

GUIDELINES FOR FY2024 PSN GRANT PROPOSALS

Grants.gov Opportunity Number: O-BJA-2024-172215

**U. S. Attorney's Office
Western District of Louisiana**

**Deadline to submit grant proposals is
Friday, October 18, 2024, at 5:00 p.m. to
USALAW.PSN@usdoj.gov**

Introduction

In accordance with the press release issued on September 16, 2024 by the United States Attorney's Office for the Western District of Louisiana, the U. S. Department of Justice has awarded **\$148,319** to support the Project Safe Neighborhoods (PSN) Program in the Western District of Louisiana. At least **30% (\$44,495.70)** of the grant funds must be designated for grants under the PSN Program to fund new and/or current gang violence reduction strategies in the Western District of Louisiana. Funding will support community efforts to address the epidemic of gun crime, violent crime and gang violence in the district. The grant is one of a number of awards being made to state and local agencies across the country. Funds are administered by the Bureau of Justice Assistance, an arm of the Department's Office of Justice Programs (OJP).

The Shreveport Police Department (SPD) has been named as the dual-role fiscal agent for administering the funds allowed through this PSN grant. A committee comprised of community volunteers in the Western District of Louisiana (WDLA) has been appointed to review the applications received from law enforcement and non-governmental agencies who submit their grant proposals.

FY2024 PSN grant funds to be awarded to WDLA total **\$148,319**. Of that amount, **10% (\$14,831.90)** will be awarded to the fiscal agent for administering the FY2024 PSN grants. **Thirty (30%) percent (\$44,495.70)** of those funds are **required** to be set aside for **gang-related** programs. The remaining amount of grant funds (**\$88,991.40**) can be applied to gun and/or gang-related crime reduction programs. Various types of single or multi-grantee grant proposals are welcome, including those that address the following:

- Gang and gun violence reduction, deterrence, prevention, community outreach and education;
- Enforcement, adjudication and supervision programs;
- Prisoner re-entry programs; or
- Other innovative related projects.

Grant Proposals

Grant proposals should include: (1) Grant Narrative, and (2) Budget. Details of each are described below:

1. GRANT NARRATIVE which sets forth the following:

(a) Description of the Issue

This section must identify the violent crime issue(s) to be addressed through this grant award, the date used to identify the crime issue, the selected geographical area(s), as well as the key partners who need to be included in the project activities.

Note: 30% of grant funds requested in each grant proposal must have a component to reduce gang-related crime of violence.

(b) Project Design and Implementation

This section should set forth:

- Project Design
 - Examples are:
 - Community Engagement
 - Prevention and Intervention
 - Focused and Strategic Enforcement
 - Accountability
- Project Implementation
 - Examples are:
 - Law Enforcement Component
 - To target, arrest and aggressively prosecute major, chronic, violent armed offenders and armed criminal organizations.
 - Prevention/Intervention Component
 - To educate primary and secondary school children about the dangers of gun and gang violence in order to prevent them from becoming (1) victims of violent crime, or (2) participants in criminal activity. Sample of curriculum should be provided.
- Capabilities and Competencies
 - Examples are:
 - Problem-Solving Approach
 - Patrols and Field Interrogations

- Criminal Incident Review
- Stricter Prosecutorial Policy for Felonies
- Firearms Tracing
- Public Education/Community Outreach

This section must describe the strategy that will be implemented to address the violent crime issue(s), the roles of the key partners, and the data that will be collected and analyzed to inform and measure the outcomes of the grant strategy.

- With regard to the 30% grant funding set aside for gang task forces, proposals must clearly identify the geographical area driven by criminal or transnational organizations.

(c) Plan for Collecting the Data

This section should set forth:

- Goals
- Objectives
- Deliverables
- Timeline

Proposal should 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.

Applicants will be **required** to submit quarterly reports to the fiscal agent during the project period. This reporting will include the following performance measures of each project (where applicable):

Firearms and Gangs Statistics:

- (1) Track and provide data on the number of pre-program gun-related and gang-related arrests versus the number of post-program gun-related and gang-related arrests including those for homicide with a gun, robbery with a gun, aggravated battery/assaults with a gun, concealed weapon, and illegal use/carrying of a weapon;
- (2) Track and provide data on the number of warrants outstanding at the beginning of the project period versus the number of warrants outstanding at the completion of the project;
- (3) Track and provide data on all assets, properties, firearms, etc., seized and traced from criminal investigations including ATF firearms tracing information and entry into the ATF National Integrated Ballistic System;

- (4) Track and provide data on firearms cases prosecuted locally and federally;
- (5) Track and provide the number of individuals on its major offender's list ("Worst of the Worst") who have been arrested and prosecuted; and,
- (6) Track and provide the number of individuals identified as documented gang members.

Youth Prevention Program Statistics:

- (1) Track the number of youth enrolled in government sponsored prevention programs or any other prevention program;
- (2) Track number of parents involved in the program; and,
- (3) Track testing scores of youth enrolled in the program.

Overall Statistics:

- (1) Numbers/percentage of targeted PSN sites reporting a reduction over the previous year in the number of homicides with a firearm;
- (2) Numbers/percentages of targeted PSN sites reporting a reduction in the number of combined homicides, aggravated assaults, and robberies committed with a firearm;
- (3) The percentage of combined homicides, aggravated assaults, and robberies that are gun-related and/or gang-related;
- (4) Number of defendants prosecuted in federal prosecutions and imprisonment sentences; and,
- (5) Number of defendants identified by gang involvement.

2. BUDGET

- (a) The budget should detail planned expenditures during the project period. Please specify whether the project will be for one, two or three years. Please keep in mind that the FY2024 PSN Grant program is for the period October 1, 2024 through September 30, 2027.
- (b) Award recipients should reserve funds (approximately \$1,500) in their budget for a non-federal member of the PSN Team to attend the PSN National Conference (date to be announced). Costs should be estimated for

transportation and per diem for 3 days and 2 nights in Washington D.C. (location to be announced).

Please keep in mind when developing your project, the ultimate goals of the WDLA PSN Task Force (comprised of federal, state and local law enforcement agencies and community leaders) are:

- (1) To create safer neighborhoods by reducing violent crime including, but not limited to, felonious firearm crimes and criminal gang violence and sustaining that reduction through prevention, enforcement, and intervention methods;
- (2) To reduce the occurrence of violent crime through both reactive and proactive efforts supported by enforcement planning coordinated with federal, state, and local law enforcement and informed by data, real-time intelligence, and predictive policing software; and,
- (3) To reduce the occurrence of youth gun and gang-related incidents and increase positive outcomes for individuals at high risk for gang involvement through targeted, evidence-based gang and violent crime prevention and mentoring programs.

U. S. Attorney's Office - Western District of Louisiana

**Deadline to submit grant proposals is
Friday, October 18, 2024, at 5:00 p.m. to
USALAW.PSN@usdoj.gov**

OMB No. 1121-0329
Approval Expires 2/28/2027

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

**Note: All grants.gov requirements
will be met by the fiscal agent.**



Solicitation Title: BJA FY24 Project Safe Neighborhoods Formula Grant Program
Assistance Listing Number 16.609
Grants.gov Opportunity Number: O-BJA-2024-172215

Contents

Synopsis	3
Program Description Overview	3
Eligibility	3
Agency Contact Information	3
Application Submission Information	4
Registration	4
Submission	4
Program Description	5
Program Description Overview	5
Statutory Authority	5
Specific Information	5
Solicitation Goals and Objectives	5
Goals	6
Objectives	7
Federal Award Information	7
Awards, Amounts and Durations	7
Availability of Funds	8
Type of Award	8
Cost Sharing or Matching Requirement	8
Eligibility Information	8
Fiscal Agent Administrative Costs	8
How To Apply	9

Application Resources	9
How To Apply	9
Registration	9
Submission.....	9
Submission Dates and Time	10
Experiencing Unforeseen Technical Issues Preventing Submission of an Application (Technical Waivers)	10
Application and Submission Information.....	11
Content of the SF-424 in Grants.gov	11
Content of the JustGrants Application Submission	12
Application Review Information	19
Review Process	19
Federal Award Administration Information.....	19
Federal Award Notices	19
Evidence-Based Programs or Practices	19
Information Regarding Potential Evaluation of Programs and Activities	19
Administrative, National Policy, and Other Legal Requirements.....	20
Civil Rights Compliance	20
Financial Management and System of Internal Controls	20
Information Technology Security Clauses.....	21
General Information About Post-Federal Award Reporting Requirements	21
Federal Awarding Agency Contact(s).....	21
Other Information.....	21
Freedom of Information and Privacy Act (5 U.S.C. §§ 552 and 552a)	21
Provide Feedback to OJP	21
Performance Measures	21
Application Checklist.....	22
Pre-Application.....	22
Application Step 1	22
Application Step 2	23
Review, Certify, and Submit Application in JustGrants	24
Standard Solicitation Resources.....	25

Synopsis

Program Description Overview

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

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

With this solicitation, BJA seeks applications for funding under the Project Safe Neighborhoods (PSN) Formula Grant Program. The PSN Program is a nationwide initiative that brings together federal, state, local, tribal, and territorial law enforcement officials, prosecutors, community-based partners, and other stakeholders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them. PSN is coordinated by the U.S. Attorneys' Offices (USAOs) in the 94 federal judicial districts throughout the 50 states and U.S. territories.

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

Eligibility

- Other – Certified PSN Team fiscal agents for the federal judicial districts

All fiscal agents must be certified by the relevant district's United States Attorney (USA). Eligible USA-certified fiscal agents include states, units of local government, educational institutions, faith-based and other community organizations, private nonprofit organizations (including tribal nonprofits), and federally recognized American Indian tribal governments (as determined by the Secretary of the Interior).

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.

Agency Contact Information

For assistance with the requirements of this solicitation, contact the OJP Response Center by phone at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or email grants@ncjrs.gov. The OJP Response Center operates from 10:00 a.m. to 6:00 p.m. ET Monday–Friday and from 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

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

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

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Application Submission Information

Registration

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

Submission

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

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

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

Program Description

Program Description Overview

With this solicitation, BJA seeks applications for funding under the Project Safe Neighborhoods (PSN) Formula Grant Program. The PSN Program is a nationwide initiative that brings together federal, state, local, tribal, and territorial law enforcement officials, prosecutors, community-based partners, and other stakeholders to identify the most pressing violent crime problems in a community and develop comprehensive solutions to address them. PSN is coordinated by the U.S. Attorneys' Offices (USAOs) in the 94 federal judicial districts throughout the 50 states and U.S. territories.

Statutory Authority

Pub. L. No. 115-185 (codified at 34 U.S.C. 60701-60705).

Specific Information

The PSN Grant Program is awarded based on a formula and administered by BJA. It awards funds to certified fiscal agents that work with PSN Teams in federal judicial districts to support those districts' PSN strategies. Each PSN Team selects a fiscal agent to receive the federal funds and then make subawards to, or enter contracts with, each entity that will carry out the district's PSN grant strategy. The fiscal agent must be certified by the district's USAO.

Solicitation Goals and Objectives

PSN requires each USAO to establish a team of federal, state, local, tribal, and territorial (where applicable) law enforcement and community-based organizations and representatives (hereafter PSN Team) to implement a strategic plan for addressing the most pressing violent crime problems within the USAO's district.

PSN also encourages the development of practitioner-researcher partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and make communities safer. PSN research partnerships have produced key findings related to the [effectiveness of crime gun intelligence centers](#) as well as the importance of [focusing law enforcement resources on those of highest risk of committing gun-related violence](#). PSN Teams are expected to proactively engage with and support the communities they serve as allies and active partners in reducing crime and improving the quality of life in affected neighborhoods.

Applicants are expected to use awarded funds to support one or more of the following four PSN design features:

1. Community Engagement

Meaningful engagement between and among communities, law enforcement, prosecutors, and other stakeholders is an essential component of an effective violence reduction strategy. Absent community trust, support, and legitimacy, violence reduction strategies are likely to have only short-term, limited, or no effect and may create divisions between law enforcement agencies and prosecutors and the communities they serve. Ongoing engagement involves open communication and builds relationships, trust, and shared public safety values between community members and law enforcement.

2. Prevention and Intervention

Effective PSN Teams engage in problem-solving approaches that address violent crime using all the tools at their disposal. This includes utilizing strategies to address risk and

protective factors, which often involves building relationships with representatives of agencies and organizations most suited to provide education, social services, physical and behavioral health supports, job training and placement, reentry programs, restorative practices, or similar resources to those in need. Prevention and intervention activities can provide individuals and families with skills, opportunities, and alternatives that can ultimately help to reduce violent crime in communities.

3. Focused and Strategic Enforcement

To address violent crime, PSN initiatives often focus strategic enforcement on a limited number of problem places and individuals driving violent crime. Violent crime is often driven by a small number of individuals who are often involved in gangs, neighborhood crews, and violent street groups and are typically concentrated in hotspots and small “micro-places” (e.g., a street segment with abandoned homes; a problem bar, gas station, or convenience store; or an open-air drug market). In some jurisdictions, intimate partner violence is the main violent crime concern.

Critical elements of strategic enforcement include understanding the most significant drivers of violence and resources, leveraging technology and analytics, developing and implementing enforcement strategies, and deterring others from engaging in violence—including through public awareness about enforcement actions and available assistance.

4. Accountability

PSN represents a major investment of funding, technical assistance resources, human capital, and other resources at the national, state, and local levels. The ultimate goal of PSN is to reduce the level of violence in our communities. Analyzing and assessing information about the incidence of violence and the effectiveness of strategies to address it are important for PSN’s success and credibility. A research partner is especially valuable in this process, and can assist with measuring the impact of PSN strategies on violent crime and community health. In addition, research partners have helped PSN districts identify and interrupt crime drivers by assessing how local violent crime is associated with factors such as domestic violence; youth, emerging adults, and adults who commit violent offenses; gangs; returning citizens; street disputes; and/or illegal drug markets.

Each of these design elements is extensively discussed in the [Project Safe Neighborhoods Blueprint for Success](#), which can be a resource to the PSN Team and FY 2024 formula grant applicants., which can be a resource to PSN Teams and FY 2024 formula grant applicants. BJA sponsors an extensive [PSN Training and Technical Assistance Program](#) to support PSN Teams’ needs related to investigative practices, partnerships, crime analysis, technology implementation, engagement with special populations (e.g., youth, victims and witnesses of violent crime, historically underserved communities), and many other key issues confronting PSN initiatives. PSN Teams should also access the [Department’s Violent Crime Reduction Roadmap](#) for further guidance on essential steps for jurisdictions to take on addressing violent crime.

Goals

- Create and implement sustainable collaborations and comprehensive violent crime reduction strategies with federal, state, local, tribal, and territorial (where applicable) law enforcement officials, prosecutors, community-based partners, and other stakeholders to address the most pressing violent crime problems in a community.

- Foster community trust in, and increase legitimacy of, federal, state, and local law enforcement entities through the development of violent crime reduction strategies, public education approaches, and transparent accountability mechanisms.
- Effectively use intelligence and data to identify violent crime drivers and individuals at risk of violence victimization or perpetration to intervene, prevent, and improve outcomes.

Objectives

- Implement one or more effective strategies to prevent, respond to, and reduce violent crime.
- Support the PSN Team’s specific activities and resource requirements by implementing the grant funded portion of the district’s larger PSN strategy in collaboration with all relevant partners and stakeholders.

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

Federal Award Information

Awards, Amounts and Durations

Anticipated Number of Awards: 93

Anticipated Maximum Dollar Amount Per Award: Awards to be determined by formula calculation

Period of Performance Start Date: October 1, 2024

Period of Performance Duration: 36 months

Anticipated Total Amount to Be Awarded Under This Solicitation: \$15,968,319

Additional Information: Funding allocations are determined by formula based on each PSN District’s crime rate and population size.

The certified fiscal agent will be responsible for accepting the full funding allocation and overseeing the management of this funding, including all of the subawards. (See below for expectations of a fiscal agent.) In some instances, a PSN Team may enter into an agreement with the state administering agency (SAA) responsible for managing its state’s Byrne Justice Assistance Grant Program awards to serve as fiscal agent. For a list of SAAs, visit [State Administering Agencies | Overview | Office of Justice Programs.](#)

All grant funding decisions must be made by a nonfederal, nonconflicted PSN selection committee. However, in some instances, nonfederal, nonconflicted PSN Team members may determine that the fiscal agent is the most appropriate entity to carry out aspects of the district’s PSN grant strategy in addition to administering the grant. In these cases, the fiscal agent is permitted to retain PSN funds, in addition to the 10 percent in administrative funds, to support allowable activities associated with implementing the PSN grant strategy. The fiscal agent’s grant application and budget must reflect input from the PSN Team, the agreed-upon apportionment of funds for all proposed grant project goals, and clear documentation of the decision and team participants.

The certified fiscal agent is eligible to apply for funding based on its district’s violent crime rate and population, although one exception applies: The funding allocation for the judicial districts of

Guam and the Northern Mariana Islands is combined, and only one application will be accepted. The FY 2024 allocations may be found at <https://bj.a.ojp.gov/funding/fy24-psn-allocations.pdf>.

Pursuant to 34 U.S.C. §§60701-05, 30 percent of PSN funding must be used to support gang task forces in regions of the United States “experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking, and drug trafficking.” Each PSN district must account for this requirement in its grant application as outlined in the “Application and Submission Information” section of this solicitation. This should include a clear explanation of how funds will be used to enhance, or coordinate with, teams that focus on these crime issues. For more information on this requirement, please see [Project Safe Neighborhoods \(PSN\) | Frequently Asked Questions | Bureau of Justice Assistance](#).

Availability of Funds

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

Type of Award

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

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Eligibility Information

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

Fiscal Agent Administrative Costs

Up to 10 percent of the PSN award may be utilized by the fiscal agent for direct costs associated with administering the award.

Note: Please disregard grants.gov requirements. These will be met by fiscal agent.

How To Apply

Application Resources

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

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

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

How To Apply

Registration

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

Submission

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

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

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

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

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

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

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

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by [REDACTED]

The **full application** must be submitted in JustGrants by [REDACTED]

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

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

OJP will only consider requests to submit an application after the deadline when the applicant can document that a technical issue with a government system prevented submission of the application on time.

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the Grants.gov deadline** to request approval to submit after the deadline.

If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within **24 hours of the JustGrants deadline** to request approval to submit after the deadline.

Waiver requests sent to the OJP Response Center must—

- describe the technical difficulties experienced (provide screenshots if applicable);
- include a timeline of the applicant's submission efforts (e.g., date and time the error occurred, date and time of actions taken to resolve the issue and resubmit; and date and time support representatives responded);
- include an attachment of the complete grant application and all the required documentation and materials;
- include the applicant's Unique Entity Identifier (UEI); and
- include any SAM.gov, Grants.gov, and JustGrants Service Desk tracking numbers documenting the technical issue.

OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information listed above), or that does not submit a waiver request within the required time period, will be denied.

For more details on the waiver process, OJP encourages applicants to review the “Experiencing Unforeseen Technical Issues” section in the [Application Resource Guide](#).

Application and Submission Information

Content of the SF-424 in Grants.gov

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

Intergovernmental Review: This funding opportunity is subject to [Executive Order \(E.O.\) 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's State appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the State's process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19, once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting “Program is subject to E.O. 12372 but has not been selected by the State for review.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

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

Standard Applicant Information

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

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

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

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

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

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 10 numbered pages.

The Proposal Narrative must include the following sections:

a. Description of the Issue

This section must identify the violent crime issue(s) to be addressed through this grant award, the data used to identify the violent crime issue, the selected target enforcement area(s), as well as the key partners who need to be included in project activities.

- What type of violent crime issue(s)/challenge(s)/driver(s) will your grant strategy address? What PSN design feature(s) will your grant strategy focus on?
- Which geographical area(s) will be the focus of your PSN grant strategy, and what is driving violence in this area(s)?
- What type of data did you use to analyze the violent crime issue in your district?
- Which agencies/types of agencies assisted in the violent crime assessment?
- How has the input of the community and stakeholder organizations been incorporated into the grant strategy?
- How will grant funding be useful in addressing the specific violent crime issue(s)?
- What community resources (community-based organizations, state and local social service providers, public health and behavioral health resources, etc.) are available to assist in the grant strategy's implementation and impact?

b. Project Design and Implementation

This section must describe the strategy that will be implemented to address the violent crime issue(s), the roles of the key partners, and the data that will be collected and analyzed to inform and measure the grant strategy's outcomes.

- What will grant funding be used for and how will it be used to implement the relevant PSN design feature(s)? What are the specific goals and objectives, and what are the plans to meet the goals and objectives?
- Which agencies (and representatives, if necessary) will participate in the grant strategy's implementation, and what will be their roles? Please be sure to include the USAO, fiscal agent, applicable PSN Team members, selection committee members, community leaders/members, and others, if applicable.
- What specific agencies or organizations will receive subawards to support the PSN grant strategy? What will the award amount be for each subaward (if known), and how will each subawardee use funds to support the grant strategy's goals and objectives?
- What type of data will the fiscal agent and PSN Team utilize to monitor implementation progress and measure outcomes, and how often will data be analyzed?
- Will you collaborate with a research partner to select and assess your PSN strategy?

Gang Task Force Set-Aside

Applicants must clearly describe how they will comply with the requirement to use 30 percent of grant funds to support the activities of gang task forces in regions in the United States experiencing a significant or increased presence of criminal or transnational organizations engaging in high levels of violent crime, firearms offenses, human trafficking,

and drug trafficking. Please see [Project Safe Neighborhoods \(PSN\) | Frequently Asked Questions | Bureau of Justice Assistance \(ojp.gov\)](#) to learn more.

1. State whether violence in your geographical area(s) is being driven by criminal or transnational organizations.
2. If violence is being driven by criminal or transnational organization(s), please describe how 30 percent of the grant funding will support a gang task force(s).
3. If the violent crime issue(s) is not driven by criminal or transnational organizations, please describe how 30 percent of the grant funding will support the law enforcement objectives within the confines of the 30 percent gang set-aside requirement as defined by this solicitation.

c. Capabilities and Competencies

Describe the capabilities and competencies required to accomplish the goals and objectives of the project.

Each fiscal agent will be expected to:

- Organize, draft, and submit the required PSN application and subaward materials, including, but not limited to, writing subaward solicitations, if applicable, based on project-related information from the PSN Team and selection committee.
- Manage all fiscal matters, including, but not limited to:
 - Drafting and overseeing the contracts entered into, and subawards made, using project-related information and assistance from the PSN Team and selection committee.
 - Posting and distributing a notice of funding opportunities, if applicable.
 - Notifying subrecipients and vendors of award selection.
 - Accounting for all funds awarded.
 - Drawing down federal funds, as needed, and keeping the PSN Team informed about challenges and problems.
 - Making payments to each contractor or subrecipient and keeping the PSN Team informed about challenges and problems.
- Prepare the required federal reports.
- Work with BJA staff to submit Grant Adjustment Modifications (GAMs), as needed.
- Provide requested information and revisions in a timely manner.
- Work with federal monitors or auditors, as needed.
- Establish a process to award and monitor each subaward to ensure that subaward recipients adhere to the financial and administrative rules in the DOJ Grants Financial Guide.
- Complete the DOJ Grants Financial Management training online or in person within 120 days of accepting the federal grant award, unless the fiscal agent award administrator and financial manager have already done so.
- Ensure compliance with all award conditions

It is strongly recommended that a fiscal agent have experience with overseeing and accounting for funds, especially federal grant funds.

- d. Plan for Collecting the Data Required for This Solicitation's Performance Measures
- Describe the process for measuring project performance.

- Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact.
- Describe the process to accurately report data.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit [OJP's performance measurement page](#) at www.ojp.gov/performance for more information on performance measurement activities.

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

Award recipients will be required to submit quarterly performance measure data in the Performance Measurement Tool (PMT), and separately submit a semi-annual performance report in the Justice Grants System (JustGrants). BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

[Note on Project Evaluations](#)

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

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

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.
- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. The included timelines should be clearly linked to the goal.
- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Deliverables include timelines.

[Deliverables Expected by Successful Applicants](#)

- Periodic reports to BJA as required by the terms of the grant.

- If the grant supports the activities of a research partner, a final analysis report of the PSN project's implementation and outcomes must be submitted to BJA at the conclusion of the project as an attachment to the Final Progress Report.

Program objectives and deliverables should be included in one timeline.

Budget and Associated Documentation

Funding Restrictions

In addition to the unallowable costs identified in the DOJ Grants Financial Guide, award funds may not be used for the following:

- Prizes, rewards, entertainment, trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Food and beverage

Authorization of Subawards

Any subaward made by the fiscal agent must be expressly authorized by BJA via GAM post-award before funds can be obligated for subawards.

If known at the time of application, the fiscal agent should provide the name, address, and organizational affiliation of all proposed subaward recipients. Note: Including this information in the application does not signify subaward approval.

PSN Team Workshop Funds

Award recipients must reserve funds in their budget to support three nonfederal members of the PSN Team to participate in one in-person workshop supported by the PSN Training and Technical Assistance Program. Applicants should estimate these costs based on the transportation and per diem costs for 3 days and 2 nights in the Washington, D.C., area. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Budget Detail and Narrative Web-Based Form

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

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

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

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

Costs Associated With Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. See the [Application Resource Guide](#) for information on costs associated with language assistance.

Budget/Financial Attachments

Pre-Agreement (Pre-Award) Costs (if applicable)

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

Indirect Cost Rate Agreement (if applicable)

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

Consultant Rate (if applicable)

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

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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Limitation on Use of Award Funds for Employee Compensation; Waiver” provisions in the “Financial Information” section of the OJP Grant Application Resource Guide.

Disclosure of Process Related to Executive Compensation (if applicable)

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

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

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

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

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

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

[Research and Evaluation Independence and Integrity Statement \(if applicable\)](#)

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

[List of Subaward Recipients](#)

The applicant will provide the name, address, and organizational affiliation of all proposed subaward recipients. Note: Including this information in the application does not signify subaward approval. Any subaward made by the fiscal agent must be expressly authorized by BJA via GAM post-award before funds can be obligated for subawards.

[Fiscal Agent Certification Letter](#)

The applicant will provide a letter to the Bureau of Justice Assistance signed by the applicable United States Attorney (USA) certifying the fiscal agent applicant. **If an applicant is a fiscal agent or other entity that has not received the required certification by its local USA, its application will not be considered for funding.**

[Disclosures and Assurances](#)

The applicant will address the following disclosures and assurances.

[Disclosure of Lobbying Activities](#)

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

[Applicant Disclosure of Duplication in Cost Items](#)

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

[DOJ Certified Standard Assurances](#)

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

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

[Applicant Disclosure and Justification – DOJ High-Risk Grantees](#)

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

Application Review Information

Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.gov.

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

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

Federal Award Administration Information

Federal Award Notices

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this solicitation. For additional information on what should be included in the application, see the

[Application Resource Guide](#) section entitled “Information Regarding Potential Evaluation of Programs and Activities.”

Administrative, National Policy, and Other Legal Requirements

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

Civil Rights Compliance

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

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

Financial Management and System of Internal Controls

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

Information Technology Security Clauses

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

General Information About Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), contact information for Grants.gov, and contact information for JustGrants, see the solicitation [Synopsis](#).

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

A list of performance measure questions for this program can be found at: <https://bja.ojp.gov/funding/performance-measures/PSN-Measures.pdf>.

Application Checklist

BJA FY24 Project Safe Neighborhoods Formula Grant Program

This application checklist has been created as an aid in developing an application. For more information, reference [The OJP Application Submission Steps in the OJP Grant Application Resource Guide](#) and the [DOJ Grant Application Submission Checklist](#).

Pre-Application

Before Registering in Grants.gov

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

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#)).

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of formula allotment.

Review Eligibility Requirement

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

Application Step 1

After registering with SAM.gov, submit the SF-424 and SF-LLL in Grants.gov.

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

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

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

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

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see [Application Resource Guide section on Experiencing Unforeseen Technical Issues](#)).

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from JustGrants with login instructions.

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

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

Budget and Associated Documentation

- Budget Detail and Narrative web-based form
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Memorandum of Understanding (if applicable)
- Fiscal Agent Certification Letter
- List of Subrecipients, if available

Disclosures and Assurances

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

- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

Review, Certify, and Submit Application in JustGrants

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

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

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

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