

# BJA FY25 Comprehensive Opioid, Stimulant, and Substance Use, Site- Based Program

Anticipated Total Amount To Be Awarded Under This Funding Opportunity: \$104,400,000

Anticipated Award Ceiling: Up to \$1,600,000 (Category 1); Up to \$7,000,000 (Category 2); Up to \$1,000,000 (Category 3)

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJA-2025-172334

Deadline to submit SF-424 in Grants.gov: **March 12, 2025 11:59 PM Eastern Time**

Deadline to submit application in JustGrants: **March 19, 2025 8:59 PM Eastern Time**



**BJA**  
Bureau of Justice Assistance  
U.S. Department of Justice

# CONTENTS

	<b>Basic Information .....</b>	<b>3</b>
	<b>Eligibility .....</b>	<b>9</b>
	<b>Program Description .....</b>	<b>11</b>
	<b>Application Contents, Submission Requirements, and Deadlines.....</b>	<b>19</b>
	<b>Application Review .....</b>	<b>35</b>
	<b>Award Notices.....</b>	<b>37</b>
	<b>Post-Award Requirements and Administration .....</b>	<b>38</b>
	<b>Other Information .....</b>	<b>41</b>
	<b>Application Checklist.....</b>	<b>42</b>



## BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

OJP is committed to advancing work that promotes civil rights, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. OJP's grant programs further DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

<b>Agency Name</b>	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
<b>NOFO Title</b>	Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program
<b>Announcement Type</b>	Initial
<b>Funding Opportunity Number</b>	O-BJA-2025-172334
<b>Assistance Listing Number</b>	16.838

### Executive Summary

This funding opportunity seeks to support state, territorial, local, and tribal governments to reduce overdose deaths and the impact of illicit substance use and misuse on individuals and communities. Through this program, state, territorial, local, and tribal governments can increase access to prevention services, enhance harm reduction initiatives, expand treatment and recovery services, and develop and increase other resources and supports in the community and justice system.

This furthers DOJ's mission by increasing access to treatment services for people with substance use disorders (SUD) who encounter or become involved in the criminal justice system.

Please see the [Eligible Applicants](#) section for the eligibility criteria.

Supported entities include:

- **Category 1: Local governments.**
  - **Subcategory 1a: Local—Urban area or large jurisdiction.** This includes an urban area or large jurisdiction with a population greater than 500,000.
  - **Subcategory 1b: Local—Suburban area or medium-size jurisdiction.** This includes a suburban or medium-size jurisdiction with a population between 100,000 and 500,000.
  - **Subcategory 1c: Local—Rural jurisdiction.** This includes a rural jurisdiction as defined by the [Rural Health Grants Eligibility Analyzer](#). All jurisdictions that are

not designated as rural via the analyzer but have a population of less than 100,000 should apply in subcategory 1b.

- **Category 2: State governments.** This includes either the State Administering Agency (SAA) responsible for directing criminal justice planning, the State Alcohol and Substance Use Agency, or other state agency deemed appropriate to coordinate and manage the planning and implantation of the proposed project.
  - Category 2 applicants must apply for funding on behalf of, and include a proposed project that will support, six or more jurisdictions or areas (this includes localities, judicial districts, tribal entities, or regions affected by increases in substance use) within the state. The state must assume responsibility for the management, oversight, and evaluation of all proposed projects.
- **Category 3: Tribal governments.** This includes all Native American tribal governments.

## Key Dates

<b>Funding Opportunity Release Date</b>	January 14, 2025
<b>Pre-Application Webinar</b>	TBD
<b>SAM.gov Registration/Renewal</b>	Recommend beginning process by February 10, 2025, and no later than February 26, 2025
<b>Step 1: Grants.gov Application Deadline</b>	11:59 p.m. Eastern Time on March 12, 2025
<b>Step 2: JustGrants Application Deadline</b>	8:59 p.m. Eastern Time on March 19, 2025
<b>Award Notification Date</b>	Generally by September 30

## Funding Details

**Anticipated Total Amount To Be Awarded Under This Funding Opportunity:**  
\$104,400,000

- **Category 1: Local governments.**
  - C-BJA-2025-00023-PROD Subcategory 1a: Local—Urban area or large jurisdiction.
    - Anticipated Number of Awards: 19
    - Anticipated Award Ceiling: Up to \$1,600,000
    - Anticipated Period of Performance Start Date: October 1, 2025
    - Anticipated Period of Performance Duration: 36 months
  - C-BJA-2025-00024-PROD Subcategory 1b: Local—Suburban area or medium-size jurisdiction.
    - Anticipated Number of Awards: 20
    - Anticipated Award Ceiling: Up to \$1,300,000
    - Anticipated Period of Performance Start Date: October 1, 2025
    - Anticipated Period of Performance Duration: 36 months
  - C-BJA-2025-00025-PROD Subcategory 1c: Local—Rural jurisdiction.
    - Anticipated Number of Awards: 10
    - Anticipated Award Ceiling: Up to \$1,000,000
    - Anticipated Period of Performance Start Date: October 1, 2025
    - Anticipated Period of Performance Duration: 36 months
- **C-BJA-2025-00026-PROD Category 2: State governments.**
  - Anticipated Number of Awards: 4
  - Anticipated Award Ceiling: Up to \$7,000,000
  - Anticipated Period of Performance Start Date: October 1, 2025
  - Anticipated Period of Performance Duration: 36 months
- **C-BJA-2025-00027-PROD Category 3: Tribal governments.**
  - Anticipated Number of Awards: 10
  - Anticipated Award Ceiling: Up to \$1,000,000
  - Anticipated Period of Performance Start Date: October 1, 2025
  - Anticipated Period of Performance Duration: 36 months

*Note: Applicants may propose a budget that is less than the anticipated award ceiling*

## Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the

agency or by law. In addition, nothing in this NOFO 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 or its departments, agencies, entities, officers, employees, agents, or any other person.

### **Statutory Authority**

Authority for awards under this funding opportunity is expected to be provided by a full-year appropriations act for FY 2025. As of the writing of this NOFO, the Department of Justice is operating under a short-term "Continuing Resolution"; no full-year appropriation for the Department has been enacted for FY 2025.

## Agency Contact Information

For assistance with the requirements of this funding opportunity:

### **OJP Response Center**

Phone: 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only)

Email: [grants@ncjrs.gov](mailto:grants@ncjrs.gov)

Hours of operation: 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 funding opportunity closing date.

For assistance with **SAM.gov** (registration/renewal):

### **SAM.gov Help Desk**

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

### **Grants.gov Customer Support Hotline**

Phone: 800-518-4726, 606-545-5035

Email: [support@grants.gov](mailto:support@grants.gov)

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

### **JustGrants Service Desk**

Phone: 833-872-5175

Email: [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov)

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

## Resources for Applying

**Pre-Application Webinar:** BJA will hold a webinar to provide a detailed overview of this opportunity and allow interested applicants to ask questions. Once available, a link to register will be included on the [Funding Webinars](#) page. The session will be recorded and available on the BJA website once ready.

**[OJP Grant Application Resource Guide:](#)** Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

**[JustGrants Application Submission Training Webpage](#)**: Offers helpful information and resources on the grant application process.

**[COSSUP Applicant Resources](#)**: Additional program information, including examples of currently funded COSSUP projects, may be found on the [COSSUP website](#).

**Note:** If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.





## ELIGIBILITY

### Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

- **Government Entities**

- State governments
- County governments
- City or township governments
- Special district governments
- Native American tribal governments (federally recognized)
- Native American tribal governments (other than federally recognized)

**State Government Entities:** For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

**Other Units of Local Government:** For the purposes of this notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

### Additional Applicant Eligibility Factors

**Local (Category 1):** Applicants that are applying as local governments should ensure they apply under the appropriate subcategory, based on the population size of the jurisdiction receiving services, as noted below:

- Subcategory 1a: Local—Urban area or large jurisdiction. This includes an urban area or large jurisdiction with a population greater than 500,000.
- Subcategory 1b: Local—Suburban area or medium-size jurisdiction. This includes a suburban or medium-size jurisdiction with a population between 100,000 and 500,000.
- Subcategory 1c: Local—Rural jurisdiction. This includes a rural jurisdiction as defined by the [Rural Health Grants Eligibility Analyzer](#). All jurisdictions that are not designated as rural via the analyzer but have a population of less than 100,000 should apply in subcategory 1b.

**State Applicants (Category 2):** Applicants that are applying as state governments should ensure they apply under Category 2.

- Eligible state applicants include either the State Administering Agency (SAA) responsible for directing criminal justice planning, the State Alcohol and Substance Use Agency, or other state agency deemed appropriate to coordinate and manage the planning and implantation of the proposed project.
- State applicants must apply for funding on behalf of six or more jurisdictions or areas (including localities, judicial districts, tribal entities, or regions affected by increases in substance use) within the state. The state must assume responsibility for the management, oversight, and evaluation of all projects identified.
- State applicants must also include a research and evaluation partner as part of its application. Applicants must include information on the qualifications, requirements, role

and responsibility of the research partner and commitment by the applicant to share relevant data. For assistance on research partnerships, applicants may wish to access the [Center for Research Partnerships and Program Evaluation](#).

**Tribal Applicants (Category 3):** This includes all Native American tribal governments, either federally recognized or tribal governments other than federally recognized.

See the [Application Resource Guide](#) for additional information on subawards.

BJA may choose to fund applications submitted under this FY 2025 NOFO in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

### **Limit on Number of Applications**

An applicant may submit more than one application if each application proposes a different project in response to the NOFO. For example, a state applicant may submit more than one application under Category 2 if each application proposes separate jurisdictions or focus areas and aligns with the goals of the NOFO. Additionally, local or tribal jurisdictions included as a jurisdiction recommended for funding in a Category 2 application may also apply as a direct grant recipient under Category 1. However, in either case, jurisdictions will not receive more than one award for the same project in the same fiscal year. Also, an entity may be proposed as a subrecipient in more than one application.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

### **Cost Sharing/Match Requirement**

For this opportunity, match **is not** required.



## PROGRAM DESCRIPTION

### General Purpose of the Funding

The Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) funds local, state, and tribal governments to develop, implement, or expand programs to address the impacts of illicit opioids, stimulants, and other substances on communities.

The opioid crisis, declared a public health emergency in October 2017, remains a serious issue today. The rise of synthetic opioids, like fentanyl, and other illicit substances, such as Xylazine, has added to the substance use and overdose crisis, affecting individuals, families, and communities. In 2024, provisional data from the Centers for Disease Control and Prevention (CDC) [showed that](#) more than two-thirds (68%) of the 107,081 drug overdose deaths in the United States involved synthetic opioids, primarily illicit fentanyl. While this data showed a 3 percent decrease in overdose deaths (from 111,029 in 2022), the data also highlighted the continued challenges faced by our nation's communities, including increased use and deaths involving stimulant substances, [disproportionate](#) rates of overdoses, and high rates of individuals with co-occurring substance use and mental health disorders. These realities are prevalent among people who are involved in, or are otherwise impacted by, the criminal justice system. An estimated [65 percent](#) of the prison population has an active substance use disorder. Further, people have a [significantly higher risk](#) of death due to overdose when released from jail or prison than the general public.

## Guidance on Treatment in Criminal Justice Settings

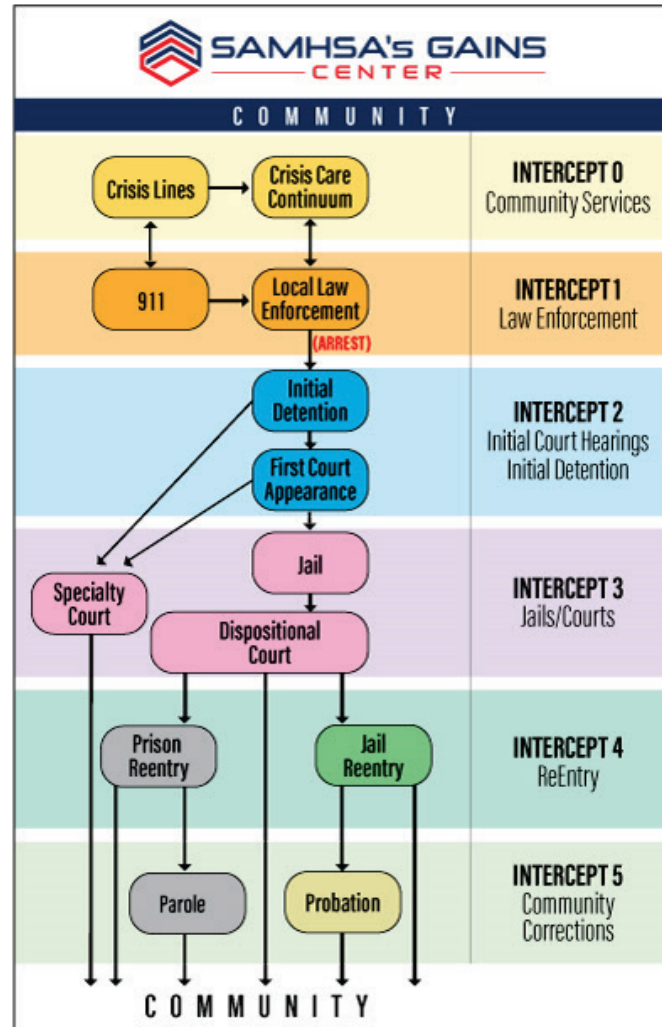
Preventing overdose deaths and expanding access to treatment, including medications for opioid use disorder (OUD) across various settings, is a top priority for DOJ. In April 2022, DOJ's Civil Rights Division [published guidance](#) further clarifying protections under the Americans with Disabilities Act (ADA) for individuals with OUD, including potential violations of the ADA by facilities or programs that do not allow individuals to continue taking doctor-prescribed medications for opioid use disorder (MOUD). Since then, courts as well as state and local correctional facilities have faced allegations that their refusal to permit the use of and provide MOUD violates the ADA. Community settings have also reached agreements in response to complaints of ADA violations in parole decisions and outpatient behavioral health treatment settings. Similarly, a DOJ report regarding suicides and failure to provide MOUD in a county jail illustrates specific instances that were considered to violate the Constitution's 8th Amendment and 14th Amendment rights of institutionalized persons. Both the guidance and enforcement matters reflect the federal government's position that a correctional facility's refusal to permit incarcerated individuals to continue or initiate treatment for OUDs when clinically needed may violate the ADA, the Constitution, or both. Please consult with your legal counsel on how to ensure compliance with these requirements.

Last year, the [U.S. Departments of Justice \(DOJ\) and Health and Human Services \(HHS\) made clear that](#) the ADA also applies to public entities' emergency response and law enforcement systems when responding to circumstances involving a person with a behavioral health disability. Equal opportunity requires that people with behavioral health disabilities receive a health response in circumstances where others would receive a health response. Please consult with your legal counsel on how to ensure compliance with these requirements.

The crisis affects not only individuals and families, but also communities, first responders, the criminal justice system, child welfare, and behavioral health systems. COSSUP is designed to support local, state, and tribal governments in using multi-disciplinary partnerships and comprehensive programs that help those impacted by this crisis. These efforts include community-based prevention programs, emergency response initiatives, diversion from the criminal justice system, court navigator services, and programming in jails and during reentry. These strategies also seek to enhance public safety and improve access to harm reduction methods and recovery support services, including peer recovery programs.

Local, state, and tribal governments are encouraged to consider the landscape and challenges that their communities are facing related to the overdose crisis, determine the needs within the community and across the justice system, and initiate or expand programs using an array of effective strategies and activities. To determine needs and strategies of focus, applicants can refer to the [Sequential Intercept Model](#), which can help jurisdictions identify how individuals with

SUD may come in contact with the criminal justice system and identify gaps in services and resource needs



Through COSSUP, local, state, and tribal government efforts can include, but are not limited to, one or a combination of the following strategies and activities across the SIM.

### Intercept 0: Community Services

- **Harm reduction activities** that include increasing availability and access to naloxone. Coordination should demonstrate a comprehensive approach to services delivering both place-based care and teleservices.
- **Prescription drug take-back programs** for unused controlled substances found in the home and used by hospitals, long-term care facilities, and other facilities.
- **Deflection and diversion programs** that include multidisciplinary overdose prevention, response, and referral models such as mobile crisis units and co-responder models.

### Intercept 1: Law Enforcement

- **Deflection and diversion programs** led by law enforcement and first responders that include multidisciplinary overdose prevention, response, and referral models such as mobile crisis units and co-responder models.
- **K–12 education and prevention programs** to connect law enforcement agencies with K–12 students.
- Efforts to embed social services with law enforcement to rapidly respond to drug overdoses where children are impacted.

### Intercept 2: Initial Court Hearings and Detention

- **Post-arrest alternative to incarceration programs**, such as pretrial, prosecutor, public defender, and court diversion or intervention programs, that serve individuals at high risk for overdose or SUD. (Note: Funding is available under other BJA and Office of Juvenile Justice and Delinquency Prevention (OJJDP) funding opportunities to implement or enhance an adult treatment court, a juvenile drug court, a family treatment court, and a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under COSSUP.)

### Intercept 3: Jails/Courts

- **Expanded access to evidence-based substance use disorder treatment in jails and court programming**, such as withdrawal management services and medication-assisted treatment (MAT). This includes initiatives to universally screen people and provide assessment and diagnoses when applicable, and enhance recovery support services, including peer recovery.
- **Screening individuals for eligibility for insurance coverage and connections to care and providers upon release.**

### Intercept 4: Prison/Reentry

- **Expanded access to evidence-based substance use disorder treatment in correctional settings**, such as MAT. This includes initiatives to universally screen people and provide assessment and diagnoses when applicable, and enhance recovery support services, including peer recovery.
- **Other wraparound services**, including case management, counseling, and employment assistance, to improve engagement and retention in substance use services among individuals reintegrating into communities from criminal justice involvement.
- **Screening individuals for eligibility for insurance coverage and connections to care and providers upon release.**

### Intercept 5: Community Corrections

- **Transitional or recovery housing and recovery support services**, including access to physical and behavioral health care benefits, counseling services, employment services, and education services, and peer support services for those reentering the community from incarceration or secure residential treatment facilities. (Note: No more than 30 percent of total grant funds may be used for transitional or recovery housing. See Budget Details section for more information.)

- **Other wraparound services**, including case management, counseling, and employment assistance, to improve engagement and retention in substance use services among individuals reintegrating into communities from criminal justice involvement.

### Other Activities Across the SIM

- **Identifying and building capacity for screening and assessment** for substance use and co-occurring substance use and mental health.
- **Embedding social workers, peers, or persons with lived experience at any intercept of the SIM** to assist people in the justice system, and their families, navigate systems and to increase their connection to treatment and recovery support services.
- **Expanding workforce of peer recovery specialists and supports.**
- **Initiatives to train justice system and treatment practitioners to support project goals.** This may include training justice system practitioners on the science of addiction and SUD and what works to get people with SUD into recovery; training SUD treatment workforce on justice systems and working with justice involved populations; or other trainings and sharing of knowledge and understanding across justice system, public safety, health, and treatment professionals.
- Initiatives to bring together justice, behavioral health, and public health practitioners to implement new or promising practices that may not yet have a research base in addressing the impact of opioids, stimulants, and other substances on individuals and communities at risk of or having justice system involvement. This includes the application of evidence-based strategies from other fields, such as health initiatives that have not yet been fully examined in the justice context. (Note: Applications funding these initiatives must include a research partner.)
- **Comprehensive, real-time, regional information collection, analysis, and dissemination that promotes the use of data** for responses to overdoses and emerging drug trends. These types of activities may include the use of data dashboards, Overdose Detection and Mapping Application Program (ODMAP), Overdose Fatality Review, and forensic epidemiologists and technologies.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

## Agency Funding Priorities

OJP will provide priority consideration in awarding funding for the following areas in consideration of OJP's mission and goals:

**1. Research and Evaluation Partner (Local applicants, Category 1):** In addition to executing any statutory prioritization that may be applicable, OJP will also give priority consideration to applications in Category 1 that include a research partner. To receive priority consideration under the research partner priority, applicants must include information on the qualifications, requirements, role, and responsibility of the research partner and commitment by the applicant to share relevant data. For assistance on research partnerships, applicants may wish to access the [Center for Research Partnerships and Program Evaluation](#). (**Note: research partnerships are required for Category 2 applicants, so this priority consideration area does apply.**)

**2. Disproportionate Overdose Increases:** Applicants that can demonstrate a greater than 50 percent annual increase in recent drug related overdose deaths will also receive priority consideration. To receive priority consideration under the drug-related overdose deaths priority, applicants must provide local- or state-level overdose death data related to opioids and/or stimulants for the years 2022 and 2023, as well as 2024, if available.

**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 a funding award.

## Program Goals and Objectives

**Goal 1:** Develop, implement, or expand comprehensive programs to identify, respond to, treat, and support those impacted by illicit opioids, stimulants, or other substances.

**Objective 1:** Increase access to and receipt of treatment for people with substance use disorder in the community and correctional settings.

**Objective 2:** Expand deflection and diversion in multiple points across the criminal justice system for people with substance use disorder that come in contact with the justice system.

**Objective 3:** Link overdose survivors to treatment services and recovery support coaches.

**Objective 4:** Expand the availability of treatment and recovery support services in rural and tribal communities.

**Objective 5:** Develop a coordinated multidisciplinary plan within states and localities.

**Goal 2:** Provide training and resources to support state, local, tribal, and territorial efforts to respond to illicit substance use.

**Objective 1:** Assist eligible entities to plan, implement, or expand comprehensive programs to reduce overdose deaths, promote public safety, and support access to prevention, harm reduction, treatment, and recovery services in the community and justice system.

**Objective 2:** Assist local, state, and tribal governments to better collaborate with each other and with their communities and enhance justice and health system responses for people with substance use disorder that are facing potential incarceration or other contact with the justice system.

## How Awards Will Contribute to Program Goals/Objectives

The award recipients will plan, implement, or expand comprehensive programs that identify, respond to, treat, and support those impacted by illicit opioids, stimulants, or other substances. The recipients will focus on improving safety and health outcomes for people who come in contact with the criminal justice systems through comprehensive programs. These efforts will contribute to reduced overdoses and increase capacity at the local and state level to support treatment and recovery.



## Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

### Deliverables

Deliverables are what the applicant will create or produce under the award. The term “deliverables” as used here refers to discrete products under an award. An award may support activities (e.g., personnel time for award activities) that are part of recipient performance but are not considered deliverables. Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project.

#### Category 1 Deliverables:

1. Develop a workplan consisting of a problem analysis summary, a summary of strategies and intended outcomes, and an initial evaluation plan, as applicable, within 6 months of the final budget approval. The assigned TTA provider will supply the workplan and assist grantees to complete it.
2. For applicants that included a research and evaluation component in their applications, submit a final report (written with the evaluator) documenting the intervention, outcomes, and lessons learned.

#### Category 2 Deliverables:

1. Develop a work plan consisting of a problem analysis summary, a summary of strategies and intended outcomes, and an initial evaluation plan, as applicable, within 6 months of the final budget approval. The assigned TTA provider will supply the work plan and assist grantees to complete it.
2. Complete an action plan with the state’s research partner as part of the evaluation component of the project, including the roles of the state applicant, the local sites, and the research partner.
3. Submit an annual summary over the duration of the project period describing each local/regional site project and accomplishments.
4. Submit a final report (written with the evaluator) documenting the interventions, outcomes, and lesson learned.
5. Develop an implementation manual that includes the policies, procedures, forms, and other relevant project materials to be compiled upon completion of the proposed project.

#### Category 3 Deliverables:

1. Develop a work plan consisting of a problem analysis summary, a summary of strategies and intended outcomes, and an initial evaluation plan, as applicable, within 6 months of the final budget approval. The assigned TTA provider will supply the work plan and assist grantees to complete it.

2. For applicants that included a research and evaluation component in their applications, submit a final report (written with the evaluator) documenting the intervention, outcomes, and lessons learned.

In addition to deliverables, recipients under this funding are required to follow the standard [Post-Award Requirements and Administration](#).

### **Performance Measures**

Performance measures are data that show a recipient's progress in implementing their project, such as the number of people served, or number of trainings conducted. OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in [Program Goals and Objectives](#). Applicants can visit [OJP's performance measurement page](#) at [ojp.gov/performance](http://ojp.gov/performance) for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found in the [BJA COSSUP Program Performance Measure Questionnaire](#).

### **Funding Instrument**

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

### **Cost Sharing/Match Requirements**

This funding opportunity does not require a match.



## APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

### Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

**First-time Registration:** Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

**Renewing an Existing Registration:** Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

### Submission Instructions: Summary

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

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

### Submission Step 1: Grants.gov Submission of SF-424

#### Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

## Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

**Section 8F – Applicant Point of Contact:** Please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*i.e.*, email address) to assign the application to this user in JustGrants.

**Section 19 – Intergovernmental Review:** This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

**An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

## Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

## Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

## Standard Applicant Information

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

## Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (*i.e.*, what the project will do and why it is necessary).
- Where the project will take place (*i.e.*, the service area, if applicable).
- Who will be served by the project (*i.e.*, who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (*i.e.*, what the project will achieve).

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

## Data Requested With Application

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

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

### Proposal Narrative

**Format of the Proposal Narrative:** The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 20 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

**Sections of the Proposal Narrative:** The Proposal Narrative must include all of the following sections.

**a. Description of the Issue:** What critical issue or problem is the applicant proposing to address with this project? Please include:

- The applicant entity and the state or region(s) or communities, including whether the proposed project area is urban, suburban, tribal, rural, or a combination.
- For Category 1 applicants, identify whether the application is applying under Subcategory 1a, 1b, or 1c.
- Information that documents the impact of opioids, stimulants, and other substances within the proposed project area, including fatal and nonfatal overdoses.
- A brief explanation of the need, gap, or issue to be addressed by the proposed project.
- Supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community. The applicant must provide verified sources for the data that support the description of the need.
- Any specific challenges motivating the applicant's interest to apply for this grant.
- How the need relates to the purpose of the NOFO.

**b. Funding Need:** Why does the applicant need federal funding assistance? Please include:

- An explanation of the applicant's inability to fund the proposed project without federal assistance.

- A description of any existing funding or resources that are being leveraged to support the proposed project.
- A list of all active BJA grants in your state or jurisdiction for activities that are related to those listed in the proposed application. Please include the grant number. Provide specific details about how the proposed project will be coordinated with existing COSSUP-affiliated projects (including Comprehensive Opioid Abuse Program (COAP) and Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) in the applicant's jurisdiction (either local or state) and how the proposed project will not be duplicative of current efforts. Search for past COAP/COSSAP/COSSUP awards by grantee at: [Awards | Bureau of Justice Assistance](#) (ojp.gov)).
- For the purposes of this NOFO, BJA prefers to fund implementation or enhancement projects in jurisdictions that are not current BJA COSSUP-funded sites. If the applicant is a recipient of a COSSUP (including COSSAP or COAP) award that is active and has 12 months or more remaining on the project period, the applicant must clearly describe how this proposed project is distinct and intended to fund different activities or different service areas from those activities funded under the existing award.
  - For Category 2 (state applicants), if any of the applicant's proposed local or regional sites has an active COSSUP (including COSSAP or COAP) award with 12 months or more remaining on the project period, the applicant must clearly describe how this proposed project is distinct and intended to fund different activities from those activities funded under the existing award.
- A description of the applicant's plan to sustain the proposed project activities after grant funding ends.

**c. Project Goals and Objectives:** How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Project goals (goals are broad, visionary statements on what the applicant hopes to accomplish).
- Project objectives (objectives are specific outcomes the applicant plans to achieve through project activities).
- How the applicant's goals and objectives relate to the goals and objectives of the NOFO.

**d. Project Design and Implementation:** How will the applicant implement project activities that meet the goals and objectives? Please include:

- What the project will do, for example increasing availability and access to naloxone. (Please refer to the allowable activities described in the "Specific information" section and complete and include the "Planned Activities Chart" as an attachment).
- A plan for how the project will carry out activities, including steps for working with any other agencies, organizations, and communities.
- A timeline indicating when each activity will take place throughout the project.
- Who will participate in and benefit from the activities, including how many people the proposed project aims to service.
- What deliverables, reports, and other items will be produced as part of the project, and a plan for how required deliverables will be completed.

- A description of any subrecipients the applicant plans to use to help conduct the project, including names (if known) or how the applicant will identify them. Please describe their role in conducting project activities.
- A detailed description of any services, treatment, or supports provided.
- A description of the commitment to maintain a working relationship with the BJA-supported [COSSUP training and technical assistance \(TTA\) providers](#) that offer a variety of learning opportunities, coaching, and assistance to COSSUP grantees. Once awarded, grantees will be assigned to a TTA provider and should plan to meet with their COSSUP TTA provider once every other month, at minimum.
- A description of research and evaluation (if applicable). Category 1 and 3 applicants have the option to propose a research and evaluation component. Category 2 applicants are required to include a research and evaluation component to their project.
  - Explain what research and evaluation will be conducted, how it will provide meaningful insights into identifying and solving local, state, or regional challenges, and how it may contribute to the national body of knowledge with respect to best practices.
  - Applicants should also include a description of the research and evaluation partner (if known) or the process for identifying the research partner and describe how the partnership will be sustained after the grant period ends.
  - (Note: for Category 2 applicants, the evaluation requirement will not be fulfilled with activities that are limited to data collection and performance reporting, though those activities may be conducted or supported by the research partner.)
- Additionally, Category 2 applicants should include a description of the following in their project design and implementation:
  - Needs of the selected local or regional sites and the reason these particular sites were selected.
  - How the state will assist with training and supporting the local or regional sites, collect performance data from the sites, and provide subgrant monitoring and oversight.
  - How the state applicant agency will work with the local or regional sites to implement the project and develop the mandatory deliverables, including an implementation manual that includes the policies, procedures, forms, and other relevant project materials to be compiled upon completion of the proposed project.

**e. Capabilities and Competencies:** What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- **Organizational capacity.** A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- **Staffing and project management.** A description of the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities. This includes who will serve as the project coordinator, the



project coordinator's duties, the amount of time this position will dedicate to the project per week, and which agency will house the project coordinator. If the project coordinator will be hired after the award, please provide a job description.

- **Experience and past projects.** A summary of past projects or activities that demonstrate the applicant's experience in addressing similar issues that demonstrate the applicant's ability to undertake and successfully implement the proposed project activities.
- **Partnerships and collaboration.** Identify each partner agency that has committed to this effort. Discuss any previous collaboration, communication, and coordination that occurred that will help to achieve the objectives and describe any existing partnership agreements. Include a description of any relevant multidisciplinary coordinating body that provides an overview of its composition, mission, background, and how the entity or partnerships will be supported and sustained after the grant period ends.
- **Research and evaluation capabilities and competencies (if applicable).** For applications involving a research and evaluation component, describe the qualifications of the research partner and their prior experience. Describe the roles and responsibilities of the research partner and how the applicant will ensure that the research partner will have access to relevant data, personnel, and the ability to monitor operations that are relevant to the evaluation of the initiative. Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed.
  - (Note: Researchers should be experienced in several different data collection methodologies and in both quantitative and qualitative research methods. It is preferable that they have several years of evaluation research experience and have experience with oral and written presentations of research results. Research partners should be able to conduct scientifically rigorous evaluations and be well versed in evaluation methods.)

**f. Plan for Collecting the Data Required for Performance Measures:** What will be the process for measuring project performance? Please include:

- A description of the process for measuring project performance.
- An identification of 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.
- A description of the process to accurately report data.

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

### **Budget and Associated Documentation: Budget Detail Form**

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives.

Budget proposals should include the funding needed for a 36-month project period to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

The budget narrative should generally demonstrate how the applicant will maximize the cost effectiveness of grant expenditures. The budget narrative should also demonstrate cost effectiveness in relation to potential alternatives and the project's objectives. Include an appropriate percentage of the total grant award for performance measurement. There is no minimum or maximum requirement regarding what constitutes an appropriate percentage; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities. Additional funds may be used for proposed or required research and evaluation activities as detailed under Funding Restrictions.

When developing the project budget, applicants should consider the following:

- The funds requested in the budget must be clearly connected to and support the project's design and be reasonable in cost.
- Grantees are prohibited from using federal funds to support activities that violate the Controlled Substances Act.
- If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose. Per the [Substance Abuse and Mental Health Services Administration](#), transitional housing typically involves a temporary residence for up to 24 months with wraparound services to help people stabilize their lives. For guidance on recovery housing, please see the [U.S. Department of Housing and Urban Development's Policy Brief](#).
- Funding may not be used for construction or purchase of a facility.
- Transportation services may be included in the budget. These services may be provided to individuals who: (1) are engaged with the courts and have community corrections appointments or treatment or recovery support-related appointments and activities, (2) require other necessary services to support their treatment and recovery, and (3) have no other means of obtaining transportation. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are nonredeemable and nontransferable and that their use by participants can be audited. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that passes are used only for transportation related to the program's activities.
- Category 2 applicants must support efforts to implement and enhance one or more of the allowable activities in a minimum of six geographically diverse county, local, regional, or tribal jurisdictions. The state may retain up to \$1,600,000 of the total proposed budget (not annually) for administrative purposes (to include overall project coordination, subawardee management, training and technical assistance (TTA) to subawardees, and coordination of data collection and evaluation activities), to support the mandatory

deliverables, and to support an independent evaluation of the project's activities across the sites. No more than \$800,000 of the \$1,600,000 may be retained for the evaluation activities. The balance of funds must be subawarded to the six or more selected jurisdictions. States that have no county or local government-managed substance use dependency service systems may contract funds directly to providers at the community level. All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

- All applicants should budget for travel expenses (airfare, hotel, per diem, and group transportation) for a minimum of two staff to attend one face-to-face meeting or training for each year of the grant (likely one COSSUP national meeting or other BJA-approved meeting). This is to ensure that all grantees have the opportunity annually for professional development and peer to peer learning opportunities. Meetings should be budgeted for 3 days each in Washington, D.C. Category 2 applicants should include travel expenses for two staff and should require all subrecipient sites to budget for a minimum of two staff to attend either the national meeting or relevant training each year as well.
- For Category 1 and 3 applicants, no more than 25 percent of total grant funds may be used for research and evaluation.

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 other monetary incentives
- Client stipends
- Gift cards
- Purchase vehicles
- Food and beverages

**Costs Associated With a Conference/Meeting/Training:** An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

**Costs Associated With Language Assistance and Access:** If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

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

## **Budget and Associated Documentation: Budget/Financial Attachments**

**Indirect Cost Rate Agreement (if applicable):** An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

**Consultant Rate (if applicable):** OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

**Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):** If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

**Disclosure of Process Related to Executive Compensation (if applicable):**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the [Application Resource Guide](#) for information.

**Memorandum of Understanding (MOU) or Letter of Intent**

For each named partner, applicants should include a signed Memorandum of Understanding (MOU) or a letter of intent that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs. MOUs or letters of intent demonstrate the commitment of partner organizations to participate in the project. An MOU is a formalized commitment of staff and/or resources that is signed by authorized representatives of both partner organizations. A letter of intent indicates the organizations’ intention to partner, but the details of the commitment have not been fully worked out and officially agreed to.

Each MOU should include the following:

- Names of the organizations involved in the agreement.
- What service(s) and other work will be performed under the agreement by what organization.
- Duration of the agreement.

MOUs should be submitted as one separate attachment to the application.

Unsigned draft MOUs may be submitted with the application, but the applicant should describe in a cover page to the attachment why it is unsigned.

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

**Curriculum Vitae or Resumes (if applicable):** Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.

**Tribal Authorizing Resolution (if applicable):** An application in response to this NOFO 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 [Application Resource Guide](#) for information on Tribal authorizing resolutions.

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

**Letters of Support (if applicable):** A letter of support is from an entity or individual that knows the applicant's work. The letter tends to speak to the applicant's capacity to implement their proposed project for the benefit of the community. It differs from an MOU in that the entity is not committing staff, services, or supplies to help the applicant implement the project. Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting the project.

Each letter of support may include descriptions of the following:

- Relationship between the applicant entity and the supporting entity.
- Need for and benefits that would be gained from the project.
- Applicant's capacity to complete the proposed project.

Letters of support should be signed and submitted as one separate attachment to the application in JustGrants.

**Tables/Charts: Include a completed Planned Activities Chart (see template below).** The Planned Activities Chart should correspond with the activities the applicant will conduct to achieve the proposed goals and objectives (refer to the allowable activities described in the

“Specific information” section) and should include the approximate percentage of the budget for each planned activity in the project filled out. If an activity/use is not included in the project, indicate “Not Applicable” or “N/A”.

Planned Activities	Percentage of the Budget
Harm reduction activities that include increasing availability and access to naloxone.	
Prescription drug take-back programs.	
Deflection and diversion programs led by law enforcement and first responders that include multidisciplinary overdose prevention, response, and referral models.	
K–12 education and prevention programs to connect law enforcement agencies with K–12 students.	
Embedding social services with law enforcement to rapidly respond to drug overdoses where children are impacted.	
Post-arrest alternative to incarceration programs, such as pretrial, prosecutor, public defender, and court diversion or intervention programs.	
Expanded access to evidence-based substance use disorder treatment in court programming, such as medication-assisted treatment (MAT).	
Expanded access to evidence-based substance use disorder treatment in correctional settings, such as MAT.	
Screening individuals for eligibility for insurance coverage and connections to care and providers upon release.	
Transitional or recovery housing and recovery support services, including access to physical and behavioral health care benefits, counseling services, employment services, education services, and peer support services.	<i>(Note: No more than 30 percent of total grant funds may be used for transitional or recovery housing.)</i>
Other wraparound services	
Embedding social workers, peers, or persons with lived experience at any intercept of the Sequential Intercept Model.	
Expanding workforce of peer recovery specialists and supports.	
Initiatives to bring together justice, behavioral health, and public health practitioners to implement new or promising practices that may not yet have a research base in addressing the impact of opioids, stimulants, and other substances.	
Initiatives to train justice system and treatment practitioners	
Comprehensive, real-time, regional information collection, analysis, and dissemination that promotes the use of data for responses to overdoses and emerging drug trends.	
Other:	

**Timeline:** Provide a timeline listing key activities and milestones, and the months during which they will take place.

**Subrecipient and Contract Disclosure:** The applicant must include an attachment disclosing any proposed subrecipients and contracts. Complete the table below with information regarding proposed subrecipients and procurement contracts of this funding, including the name, organizational affiliation, and city and state of the proposed subrecipient entity. Add rows if needed. For additional information on subawards, see the OJP Grant Application Resource Guide. As described previously, applicants will submit the table by uploading the document as an attachment in JustGrants.

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

## Disclosures and Assurances

The applicant will address the following disclosures and assurances.

**Disclosure of Lobbying Activities:** JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. § 1352) to complete and submit a lobbying disclosure, should enter "No." By doing so, the applicant is affirmatively asserting (under applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

**Disclosure of Duplication in Cost Items:** To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items

included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

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

**DOJ Certifications:** Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more 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 recipient 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 that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

## Submission Dates & Times

Refer to [Basic Information: Key Dates](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.



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

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. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

**2. 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. The applicant's request will need to include:**

- A description of the technical difficulties experienced (provide screenshots if applicable).
- 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).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

**3. 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. See step 2 for the list of information the applicant must provide as part of its request.**

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), 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 Technical Issues" section in the [Application Resource Guide](#).



## APPLICATION REVIEW

### Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The requested award amount does not exceed the award ceiling.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
  - SF-424 (Grants.gov)
  - Proposal Narrative (JustGrants)
  - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
  - Subrecipients disclosure if applicable

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

### Merit Review Criteria

#### Peer Review Criteria

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

- **Description of the Issue (10%):** What critical issue or problem the applicant is proposing to address with this project.
- **Funding Need (15%):** Description of the applicant's inability to fund the proposed project without federal assistance, and description of current BJA and COSSUP awards.
- **Project Goals and Objectives (15%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (25%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (20%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (10%):** Completeness and cost effectiveness.
- **Plan for Collecting the Data Required for Performance Measures (5%):** the applicant's understanding and plan for the performance data reporting.

#### Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic diversity (including, but not limited to, remote and geographically isolated communities, such as Alaska Native villages), strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

## Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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

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

## Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).



## AWARD NOTICES

### Federal Award Notices

Award notifications are usually sent by September 30 (the end of the current federal fiscal year). For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

### Future Funding Opportunities

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

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



# POST-AWARD REQUIREMENTS AND ADMINISTRATION

## Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Quarterly performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

### Performance Measure Reporting

Award recipients are required to submit performance measure data in the Performance Measure Tool (PMT) quarterly and separately submit a semi-annual performance report in JustGrants. Applicants selected for an award will receive further guidance on post-award reporting processes.

### Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

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

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

### Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the

“Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Complying with civil rights laws that prohibit national origin discrimination includes the requirement that recipients and subrecipients take reasonable steps to ensure that people with limited English proficiency (LEP) have meaningful access to a recipient’s programs and activities. An individual with LEP is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. DOJ offers resources to help recipients meet this requirement, including [Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons](#); a [language access assessment and planning tool](#) with [commonly asked questions](#); and additional resources on [the Office of Justice Programs’ Office for Civil Rights website](#).

Faith-based organizations may apply for this award on the same basis as any other organization subject to the protections and requirements of 28 C.F.R. Part 38 and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. The Department of Justice will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization. A faith-based organization that participates in this funded program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law. An organization may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

### **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 set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

### **Information Technology Security Clauses**

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

### **Other Reporting Requirements**

Applicants and recipients are required to notify OJP if you know that you or any of your organization’s principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in

some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See <https://www.ojp.gov/funding/explore/legaloverview2025/otherrequirements> for more information.





## OTHER INFORMATION

### Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

### Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

### Provide Feedback to OJP

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



## APPLICATION CHECKLIST

### BJA FY25 Comprehensive Opioid, Stimulant, and Substance Use, Site-Based 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](#).

#### SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

#### Grants.gov Registration

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

#### Grants.gov Opportunity Search

- 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 under [“OJP Application Submission Steps”](#) in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

#### Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Program Description: Cost Sharing/Match Requirements](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the [“Legal Overview—FY 2025 Awards”](#) in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under [“Listing of Costs Requiring Prior Approval”](#) in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

#### Submission Step 1: Grants.gov

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

- Complete and submit the SF-424 by the deadline.

- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Confirm that, within 48 hours of your submission in Grants.gov, you 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 Kalyn.Hill@usdoj.gov or the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

## Submission Step 2: JustGrants

- Complete the following information:
  - Entity and User Verification (first-time applicants)
  - Standard Applicant Information
  - Proposal Abstract
  - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Upload the Proposal Narrative.\*
- Complete the budget detail form.\*
- Upload the Memorandum of Understanding (MOU) or Letter of Intent, as applicable.
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
- Disclosure of Proposed Subrecipients and Contracts, as applicable.
- Complete the required disclosures and assurances:
  - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
  - Disclosure of Duplication in Cost Items
  - DOJ Certified Standard Assurances
  - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

***\*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.***

## JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message 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 an 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 [Application Resource Guide](#) for additional information.