

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



BJA FY 23 Preventing School Violence: BJA's STOP School Violence Program

Assistance Listing Number # 16.839

Grants.gov Opportunity Number: O-BJA-2023-171666

Solicitation Release Date: March 15, 2023 2:00 PM ET

Step 1: Application Grants.gov Deadline: May 08, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: May 15, 2023 8:59 PM ET

Overview

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) seeks applications for funding to prevent violence in a K–12 school setting. This program furthers the DOJ's mission by supporting and assisting county, local, territorial, and tribal jurisdictions in improving efforts to reduce violent crime in and around schools.

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.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00066-PROD	Category 1	10	\$2,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00067-PROD	Category 2	75	\$1,000,000	10/1/23 12:00 AM	36

Eligible Applicants:

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

Other

Units of local governments

Category 1:

- State governments
- Public and state-controlled institutions of higher education

Category 2:

- City or township governments
- County governments
- Units of local governments
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Independent school districts
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

Private K–12 schools, including private charter schools, should apply as “nonprofits.” Public charter schools should apply as “independent school districts.”

Applicants may propose to use the grant to contract with or make one or more subawards to:

- Local educational agencies
- Nonprofit organizations
- Units of local government or tribal organizations (as defined in section 4(l) of the Indian Self-Determination and Education Assistance Act (25 U.S.C. 5304(l)))

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

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

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

Submission Information

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: The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF-424)** and a **Disclosure of Lobbying Activities (SF-LLL)** form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **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.

For technical assistance with submitting the SF-424 and a 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 operates 24 hours a day, 7 days a week, except on federal holidays.

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

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 7 a.m. to 9 p.m. ET Monday–Friday and 9 a.m. to 5 p.m. ET on Saturday, Sunday, and Federal holidays.

OJP encourages applicants to review the “[How To Apply](#)” section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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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 to increase school safety by implementing training that will improve school climate using school-based behavioral threat assessments and/or intervention teams to identify school violence risks among students, technological solutions shown to increase school safety such as anonymous reporting technology, and other school safety strategies that assist in preventing violence.

Samples of previous, successful applications can be found at <https://bja.ojp.gov/funding/successful-applications>.

Statutory Authority

Any awards under this solicitation would be made under statutory authority provided by the Department of Justice Consolidated appropriations Act, 2023 (P.L. 117-328, 136 Stat 4459, 4537). Additionally, funds provided to the program under the Bipartisan Safer Communities Supplemental Appropriations Act (Pub. L. No. 117-159, 136 Stat. 1313, 1339), 28 U.S.C. 530C, are included in this solicitation.

Specific Information

BJA's Students, Teachers, and Officers Preventing (STOP) School Violence Grant Program is designed to improve K–12 school security by providing students and teachers with the tools they need to recognize, respond quickly to, and prevent acts of violence and ensure a positive school climate.

Eligible applicants for Categories 1 or 2 may submit only **one application**. The proposals may include one or more of the following areas:

(1) **Develop and operate technology solutions** such as anonymous reporting systems (ARS) for threats of school violence, including mobile telephone applications, hotlines, websites, or other school safety technology solutions, for accurate identification of danger (without resorting to discriminatory stereotypes or violating privacy) or other technology solutions shown to improve school safety. Applicants will demonstrate in their applications or with attached letters of support or memorandums of understanding (MOUs) that they have the support of relevant team partners, including local law enforcement. Applicants should also discuss how this system will not duplicate but complement existing ARS systems in the jurisdiction or state. Applicants will need to detail how the data collected through this system is handled, secured, and shared and review data to ensure there is no disparate impact based on race, ethnicity, or disability in outcomes.

(2) **Develop and implement multidisciplinary behavioral threat assessment (BTA) and/or intervention teams**. BTA and/or intervention teams must be multidisciplinary and should

coordinate with law enforcement agencies, behavioral health specialists, community stakeholders, and school personnel. Applicants should demonstrate in their applications or with attached letters of support or MOUs that they have the support of relevant team partners. BTA must be done in conjunction with a **research partner or evaluator** who can track data pertaining to the use of BTA, the demographic characteristics of those who undergo assessments, and the referral results of those assessments; document services provided after each assessment; and review data and evaluations to ensure that follow-up services are provided and that there is no disparate impact based on race, ethnicity, or disability. Applicants seeking to implement BTA activities must partner with a researcher in this activity and account for the research in the project team and associated expenses.

(3) Train school personnel and educate students on preventing school violence, including strategies to improve a school climate. This includes training for school officials on intervening and responding to individuals in mental health crises, social emotional learning, anti-bullying prevention, suicide prevention, and other evidence-based programs that may improve school climate. When proposing training, states, schools, and school districts should also consider training developed for and provided to different audiences. In addition to teachers, school administrator training on psychological and physical safety should be considered. Attorneys working for the school district or state education agencies, for example, may be providing advice on safety situations without any specialized safety training. Partners such as youth-serving organizations and law enforcement officers can also be trained in the same school safety so the messages are reinforced throughout the community. Proposals should include plans for ongoing training. This will ensure that high quality plans are implemented with attention to continuous improvement. School safety concepts (i.e., threat assessment, crisis intervention procedures, de-escalating with youth, restorative justice, trust-based relational intervention [TBRI] training) and plans cannot be learned in one 6-hour training. Learning should be continuous and built upon through professional development. Coaching throughout implementation can help personnel focus on mitigating any unintended harmful consequences such as bias and student rights violations. Applicants are also encouraged to include students in their school safety initiatives. Examples include forming safety clubs, holding listening sessions with student councils, having students develop promotional materials, and participating in planning with students.

Applicants may also consider the development and implementation of educational campaigns such as safe storage campaigns that teach caregivers how to safely store firearms. Applicants are encouraged to develop campaigns that are built in partnership with community organizations and youth and that increase buy-in from caregivers. For guidance on allowable costs, please refer to the budget section of this notice.

(4) Provide specialized training or create specialized nontraining policies for law enforcement who work in schools and/or with school-age populations such as school resource officers (SROs) and probation officers. Such training should include the basics of mental health awareness, conflict resolution, mediation, restorative justice principles and practices, problem solving, mentoring principles, crisis intervention, youth development, implications of trauma and trauma-informed interaction with youth, basic classroom instruction and expectations, integrated response training with mental health and school psychologists, family and parent engagement, and appropriate use of information. Additional training topics may include:

- Incident reporting and data collection

- Procedural justice

- Multitiered system of support e.g., Positive Behavioral Interventions and Supports (PBIS)

Community policing and Scanning, Analysis, Response, and Assessment (SARA) problem-solving model

De-escalation and conflict resolution techniques

Child development, including adolescent brain development

Teen dating violence and sexual assault

Family and Educational Rights and Privacy Act (FERPA)

Individualized Education Programs (IEPs), including training on Title II of the Americans with Disabilities Act and the requirement that SROs must make reasonable modifications when necessary to interact with young people with disabilities

Working with specific student groups, including youth with disabilities, English language learners, and youth who identify as lesbian, gay, bisexual, transgender, queer, questioning, and/or intersex

Bias-free policing, including implicit bias and cultural competence

Alternatives to arrest, including diversion programs

Trauma-informed care

Civil rights, protected classes, and constitutional rights

Bullying prevention

Drug and alcohol education

Social media use

Emergency management

Crime Prevention Through Environmental Design (CPTED)

Behavioral threat assessment in school settings

Active shooter training

Non-training activities may include:

Policy development specific to law enforcement, including on the appropriate use of force, response protocols, and parameters and limitations of the law enforcement role in educational settings

Policy development and training to identify school disciplinary issues (which should be handled by teachers or school administrators) and situations where law enforcement may be necessary to protect physical safety

Policy development regarding the limited circumstances in which arrest is necessary, to include support for diversion

Policy development regarding the appropriate use of student information, including privacy protections

Policy development regarding conflict resolution

Development of performance metrics to measure implementation of policy (e.g., use of conflict resolution, adherence to privacy measures)

Enhancing data collection to support transparency and tracking measures

(5) Hiring school support personnel such as climate specialists, school psychologists, school social workers, school-based violence interrupters, and others directly supporting the prevention of school violence. These hires can work independently in the school or as part of an SRO co-responder model. Applicants proposing to hire staff as outlined in this section must state in their applications what steps they will take to sustain the position(s) when grant funds are exhausted. Mechanisms to support dedicated staff time (additional compensation) for staff training, hiring a full-time safety coordinator, and setting aside time for implementation and sustainability planning should be included in the application. An innovative focus on staff retention and fostering resilience during staff transitions should also be considered. Applicants should also identify the specific training that new hires will receive, or may have already completed prior to being hired, to ensure readiness to work with children who comprise the school-age population, such as the trainings identified in Section 4. **By statute, funds may not be used to hire *new* SROs** but may be used to pay overtime to existing SROs who are performing duties as part of a grant that are **outside the scope of their normal job duties**.

Applications that propose behavioral threat assessments, intervention teams, and/or operating technology solutions such as anonymous reporting systems should ensure that their implementation strategies, policies, and protocols address critical issues such as student privacy, data security, race, national origin, disability, religion, and sex-based discrimination and bias. They also must ensure that community stakeholders are a part of the planning process, as described in the U.S. Secret Service National Threat Assessment Center's document, *Enhancing School Safety Using a Threat Assessment Model: An Operational Guide for Preventing Targeted School Violence*, and that interventions are trauma informed as well as informed by child and adolescent development. Additionally, all grantees will be expected to work with BJA's STOP Program training and technical assistance (TTA) provider. The provider will work with grantees to assess their strategies and provide support as necessary throughout the grant period on vital issues such as developing evidence-based, constitutionally sound programs.

For more information related to policies and protocols to address student privacy, data security, discrimination, and bias, see <https://studentprivacy.ed.gov/> and <https://studentprivacy.ed.gov/resources/school-resource-officers-school-law-enforcement-units-and-ferpa>.

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

Implemented with attention to treating all students equally and protection of all students' civil rights.

Protective of student privacy, as required by FERPA and applicable state privacy laws, and ensure that students are not discriminated against on the basis of race, national origin, disability, religion, or sex.

Limited to allow personnel in law enforcement agencies to receive student information from education records only when such disclosure is necessary to protect the health or safety of the student or other individuals (e.g., necessary to prevent school violence).

Consistent with a comprehensive approach to preventing school violence and promoting a positive school climate.

Transparent so that students, parents/guardians, and community members know what is being done and have the data necessary to monitor its effectiveness and compliance with privacy and nondiscrimination requirements.

Individualized to the needs of each school at which those improvements are to be made.

Digital Trust

Technological devices, artificial intelligence, predictive analytics, and other data-driven solutions (“Technological Enhancements”) are increasingly used to augment crime reduction strategies and efforts. Care must be taken to assess and address any potential harm that could be activated by these solutions to ensure privacy, civil rights, and civil liberties are protected. Applicants proposing to utilize grant funds to support technological enhancements directly or via training and technical assistance may receive priority consideration if their proposal addresses tenets of digital trust such as:

How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community, and/or the criminal justice system.

How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

Applicants proposing to implement an anonymous reporting system in a state or jurisdiction that has an existing ARS system should describe how the proposed ARS system will not be duplicative.

STOP funds may not be used to address violence on the campus of an institution of higher education.

All applicants should be aware that under federal law, OJP may not award grant funds to procure or obtain any equipment, system, or service that uses “covered telecommunications equipment or services” as a substantial or essential component of any system, or as critical technology as part of any system. In general, with limited exceptions, “covered telecommunications equipment or services” includes telecommunications and video surveillance equipment or services produced by a foreign entity that is specifically designated by statute or by the federal government pursuant to statute.

Determination of Suitability for Covered Individuals Who May Interact with Participating Minors Award Condition

If the applicant indicates that a purpose of some or all of the activities to be carried out under the award (whether by the recipient or a subrecipient at any tier) is to benefit a set of individuals under 18 years of age, the recipient and any subrecipient at any tier, must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status. The recipient (and any subrecipient at

any tier) may not permit any covered individual to interact with any participating minor in the course of activities under the award, unless the recipient or subrecipient first has made a written determination of the suitability of that individual to interact with participating minors. A condition will be attached to all awards related to this requirement but applies to an award only if it is indicated in the application that the purpose of the activities will benefit individuals under the age of 18.

Goals, Objectives, and Deliverables

Goals

The goal of this program is to prevent and reduce school violence including violence committed with firearms.

Objectives

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

The program's objectives are to increase school safety using evidence-based solutions to prevent violence against schools, staff, and students and ensure a positive school climate. Applicants should also be mindful of the potential to cause or exacerbate trauma for some students and should use a trauma-informed approach when implementing program activities to help mitigate this concern.

Deliverables

Implementation of training, including for all behavioral threat assessments and/or intervention teams, that prepares school and/or law enforcement personnel to identify school violence risks among students in a nondiscriminatory and trauma-informed way and/or to improve their school climate. A positive school climate is paramount for learning; activities should not generate additional fears or traumatize students who may already be living in an unsafe environment. Threat assessment training must not discriminate against or stereotype students based on race, national origin, disability, religion, or sex.

Resources and strategies for responding to students in mental health crisis that are trauma informed, protect student privacy rights, and, most importantly, involve mental health professionals at all stages of training and in practice.

Technological solutions, such as anonymous reporting technology that can be implemented as a mobile phone-based app, a hotline, a website, or other technology solution in the applicant's geographic area to enable students, teachers, faculty, and community members to anonymously identify threats of school violence, or other technology solutions shown to improve school safety and/or improve a school climate. Implementation of an ARS in a state or jurisdiction that has an existing ARS system must complement and work with current efforts and not be duplicative. Activities should be protective of student privacy and ensure that students are not discriminated against on the basis of race, national origin, disability, religion, or sex.

Other school safety strategies that assist in preventing violence, including violence committed with firearms, and improving a school climate as outlined earlier such as improving access to school-based behavioral health services or implementing appropriate social and emotional learning programs or other interventions that promote a

positive and healthy school climate.

Training for school-based law enforcement officers or probation officers who work with school-based populations.

Hiring of personnel directly supporting the prevention of school violence.

Applicants will be required to document all training and education sessions conducted under the award, as applicable. Applicants will also be required to coordinate with the BJA STOP Program TTA provider.

Applicants should consider the most effective and efficient ways for reaching the field in proposing approaches to the work.

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

Evidence-Based Programs or Practices

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

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 and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

Priority Areas

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

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

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities

for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

To receive this additional priority consideration, applicants must describe how being a culturally specific organization (or funding the culturally specific subrecipient organization(s)) will enhance their ability to implement the proposed project(s) and should also specify which populations are intended or expected to be served or to have their needs addressed under the proposed project (s).

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. *Priority Considerations Supporting Executive Order 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety*

Executive Order 14074, Advancing Effective, Accountable Policing and Criminal Justice Practices to Enhance Public Trust and Public Safety requires the Attorney General, through discretionary grantmaking and training and technical assistance, to encourage and support State, Tribal, local, and territorial governments and law enforcement agencies to adopt the policies, best practices, and guidelines addressed in the executive order, including, but not limited to: (i) investigating deaths in custody; (ii) recruiting and retaining diverse and service-oriented law enforcement professionals; (iii) collecting and reporting use of force and misconduct data; (iv) improving community and law enforcement dialogue; (v) responding to individuals in mental health crisis or with disabilities; (vi) the proper and responsible use of technology; (vii) restrictions on unannounced entries and certain restraints; (viii) addressing implicit bias; (ix) restricting the use of militarized equipment;? (x) broader criminal justice reform; and, (xi) officer wellness and mental health.

As such guidance is developed in accordance with the executive order, and where the guidance is applicable to the specific solicitation, DOJ will identify specific opportunities for

training and technical assistance and priority consideration for applications that demonstrate or seek to support the policies of the Executive Order.

For the purposes of this solicitation, OJP will provide priority consideration for the following items, for which DOJ has already issued policies, guidance, and/or best practices:

1. Participation in the collection and reporting to DOJ of data on law enforcement use of force and deaths in custody.
2. Participation in the collection and reporting to DOJ of data on officer suicides and officers killed and assaulted.
3. Restrictions on unannounced entries and neck/carotid restraints.
4. Restrictions on the possession and use of militarized equipment.

To receive this consideration, the applicant must describe how they currently support one or more of the identified policy areas or how the proposed project(s) will address one or more of the identified policy areas.

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

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00066-PROD	Category 1	10	\$2,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00067-PROD	Category 2	75	\$1,000,000	10/1/23 12:00 AM	36

Awards, Amounts and Durations

Anticipated Number of Awards

85

Anticipated Maximum Dollar Amount of Awards

Category 1: up to \$2,000,000 each Category 2: up to \$1,000,000 each

Period of Performance Start Date
10/1/23

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
\$79,000,000

Continuation Funding Intent

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

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 of Internal Controls

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

Budget Information

The applicant should identify within their budget which items, services, etc., will/would be covered by matching sources and explain what type of match will be provided.

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).

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

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

Unmanned Aircraft Systems

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

Eligibility Information

For eligibility information, see the solicitation cover page.

For information on cost sharing or match 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.

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency’s use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency’s use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

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

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

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

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 not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant is to answer question 19 by selecting “Program is not covered by E.O. 12372.”

Standard Applicant Information (JustGrants 424 and General Agency Information)

The “Standard Applicant Information” section of the JustGrants application is 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. The abstract should not repeat language or terms used in the solicitation must state specifically and succinctly what activities will be implemented, including identifying any specific training that will be implemented. 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 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. **Description of the Issue**

Describe why this project/these proposed activities are necessary (significance/value) and/or address a need and include supporting data/information to support your statement.

b. **Project Design and Implementation**

Completely describe the strategy to address the needs identified in the Description of the Issue. Applicants should be specific when listing the proposed project activities and describe how they relate to the stated objective. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goal and should not be vague generalities. Provide a detailed description of the method(s) to be used to carry out each activity, and include a description of all individuals/groups that are involved in the project and that will be served by the project.

The applicant must clearly outline the different school(s)/school district(s) where the project will be implemented and include letters of support for the project from those schools/school districts if another entity is submitting the application. Include a description of why these schools were selected. The applicant should demonstrate through description in the narrative, attached letters of support, or attached MOUs that the applicant has the full support of project partners related to the implementation of the project. Evidence shows that collaboration with law enforcement is critical to the success of projects pertaining to such activities as anonymous reporting systems and behavioral threat assessments. Applicants should demonstrate how they plan to coordinate and collaborate with these local partners.

The applicant should describe in their application what type of violence they are addressing or trying to prevent and how grant funding will address the strategy proposed and the benefits. Strategies that prevent mass violence incidents may be significantly different from strategies that seek to prevent group-based retaliatory violence. The applicant should include how the proposed project fits into the overall safety strategy of the school(s) or school district(s) and how the project will ensure compliance with all applicable privacy and civil rights laws. If the applicant is including proposals for more than one area (training/threat assessment, etc.), it should clearly outline the different areas and distinguish the activities within the narrative. If the applicant is a current STOP Program grantee, the application must also include how this project differs from the current funded project to ensure there is no duplication of effort. This should also be clearly reflected in the budget.

Provide a timetable indicating roughly when activities or program milestones are to be

accomplished. The applicant should build in a 3-month planning period and phased approach at the beginning of the project that includes working with the TTA provider on meeting benchmarks (i.e., logic model, partnership formation, evaluation plan if applicable, and sustainability plan). The Project Design and Implementation should discuss the project timeline, but applicants may also include a timeline chart as a separate attachment that will not count toward the 15-page limit.

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

c. Capabilities and Competencies

Describe completely the capabilities and competencies of the individuals that will be assigned to the project to accomplish the goal and objectives of the program. Résumés should be included as separate attachments and will not count against the 15-page limit. Describe the partners involved in the project and indicate their full support.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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

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

A list of performance measure questions for this program can be found at <https://bj.a.ojp.gov/sites/g/files/xyckuh186/files/media/document/STOP-Measures.pdf>.

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, if selected for award.

Note on Project Evaluations

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

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. 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 previous section and 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 measureable 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

Applicants should budget travel/lodging expenses for one visit to the Washington, D.C., area to meet with federal officials and/or take part in a BJA-sponsored grantee meeting as directed. It is expected that this meeting would be for a minimum of 2 days and 1 night, for at least one representative from the project. Additional attendees may attend, with a maximum of three.

Allowable costs. Given the nature of activities under this solicitation, applicants should be aware of allowable costs and reference the DOJ Grants Financial Guide for more information. Trinkets (items such as hats, mugs, portfolios, t-shirts, coins, gift bags, etc., regardless of whether they include the project name or OJP office logo) must not be purchased with DOJ funds as giveaways. Basic supplies that are necessary for use during an event (e.g., folders, name tags) may be purchased. Generally, stipends are considered unallowable costs for BJA grants; however, given the nature of the grantees under this program, for the purpose of the use of stipends in lieu of overtime for staff personnel, stipends could be permissible for allowable activities. Justification related to the hourly rate and time commitment must be provided and should be classified as personnel costs.

Subawards and Procurement Contracts. Grantees must determine whether pass-through funds are considered subawards or procurement contracts. Per the DOJ Grants Financial Guide, the substance of the activity that has been contracted or subawarded will be the major factor considered. If program activities are delegated to another entity, that delegation will generally be considered a subaward. If goods or services are purchased or procured from another entity for the nonfederal entity’s own use, that activity will generally be considered a contract. For additional information on this topic, please refer to 2 CFR 200.330. In addition, OJP guidance documents (<https://www.ojp.gov/training/subawards-and-procurement>) will help clarify the differences between subawards and procurements contracts.

The requirements for pass-through entities related to making and managing subawards are found in 2 CFR 200.332. See also DOJ Grants Financial Guide Section 3.14. Requirements include **but are not limited to**:

Conducting a risk assessment of all subrecipients

Passing on all award conditions to the subrecipient

Monitoring each subrecipient

Pass-through entities must maintain policies and procedures on making and monitoring subawards consistent with and inclusive of all federal requirements.

All procurement transactions must be conducted in a manner to provide, to the maximum extent practical, open, and free competition. Recipients must request and receive written approval from OJP, via a Grant Award Modification, **prior** to purchasing, obligating funding, or entering a contract with award funds related to noncompetitive (“sole source”) procurements in excess of the simplified acquisition threshold (currently \$250,000). Receiving a grant from the Department does not automatically approve contracts for sole source. Prior approval after award is required.

Recipients may conduct noncompetitive (“sole source”) procurement when one or more of the following circumstances apply and must justify this in their submitted request to the Department after award:

The item/service is available only from one source.

The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation.

Competition is determined inadequate after solicitation of a number of sources.

Budget Worksheet and Budget Narrative (attachment)

Applicants will attach a budget worksheet and budget narrative in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide Post Award Requirements for more 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 more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Limitation on Employee Compensation; Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

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 the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants.

See the “Application Attachments” section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Optional Memorandum of Understanding (if applicable) should contain the following elements:

- **Purpose of the MOU.** The statement of purpose should describe the agencies or organizations that are entering into the partnership, the purpose of the partnership, and the effective date of the agreement. The effective date of the agreement must cover the term of the award or contain language regarding the annual renewal of the agreement.
- **Description of partner roles and responsibilities.** This description must include the roles and responsibilities of the school, the school district, and each partner; these elements should be specifically listed within the document. It must also describe how each signatory will protect student privacy and ensure students are not discriminated against on the basis of race, national origin, disability, religion, or sex.
- **Budget Information.** This document should include any budget information such as specific funds allocated to other partners and for the stated purpose.
- **Signatures.** The MOU should be signed and dated by the school official(s) who will have general educational oversight and decisionmaking authority (i.e., board of education chairperson, superintendent, or school principal) regarding this project, as

well as the lead law enforcement agency leadership (i.e., police chief or sheriff) if law enforcement is included as part of the multidisciplinary team. Understanding that the completion of an MOU may take longer than the application period, a draft MOU may be submitted that **includes** the names and titles of all parties that will be signing the document.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

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

Timeline Form

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

Letters of Support

Optional letters of support between key partners to the project to reflect their support, roles, and agreements about collaboration.

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](#).

Applicant Disclosure of Proposed Subrecipients

All applications that include subrecipients or procurement contracts must include a list of recipients that includes the name, organizational affiliation, and location of the proposed subrecipient/contract entity.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-appear 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; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

Review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing. See the [OJP Grant 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 [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 **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 by the JustGrants 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 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

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by May 08, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by May 15, 2023 8:59 PM ET

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 requests 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.
- JustGrants - contact the JustGrants Service Desk at 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 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,
- 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 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 [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (20%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (30%)- evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (20%) - evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (15%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).
6. Sustainability Plan (10%). - evaluate the applicant's sustainability plan to address how the project or technology will continue to operate and be maintained once the award funding has ended. This plan should not assume that additional funding under this program is available after the award period, but it should identify state, local, or possibly private funding to ensure the program or technology continues.

Other Review Criteria/Factors

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

Review Process

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

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

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

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant entity. Among other things to help assess whether an applicant with one or more prior federal awards has a

satisfactory record of performance, integrity, and business ethics, OJP checks whether the applicant 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 entity 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 the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology 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), contact information for Grants.gov, and contact information for JustGrants, see the solicitation cover page.

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

Details about the performance measures can be found here: <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/STOP-Measures.pdf>

Application Checklist

BJA FY 2023 Preventing School Violence: BJA's STOP School Violence 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)
- Select the correct Competition ID
- 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/financialguidededoj/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 2023 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of
 - Category 1: up to \$2,000,000 each
 - Category 2: up to \$1,000,000 each

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.
- Category 1:
 - State governments
 - Public and state-controlled institutions of higher education
- Category 2:
 - City or township governments
 - County governments
 - Units of local governments
 - Native American tribal governments (federally recognized)
 - Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
 - Private institutions of higher education
 - Independent school districts

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### **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**

*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 from Grants.gov)

- **Proposal Abstract\***
- **Proposal Narrative\***

#### Budget and Associated Documentation

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

#### Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)
- Applicant Disclosure of Proposed Subrecipients: Attach a list of proposed subrecipients of grant funding (if applicable)
- Organizational chart (if applicable)

#### Disclosures and Assurances

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

**\* Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.**

## Review, Certify and Submit Application in JustGrants

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

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

- Contact the JustGrants Service Desk at 833-872-5175 or [JustGrants.Support@usdoj.gov](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.