review and approval prior to distributing to grantees. The guide should be available to FY 2022 grantees within 30 days of the start of their award.

2. Assist grantees during the initial 6 months of their project period to develop an action plan to be approved by BJA.

3. Work with BJA to develop individualized TTA plans for each grantee based on its project, state of readiness, and other grantee-specific considerations (e.g., staffing).

4. Identify and maintain a list of TTA consultants/subject matter experts and their qualifications who can be called upon to work with individual grantees (e.g., based on a specialized need), deliver presentations, and produce resources in close coordination with the TTA provider. The TTA provider must report on and monitor the TTA provided.

5. Assess grantee performance and provide coaching through monthly calls and regular site reviews to:

   a. Review grantees' progress toward their goals and deliverables in accordance with their project timelines.

   b. Deliver training to grantees and their partners on the SCF principles and their application.

   c. Spot issues and provide feedback to grantees.

   d. Discuss and review draft deliverables and other grant-related materials.

   e. Assist grantees with implementing evidence-based and/or data-driven practices with fidelity.

   f. Monitor grantees' evaluation activities and provide guidance on the evaluation plan to ensure quality design, relationship with and feedback from evaluators, and evaluation plan progress.

Note that site reviews may be conducted in person or remotely based on the status of the COVID-19 pandemic. The TTA provider should exercise caution in determining whether or not it is safe to visit a grantee jurisdiction and must consider the health and safety of the TTA provider staff, as well as the grantees' SCF team, partners, and participants.

6. Identify and promote model and best practices for reducing racial, gender, and income-based disparities within community supervision.

7. Host webinars for SCF grantees, including orientation webinars to onboard new grantees within 60 days of receiving their awards and fieldwide webinars to market new funding opportunities.

8. In consultation with BJA, design a process to evaluate requests for assistance from unfunded jurisdictions and agencies, triage requests that are received, and respond to them efficiently and effectively.

9. Advance the state of knowledge regarding best practices and lessons learned from SCF implementations and evaluations through the following activities:

   a. Maintain and update a website to serve as a clearinghouse of information and resources on relevant best practices and lessons learned.

   b. Maintain a listserv of grantees, subgrantees, and key contacts responsible for undertaking grant and related activities, including interested state, local, and tribal contacts, and federal and national partners.

   c. Create and disseminate knowledge diffusion products (e.g., fact sheets, webinars).

   d. Attend and present at relevant conferences, meetings, and events.

   e. Assist grantees in disseminating information and updates about their projects within their departments or agencies.

10. Assist grantees with collecting and reporting on performance measures, identify trends in TTA needs resulting from the performance measure data submissions, and recommend adjustments to the TTA strategy

for both individual grantees and grantee cohorts to help improve performance.

6. Participate in BJA-led grant performance reviews relevant to the SCF site-based grant program that track grantee or program performance along several key indicators.

The Goals, Objectives, and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under Application and Submission Information.

Evidence-Based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the OJP Grant Application Resource Guide.

Information Regarding Potential Evaluation of Programs and Activities
OJP may conduct or support an evaluation of the 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."

Federal Award Information
Awards, Amounts and Durations
Anticipated Number of Awards
1

Anticipated Maximum Dollar Amount of Awards
$500,000.00

Period of Performance Start Date
7/1/22 12:00 AM

Period of Performance Duration (Months)
15

Anticipated Total Amount to be Awarded Under Solicitation
$500,000.00

Continuation Funding Intent
BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award funded work, 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
BJA expects to make awards under this solicitation as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "Administrative, National Policy, and Other Legal Requirements" section of the OJP Grant Application Resource Guide.

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. The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R. Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200. See OJP Grant Application Resource Guide for additional information.

Budget 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 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.

Application and Submission Information

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative *(*Web-based Form*)*
- Résumés and Position Descriptions for Key Staff
- Project Task Timeline

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 the specified elements or that is nonresponsive to the scope of the solicitation.

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

The SF-424 will be submitted in Grants.gov. The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the OJP Grant Application Resource Guide for additional information on completing the SF-424.

In Section F of the SF-424, please include the name and contact information of the individual who will complete application materials 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 12372. (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. Applicants will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, applicants will need to: add zip codes for areas affected by the project; confirm their Authorized Representative; and verify the organization's legal name and address.

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project including primary activities, products and deliverables, the service area, and who will benefit from the proposed project, will be completed in the JustGrants Web-based form.

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 Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may negatively 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

Describe why this program is necessary and/or address a need and include supporting information.

b. Program Design and Implementation

Describe the strategy to address the needs identified in the Description of the Issue. List the proposed program activities and describe how they relate to the stated objectives and deliverables. Activities are the specific actions to be undertaken to fulfill the program objectives and reach the program goal. Provide a detailed description of the method(s) to be used to carry out each activity. Provide a timetable indicating roughly when activities or program milestones are to be accomplished.

c. Capabilities and Competencies

Describe the capabilities and competencies to accomplish the goals and objectives of the program.

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

Plan for Collecting the Data Required for this Solicitation's Performance Measures

Describe the process for measuring program 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 program. Describe the process to accurately report data.

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

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 under "Goals, Objectives, and Deliverables."

Applicants can also visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Award recipients will be required to submit performance measure data in the BJA TTA Reporting Portal and/or JustGrants. Examples of the performance measures questionnaire can be found here. Further guidance on the post-award submission process will be provided, 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 under "Note on Project Evaluations" in the OJP Grant Application Resource Guide.

Goals, Objectives, Deliverables, and Timeline

Applicants will submit the HOPE-SCF TTA Program's 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

The following documentation must be submitted.

Budget Worksheet and Budget Narrative (Web-based Form)

Applicants will complete the JustGrants web-based budget form. See the OJP Grant Application Resource Guide for additional information.

Indirect Cost Rate Agreement (if applicable)

Applicants will submit their indirect cost rate agreement by uploading the agreement 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)

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Disclosure of Process Related to Executive Compensation

If applicable, applicants will submit a description of the process used to determine 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

Applicants will attach the additional requested documentation 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. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information regarding demonstrating research/evaluation independence and integrity, including appropriate safeguards, see the [OJP Grant Application Resource Guide](#).

Résumés and Position Descriptions for Key Staff

Provide résumés and position descriptions for key project staff as an attachment in JustGrants.

Program Task Timeline

Provide a program task timeline broken out by month (with an estimated start date of July 1, 2022) with each program objective, deliverable, expected completion date, and responsible person or organization. Applicants will submit the program task timeline as an attachment in JustGrants.

Memoranda of Understanding/Letters of Support

If applicable, submit memoranda of understanding or letters of support from coapplicants and collaborative partners as an attachment in JustGrants.

Supporting Documentation of Past TTA Delivery Experience

Provide documentation demonstrating prior experience delivering TTA (e.g., policy documents, curriculum, websites, fact sheets, and TTA work plans) as an attachment in JustGrants.

Documentation of Proposed Subrecipients (if applicable)

Complete the table in Appendix A with information regarding proposed subrecipients of grant funding, including the name, organizational affiliation, and city and state of the proposed subrecipient entity. For additional information on subawards, see the [OJP Grant Application Resource Guide](#). Applicants will submit the table in Appendix A by uploading the document as an attachment in JustGrants.

Disclosures and Assurances

Applicants will complete the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

See the DOJ Certified Standard Assurances in the [OJP Grant Application Resource Guide.](#)

Applicant Disclosure of Duplication in Cost Items

Applicants will 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

Applicants will review and accept the DOJ Certified 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)

If applicable, applicants will submit as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information. A DOJ High Risk Grantee is a 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 that is otherwise not responsible.

How to Apply

Applicants will submit an **SF-424** and an **SF-LLL** in Grants.gov at https://www.grants.gov/web/grants/register.html.

Applicants will submit the **full application** including attachments in JustGrants at [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** will be submitted in Grants.gov by 11:59pm June 29, 2021. OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and to correct in a timely fashion any problems that may have caused a rejection notification.

The **full application** will be submitted in JustGrants on 11:59pm July 13, 2021.

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline.

Application Review Information

Review Criteria

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

a. Merit Review Criteria

1. Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.

2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

3. Capabilities and Competencies (30%) - evaluate administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

4. 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.

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

b. Other Review Criteria/Factors

Other important considerations for BJA include strategic priorities, available funding, past performance, level of experience with and knowledge of the SCF principles, demonstrated ability to carry out the required objectives and deliverables in a cost-effective and timely fashion, clearly articulated connection between the needs of and challenges faced by SCF implementers and the proposed TTA strategies, and the extent to which the Budget Worksheet and Budget Narrative (Web-based Form) accurately explain program 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 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 stated review criteria above.

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

- 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 that has 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 non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

Important note on FAPIIS: An applicant, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any 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 take into account not only peer review ratings and BJA's 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 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, any recipient of an award under this solicitation will be required to submit certain reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress 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 measures data.

Federal Awarding Agency Contact(s)

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

For contact information for Grants.gov and JustGrants, see 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 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.

Application Checklist

Application Checklist
The HOPE Institute: Applying the Principles of Swiftness, Certainty, and Fairness

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:

- Acquire a DUNS Number   (see OJP Grant Application Resource Guide)
- Acquire or renew registration with SAM   (see OJP Grant Application Resource Guide)

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password   (see OJP Grant Application Resource Guide)
- Acquire AOR confirmation from the E-Biz POC   (see OJP Grant Application Resource Guide)

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov
- Access Funding Opportunity and Application Package   (see 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/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm
          (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 2021 Awards" in the OJP Funding Resource Center.

Scope Requirement:

- The federal amount requested is within the allowable limit(s) of $500,000

Eligibility Requirement:

- 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
- Public and State controlled institutions of higher education
- Private institutions of higher education

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

After 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 the Response Center by telephone at 800–851–3420 or TTY: 301–240–6310 (hearing impaired only) or by email at grants@ncjrs.gov. Response Center hours of operation are 10 a.m. to 6 p.m. eastern time Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Receive email notification to complete application in JustGrants.

- Complete Application Sections Listed Below in JustGrants

Content of Application Submission:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- **Proposal Abstract**
- **Proposal Narrative**
- **Budget Worksheet and Budget Narrative (Web-based Form)**
- **Résumés and Position Descriptions for Key Staff**
- **Project Task Timeline**

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

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

Additional Application Components

- Research and Evaluation Independence and Integrity see [OJP Grant Application Resource Guide](#)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Memoranda of Understanding/Letters of Support
- Supporting Documentation of Past TTA Delivery Experience
- Documentation of Proposed Subrecipients (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities (SF-LLL)](#)   (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items   (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance   (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 JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833–872–5175 regarding technical difficulties.

Appendix A: Documentation of Proposed Subrecipients

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

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