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**Grants.gov Opportunity Number: O-BJA-2023-171572**

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

**Deadline to submit grant proposals is  
Friday, July 26, 2024, at 5:00 p.m. to  
[USALAW.PSN@usdoj.gov](mailto:USALAW.PSN@usdoj.gov)**

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# **GUIDELINES FOR FY2023 PSN GRANT PROPOSALS**

**Grants.gov Opportunity Number: O-BJA-2023-17572**

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

**Deadline to submit grant proposals is  
Friday, July 26, 2024, at 5:00 p.m. to  
[USALAW.PSN@usdoj.gov](mailto:USALAW.PSN@usdoj.gov)**

## **Introduction**

In accordance with the press release issued on June 25, 2024 by the United States Attorney's Office for the Western District of Louisiana, the U. S. Department of Justice has awarded **\$152,565** to support the Project Safe Neighborhoods (PSN) Program in the Western District of Louisiana. At least 30% (\$41,192.55) 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 from the five major cities 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.

FY2023 PSN grant funds awarded to the WDLA total **\$152,565**. Of that amount, **10% (\$15,265.50)** is awarded to the fiscal agent for administering the FY2023 PSN grants. **Thirty (30%) percent (\$41,192.55)** of those funds are **required** to be set aside for **gang-related** programs. The remaining amount of grant funds (**\$96,115.95**) 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.
- 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 FY2023 PSN Grant program is for the period October 1, 2024 through September 30, 2026.
- (b) Award recipients should reserve funds 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

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



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**BJA FY 2023 Project Safe Neighborhoods Formula Grant Program**

**Assistance Listing Number #** 16.609

**Grants.gov Opportunity Number:** O-BJA-2023-171572

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**Overview**

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding under the Project Safe Neighborhoods Formula Grant Program (PSN). This program furthers the DOJ's mission by providing support to state, local, and tribal efforts to reduce violent crime.

This solicitation incorporates guidance provided in the OJP Grant Application Resource Guide which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

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.

**Eligible Applicants:**

Other

**Other**

Certified PSN Team fiscal agents for the federal judicial districts

[Redacted text]

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[USALAW.PSN@usdoj.gov](mailto:USALAW.PSN@usdoj.gov)**

**Time Period for FY 2023 Grant –  
October 1, 2024 – September 30, 2026**

***PLEASE NOTE: Submissions to Grants.gov and JustGrants mentioned  
in this announcement have been completed by the Fiscal Agent and not  
required by those agencies applying for grant funds.***



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## Program Description

### **Overview**

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

With this solicitation, BJA seeks applications for funding under the Project Safe Neighborhoods Formula Grant Program (PSN). PSN 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**

34 U.S.C. §§60701-60705

### **Specific Information**

#### **PSN's Background**

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

PSN has four design features — (1) community engagement, (2) prevention and intervention, (3) focused and strategic enforcement, and (4) accountability — which are built on the core principles of fostering trust and legitimacy in our communities, supporting community-based organizations that help prevent violence from occurring, setting focused and strategic enforcement priorities, and measuring the results of these efforts.

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. And BJA expects PSN Teams to proactively engage with and support the communities they serve as allies in reducing crime and improving the quality of life in affected neighborhoods.

#### **How Awards Are Made**

BJA awards PSN funding based on a formula that calculates each district's funding allocation, and it administers the awards. It awards funds to certified fiscal agents that work with their PSN Teams in their federal judicial districts to support those districts' PSN strategies.

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 allocations for the judicial districts of Guam and the Northern Mariana Islands are combined, and only one application will be accepted for both. The funding allocations will be posted when available. In order to expedite the award

process, the FY 2023 PSN grant application should be developed based on last year's allocation as a placeholder until the formula amounts are finalized. Once the FY 2023 allocation amounts are available, applicants will be notified to revise their applications with the correct allocation amount. The FY 2022 allocations may be found at [FY 2022 Project Safe Neighborhoods Funding Allocation Amounts \(ojp.gov\)](#).

### **Information about Selecting Fiscal Agents**

Each PSN Team selects a fiscal agent to receive the federal funds and then make subawards to, or enter into contracts with, each entity that will carry out the district's PSN strategy. (See below for the 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 \(ojp.gov\)](#).

The fiscal agent must be selected by nonfederal and nonconflicted PSN Team members and will need to be certified by the district's USA. The USAO must provide the fiscal agent with the certification letter, which must be included in the application materials. Guidance on the certification process may be found at [Project Safe Neighborhoods \(PSN\) | Certification Process | Bureau of Justice Assistance \(ojp.gov\)](#).

### **Funding Decisions and Allocations**

All subaward 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 subaward 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 administrative funds, to support allowable activities associated with implementing the PSN subaward strategy. The fiscal agent's grant application and budget must reflect input from the PSN Team, the agreed-upon apportionment of funds for all the proposed grant project goals, and clear documentation of the decision and team participants.

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 fiscal agent must account for this requirement in the 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 \(ojp.gov\)](#).

BJA expects each fiscal agent 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 preferred that a fiscal agent have a track record in overseeing and accounting for funds, especially federal grant funds.**

### **PSN's Four Design Features**

BJA expects applicants to use 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, job training and placement, reentry programs, 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 prolific offenders; they 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, which could also be 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. Since 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 an especially valuable partner who can assist with measuring the impact of PSN strategies on violent crime and community health.

Each of these design elements is extensively discussed in the [Project Safe Neighborhoods Blueprint for Success](#), a resource for the PSN Team and FY 2023 PSN applicants.

### **DNA Testing of Evidentiary Materials and Uploading DNA Profiles to a Database**

If PSN funds are to be used for DNA testing of evidentiary materials, any resulting eligible DNA profiles must be uploaded to the Combined DNA Index System (CODIS, the national DNA database operated by the Federal Bureau of Investigation) by a government DNA lab with access to CODIS. No profiles generated with PSN funding may be entered into any other nongovernmental DNA database without prior written approval from BJA (exceptions include forensic genealogy). Additionally, award recipients utilizing PSN funds for forensic genealogy testing must adhere to the DOJ Interim Policy Forensic Genealogical DNA Analysis and Searching available at <https://www.justice.gov/olp/page/file/1204386/download>.

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

### **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 the 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 in order to intervene, prevent, and improve outcomes.

### **Objectives**

An applicant should address all the objectives listed below in the Goals, Objectives, Deliverables and Timeline web-based form.

- 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 district’s larger PSN strategy in collaboration with all relevant partners and stakeholders.

### **Deliverables**

- 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.

The goals, objectives, and deliverables are directly related to the performance measures that show the completed work’s results, as discussed in the “Application and Submission Information” section.

### **Evidence-Based Programs**

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

### **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**

#### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

#### **Awards, Amounts and Durations**

##### **Anticipated Number of Awards**

93

##### **Period of Performance Start Date**

10/1/23

<b>Period of Performance Duration (Months)</b>	<b>Anticipated Total Amount to be Awarded Under Solicitation</b>
36	\$20,000,000

### **Availability of Funds**

This solicitation, and awards 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.

### **Type of Award**

BJA expects to make awards under this solicitation as grants. See the "Administrative, National Policy, and Other Legal Requirements" section of the [OJP Grant 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.

### **Financial Management and System 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 [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

#### **Unallowable Costs**

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 subaward(s).

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 Conference Funds**



Award recipients must reserve funds in their budget to support three nonfederal members of the PSN Team to participate in the 2023 PSN National Conference. 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.

### **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](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

### **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.

### **Unmanned Aircraft Systems**

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

### **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.

### **Eligibility Information**

All fiscal agents must be certified by the relevant district's United States Attorney. 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 information on cost sharing or matching requirements, see the [Federal Award Information section](#).

For the 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.

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

## Application and Submission Information

### Content of Application Submission and Available Surveys

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 is nonresponsive to the scope of the solicitation.

### Information to Complete the Application for Federal Assistance (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 [OJP Grant 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 solicitation (“funding opportunity”) is subject to [Executive Order 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/2020/04/SPOC-4-13-20.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.”

### 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. 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 Organization 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 [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

## **Proposal Narrative**

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 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 geographical area(s), as well as the key partners who need to be included in project activities. The following are questions the applicant should address:

What type of violent crime issue(s)/challenge(s)/driver(s) will your grant strategy address?  
Which 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(s) 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 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. Following are questions the applicant should address:

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 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?

#### 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 a gang task force in a region(s) 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 \(ojp.gov\)](#) for guidance to address:

1. 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 the applicant will address the 30 percent gang set-aside requirement as described in the PSN FAQs.

#### c. Capabilities and Competencies

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

#### 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 as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

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 goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at [Project Safe Neighborhoods Program \(ojp.gov\)](#).

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

making awards.

### **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](#).

### **Goal, Objective and Deliverables**

The applicant will submit PSN's goals, objectives, deliverables and timelines in the JustGrants web-based form. The projected fiscal year and quarter the objectives and deliverables will be completed is also entered into the form. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

Goals. The applicant should outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

### **Budget and Associated Documentation**

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

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

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

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

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

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

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

## **Memoranda of Understanding (MOUs) and Other Supportive Documents**

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) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

## **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

## **Letters of Support**

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

## **Research and Evaluation Independence and Integrity Statement**

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

## **Disclosure 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(s) made by the fiscal agent must be expressly authorized by BJA via GAM post-award before funds can be obligated for subaward(s).

## **Fiscal Agent Certification Letter**

The applicant will provide a letter addressed to the Bureau of Justice Assistance signed by the

applicable United States Attorney certifying the fiscal agent as 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.**

### **Disclosure and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

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

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

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

#### **DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing**

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

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

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

### **How to Apply**

**Registration:** Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

**Submission:** Applications must be submitted to DOJ electronically through a two-step process via Grants.gov and JustGrants.

**Step 1:** After registering with SAM, the applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html> by the Grants.gov deadline. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

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

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 [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

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

[REDACTED]

[REDACTED]

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

## Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

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 a tracking number 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, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does 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 Help Desk \(Federal Service Desk\)](#), Monday – Friday from 8 a.m. to 8 p.m. ET at 866-606-8220.
- Grants.gov - contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov).
- JustGrants - contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175, Monday – Friday from 7 a.m. to 9 p.m. ET and Saturday, Sunday, and Federal holidays from 9 a.m. to 5 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must -

- describe the technical difficulties experienced,
- 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 who does not provide documentation of a technical issue or who 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 [OJP Grant Application Resource Guide](#).

## 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 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 (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### Federal Award Notices

Generally, award notifications are made by the end of the current Federal fiscal year, September 30th. 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 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 typically must submit quarterly financial reports, semi-annual performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate

cases, OJP may require additional reports.)

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

### Federal Awarding Agency Contact(s)

For OJP contact(s), and contact information for Grants.gov and JustGrants, see the solicitation cover page.

### Other Information

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

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

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

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

### Performance Measures

A list of performance measure questions for this program can be found at [Project Safe Neighborhoods Program \(ojp.gov\)](#).

### Application Checklist

#### **Public 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 Application Submission Checklist](#).

#### **Pre-Application**

##### ***Before Registering in Grants.gov:***

- *Acquire or renew your Entity's System Award Management (SAM) Registration Information (see [OJP Grant Application Resource Guide](#))*

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

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

#### ***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 [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 <https://www.ojp.gov/funding/financialguidedojoj/iii-postaward-requirements#6g3y8> (see [OJP Grant 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 2022 Awards](#)” in the [OJP Funding Resource Center](#).

***Review Scope Requirement:***

- The federal amount requested is within the allowable limit(s) as noted in the funding allocation for each district.

***Review Eligibility Requirement:***

- Review the Eligibility section on the cover page and the Eligibility Information section in the solicitation.

**Application Step 1**

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

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**

- Standard Applicant Information (SF-424 information in Grants.gov)
- Proposal Abstract
- Proposal Narrative

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

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

#### **Additional Application Components**

- Research and Evaluation Independence and Integrity(see [OJP Grant Application Resource Guide](#))
- Timeline
- List of procurement contracts (if applicable)
- Disclosure of Subaward Recipients
- Fiscal Agent Certification Letter

#### **Disclosures and Assurances**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant 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](mailto:JustGrants.Support@usdoj.gov) regarding technical difficulties. See the [OJP Grant Application Resource Guide](#) for additional information.

## **Standard Solicitation Resources**

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

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

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

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

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