

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



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**Solicitation Title:** BJA FY24 Visiting Fellows Program  
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# Synopsis

## Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding to support Fellows who will work with BJA to assess needs and provide critical services and assistance to the field.

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

With this solicitation, BJA seeks to invest in current and future leaders in the criminal justice field to advance priority national policy issues and offer cross-developmental opportunities for DOJ staff and criminal justice practitioners and researchers. Awards made under the BJA Visiting Fellows Program will fund fellowships for a period of 24 months for Category 1 and for 36 months under Category 2, including a “dedicated immersion” period when the Fellow will be expected to commit a significant portion of their time to the fellowship. Fellows will also have an opportunity to work closely with BJA staff members, both virtually and onsite at BJA’s office in Washington, D.C.

The purpose of each fellowship is to make important policy and programmatic contributions in a criminal justice focus area. Fellows will collaborate with BJA and DOJ staff members to provide critical outreach, data, research, and subject matter expertise to inform the development of new BJA strategies, policies, and programs to benefit the field.

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

## Funding Category

| Competition ID        | Competition Title (Category Name)                  | Expected Number of Awards | Dollar Amount for Award | Performance Start Date | Performance Duration (Months) |
|-----------------------|--|---------------------------|-------------------------|------------------------|-------------------------------|
| C-BJA-2024-00061-PROD | Category 1: Agency Sponsored Individual Fellowship | 4                         | Up to \$350,000         | October 1, 2024        | 24                            |
| C-BJA-2024-00062-PROD | Category 2: Partner Agency Fellowship Program      | 3                         | Up to \$500,000         | October 1, 2024        | 36                            |

## Eligibility

### Category 1

- City or township governments
- County governments
- For-profit organizations other than small businesses
- Native American tribal governments (Federally recognized)
- Native American tribal organizations (other than Federally recognized tribal governments)

- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public- and State-controlled institutions of higher education
- Public housing authorities/Indian housing authorities
- State governments
- Small businesses

## Category 2

- For-profit organizations other than small businesses
- Native American tribal organizations (other than Federally recognized tribal governments)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education
- Private institutions of higher education
- Public- and State-controlled institutions of higher education

An applicant entity may submit more than one application to separate focus areas but will only be selected for one award.

BJA may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

## Agency Contact Information

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

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

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

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

## **Pre-Application Information Session**

BJA will hold a webinar on this solicitation on June 12, 2024, at 12 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking [on this link](#) and following the instructions. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance to the [OJP Response Center](#) with the subject "Questions for FY24 BJA Fellows Solicitation Webinar." The session will be recorded and available on the BJA [Funding Webinars](#) page. See the [Successful Applications](#) page for samples of previous, successful applications submitted for this program.

## **Application Submission Information**

### **Registration**

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

The SAM.gov registration is required for a person applying on behalf of a small business (company). The business should obtain an Employer Identification Number (EIN) and not apply using a social security number: [IRS Apply for an Employer Identification Number \(EIN\) Online](#).

### **Submission**

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

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

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

# Program Description

## Program Description Overview

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

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

With this solicitation, BJA seeks to invest in current and future leaders in the criminal justice field to advance priority national policy issues and offer cross-developmental opportunities for DOJ staff and criminal justice practitioners and researchers. Awards made under the BJA Visiting Fellows Program will fund fellowships for a period of 24 months for Category 1 and for 36 months under Category 2, including a “dedicated immersion” period when the Fellow will be expected to commit a significant portion of their time to the fellowship. Fellows will also have an opportunity to work closely with BJA staff members, both virtually and onsite at BJA’s office in Washington, D.C.

The purpose of each fellowship is to make important policy and programmatic contributions in a criminal justice focus area. Fellows will collaborate with BJA and DOJ staff members to provide critical outreach, data, research, and subject matter expertise to inform the development of new BJA strategies, policies, and programs to benefit the field.

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

### Statutory Authority

Any awards under this solicitation would be made under the following statutory authorities, as applicable:

- Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship: Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148-49).
- Reducing Stigma for Persons with Substance Use and Mental Health Disorders and Criminal Justice Involvement Fellowship: Department of Justice Appropriations Act, 2024 (Pub. L. No. 90-351, Title I, Part EE (codified at 34 U.S.C. 10611 - 10619); Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148).
- Improving Corrections and Reintegration under the Second Chance Act Fellowship: Pub. L. No. 90-351, Title I, Sec. 2976 (codified at 34 U.S.C. 10631); Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148).
- Advancing Strategies to Prevent and Respond to Hate Crimes Fellowship: Pub. L. No. 111-84, Div. E, Sec. 4704 (codified at 34 U.S.C. 30503); Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 149).
- Building Capacity of Community Violence Intervention (CVI) Leaders to Enhance Community Safety Fellowship: Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 149).

- Enhancing Strategies for Addressing Violent Crime in Tribal Communities Fellowship: Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148).
- Advancing and Improving the Criminal Justice Systems Using Artificial Intelligence Fellowship: Department of Justice Appropriations Act, 2024 (Pub. L. No. 118-42, 138 Stat. 25, 148-49).

### Specific Information

BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities. BJA works with communities, governments, and nonprofit organizations to reduce crime, recidivism, and unnecessary confinement and promote a safe and fair criminal justice system. This solicitation will prioritize people with lived experience who bring knowledge and critical perspectives to help ensure that the program reaches and resonates with those impacted by the criminal justice systems.

To implement strategies consistent with these principles, BJA supports effective criminal justice policies, programs, information sharing, and collaboration within and among state, local, and tribal agencies and communities. BJA promotes the use of data, research, and information to increase the effectiveness of criminal justice programs. The Fellows will work collaboratively with the staff in BJA's Policy Office, which provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice, and acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices.

BJA launched the BJA Visiting Fellows Program in FY 2012 to address emerging issues and build capacity to improve the administration of criminal justice. The intent was to leverage state, local, and/or tribal subject matter expertise to assess areas of need and develop strategies, tools, and policies in collaboration with BJA staff to benefit the criminal justice field. Historically, BJA has offered category 1, partnering with an agency to sponsor an individual fellowship. In FY 2024, BJA is adding a category to explore partnerships with agencies to sponsor a fellowship program with multiple Fellows to accomplish the goals of this program.

Applications are sought under two categories:

- **Category 1:** Eligible applicants can apply under any of the seven listed focus areas on behalf of an individual from or associated with their organization. The category will fund host agencies who will facilitate the opportunity for an individual from or associated with their organization to implement the fellowship activities in close collaboration with BJA staff members. The applicant must submit a plan and a timeline with milestones and deliverables, and a mentorship and professional development plan for Fellows. Fellowships are expected to begin after October 1, 2024, and end around September 30, 2026, or later, depending on the start date.

Fellows will complete a "dedicated immersion" period at BJA, during which they will be integrated into a BJA Policy Office team for 9 to 12 months and devote 75 to 100 percent of their time to working with BJA. Fellows will be expected to work closely with the BJA team to which they are assigned, participating in key meetings and activities. They will accomplish this through a combination of telework and travel to Washington, D.C., as needed, to participate in key meetings and events. For this dedicated immersion period,



BJA will provide the necessary workspace, equipment, and access to required systems and the internet.

As part of the onboarding process, the BJA Policy Office will host an orientation that will include, among other things, an overview of the program's requirements and next steps. Applicants should allot time before and after their dedicated immersion period at BJA to begin the proposed fellowship work and complete deliverables. The total fellowship, including the pre-and post-work and dedicated immersion period, will last up to 24 months. During this period, it is estimated that about 30 percent of the time will be devoted to collaborative work with BJA staff and leadership that complements the planned projects described in the fellowship agreement. BJA will consider an immersion period of less than 9 months or full-time (with a minimum of 1,500 hours in residence) or a part-time schedule (e.g., 20 hours per week) for a longer period such as 1 year only if the applicant makes the case that the goal of this solicitation can still be accomplished with this approach.

- **Category 2:** This category allows eligible organizations to support multiple Fellows through a structured fellowship program. The proposal should address one of three listed focus areas, namely, Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship, Building Capacity of CVI Leaders to Enhance Community Safety Fellowship, and Enhancing Tribal Capacity to Build Strong Programs and Access Resources for Programs Fellowship. For example, eligible applicants can choose to focus on “Building Capacity of Community Violence Intervention Leaders to Enhance Community Safety” and propose to support 2 to 3 experienced practitioners from different communities throughout the country. The applicant must submit a plan for managing subawards with BJA, a timeline with milestones and deliverables, and a mentorship and professional development plan for Fellows. Fellowships are expected to begin after October 1, 2024, and end around September 30, 2027, or later, depending on the start date.

Under Category 2, Fellows will have an option to complete a “dedicated immersion” period at BJA. During this period, they will be integrated into a BJA Policy Office team for 6 to 9 months and devote 75 to 100 percent of their time to working with BJA. Fellows can be expected to work closely with the BJA team to which they are assigned, participating in key meetings and activities. This will involve a combination of telework and travel to Washington, D.C., as needed, to participate in key meetings and events. The host agency, in partnership with the BJA Policy Office, will host an orientation that will include, among other things, an overview of the program's requirements and next steps. The total fellowship, including the pre- and post-work and dedicated immersion period, will last up to 36 months.

BJA will consider a later start to the project period. Any offer of a fellowship is contingent upon the applicant successfully passing a complete and thorough background security check.

BJA will host Fellows in the following seven focus areas to build capacity to address gaps and emerging issues in the criminal justice field:

**Fellowship Opportunities Under Category 1 Only:**

- **Reducing Stigma for Persons with Substance Use and Mental Health Disorders and Criminal Justice Involvement Fellowship:** BJA is seeking a Fellow to work with the Justice and Behavioral Health Team within BJA's Policy Office to support criminal justice agencies' efforts to reduce stigma for persons with substance use and mental health disorders and criminal justice involvement. The Fellow will utilize their relationships with national organizations and the field to support BJA's Justice & Behavioral Health portfolio, notably the initiatives in Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP).

The Fellow will apply their knowledge of strategies to reduce stigma at the organizational and individual levels to identify best practices for promoting change. The Fellow will also apply their expertise in organizational change to develop data-driven strategies and tools for assessing change in stigma within criminal justice agencies. Through this work, the Fellow will develop a toolkit to support criminal justice agencies to inform agency policy and practices that includes existing and newly developed resources and guidance on how to apply those resources to foster system-level change. Last, the Fellow will work with BJA staff, grantees, Training and Technical Assistance (TTA) partners, and criminal justice organizations to bring their knowledge to the field to support efforts to reduce stigma. Interested applicants can apply for this fellowship opportunity under Category 1 only.

- **Improving Corrections and Reintegration under the Second Chance Act Fellowship:** BJA is seeking a Fellow who possesses significant reentry policy and practice experience and has substantial expertise as a policy advocate, legal or social services provider, or academic focusing on the successful reintegration of people returning home to their communities after incarceration. The Fellow must be an individual who was formerly incarcerated. (Applicants without this background will be removed at the Basic Minimum Requirements phase of the review process.) Potential fellows are strongly encouraged to propose specific strategies that build upon BJA's investments in reentry and reintegration.

For example, an applicant with a minimum of 5 years of experience in leading reentry policy efforts or programs at a state or local level—or a reentry advocate with experience of the collateral consequences of a criminal conviction, including challenges securing housing, employment, educational, health care, or voting opportunities for the reentry population—could propose innovative ways to build more responsive funding opportunities and technical assistance support and document the achievement of successful outcomes in these areas in jurisdictions across the nation.

BJA is actively searching for a thought leader to collaborate with in order to strategically enhance and raise awareness of current national efforts surrounding risk, need, and responsivity, particularly in relation to gender-responsiveness, LGBTIQ+ communities, and similar groups. BJA strongly encourages applicants to submit innovative proposals to complement BJA's current national efforts related to promoting successful reintegration of the incarcerated population and reducing recidivism and/or assist BJA in identifying and defining new and emerging reentry challenges as well as defining efficient and effective methods to address them. The Fellow may also have opportunities to provide strategic input related to corrections and reentry to the BJA Director and OJP

leadership and to inform federal interagency policy efforts to remove barriers to successful reintegration. The Fellow will work with the Corrections, Reentry, and Justice Reform Team within BJA's Policy Office. Interested applicants can apply for this fellowship opportunity under Category 1 only.

- **Advancing Strategies to Prevent and Respond to Hate Crimes Fellowship:** BJA has developed a comprehensive suite of programs designed to support law enforcement, prosecutors, community-based organizations, and civil rights organizations in their efforts to prevent and address the alarming increase in hate crimes. This includes resources not only to address the challenges facing state and local partners today but also resources to help state, local, and tribal partners address the traumatizing and lengthy legacy of hate crimes and racially motivated homicides in their jurisdictions. BJA is seeking a Fellow who will:
  - Assess needs and inform the growing portfolio of work at BJA to prevent, address, and respond to hate crimes and focus on addressing key issues facing the field.
  - Work with BJA staff and TTA providers to conduct scans of existing promising practices and to participate in dialogue with grantees and the field on approaches to address hate crime.
  - Work with grantees to identify, elevate, and promote examples of hate crime cold cases where communities have been engaged in an investigation or case resolution process.
  - Focus on the rise in hate speech and incidents that may escalate to violence and work to elevate community-based approaches to address these incidents.

Lastly, the Fellow should have experience working with a broad range of stakeholders—including law enforcement, prosecutors, and a diverse range of community-led organizations—as well as experience navigating complex and challenging topics in a group setting. The Fellow will work with the Courts, Community, and Strategic Partnerships Team within BJA's Policy Office. Interested applicants can apply for this fellowship opportunity under Category 1 only.

- **Advancing and Improving the Criminal Justice System Using Artificial Intelligence (AI) Fellowship:** State, tribal, and local criminal justice agencies and leaders are increasingly exploring and implementing both pilot and business-as-usual AI products but require significant support to become better consumers. There are several ways that they are piloting or incorporating AI into their business practices, including strengthening human decision-making, improving service delivery, and reducing administrative burdens for staff. Officials have noted that they or their staff have significant amounts of data, but much of it remains unstructured, requiring more user-friendly and actionable information to improve decision-making. At the same time, there is also an increasing need to manage the impact of AI on evidence, discovery, and criminal justice processes.

Given the emerging breadth and depth of AI and machine learning usage, jurisdictions are grappling with how to address challenges around bias, the role of staff, and deployment costs. Jurisdictions are contemplating how to account for bias, completeness, and accuracy and whether these tools can even adjust for bias. Central to these discussions is how agencies can avoid mistakes in inputs and enhance

overburdened caseloads for staff, automate some tasks, and increase access to information and advice.

BJA is seeking a Fellow to assist BJA in exploring these issues, either in a broad area or more targeted for law enforcement, courts, prosecution, defense, and/or corrections. Depending on the topic, the selected Fellow could be placed anywhere across the Policy Office. Interested applicants can apply for this fellowship opportunity under Category 1 only.

### **Fellowship Opportunities Under Both Category 1 and Category 2**

- **Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery Fellowship:** BJA is seeking Fellows with knowledge of and lived experience with substance use, recovery, and the justice system. (Applicants without this background will be removed at the Basic Minimum Requirements phase of the review process.) The Fellow will utilize their expertise and lived experience to support BJA's Adult Treatment Court (ATC) and Veterans Treatment Court (VTC) Grant Programs to:
  - Build and foster relationships with treatment- and recovery-related national organizations.
  - Incorporate data-driven strategies to identify gaps in treatment court services.
  - Assess treatment court data to explore barriers and enhance access for underserved and historically marginalized populations.
  - Explore and promote peer-to-peer engagements within the treatment court field to reduce recidivism, increase access to treatment and recovery support, and prevent overdose for individuals with a substance use disorder who are involved in the criminal justice system.
  - Develop resources and tools for the treatment court field that reflect research and lived experience for how peer recovery strategies can assist in overcoming stigma, strengthening prosocial attitudes and beliefs, and enhancing active coping strategies to prepare for successful reentry.
  - Explore and build strategies for the long-term recovery and success of treatment court participants and graduates, including considering the transition after completion of the program.
  - Work with BJA staff, grantees, TTA partners, and recovery community organizations to bring their knowledge to the field to support peer recovery programming. They will work with the Courts, Community, and Strategic Partnerships Team within BJA's Policy Office.

Interested applicants can apply for this fellowship opportunity under both Category 1 and Category 2.

- **Building Capacity of Community Violence Intervention (CVI) Leaders to Enhance Community Safety Fellowship:** BJA is seeking Fellows who will initiate a project that focuses on how to best support the workforce of CVI practitioners across the country. The focus of this project is to identify TTA needs of the field, as well as gaps in educational opportunities for individuals engaged in this work. The Fellow will make recommendations regarding potential TTA and educational curricula needed to fill critical gaps, considering a wide range of learning opportunities such as online learning, in-

person training academies, peer exchanges, and communities of support. The Fellow will also bring their experience and knowledge to support BJA programs currently implementing CVI strategies and will assist BJA and OJP staff members involved in OJP's CVI Initiative. The Fellows must have a minimum of 5 years of experience as a trusted credible messenger working at the local level on community violence intervention initiatives. They will work with the Courts, Community, and Strategic Partnerships Team. Interested applicants can apply for this fellowship opportunity under both Category 1 and Category 2.

- **Enhancing Tribal Capacity to Build Strong Programs and Access Resources for Programs Fellowship:** BJA is seeking Fellows to work with BJA and tribal justice and court leaders to explore barriers to building strong approaches and accessing BJA resources, including both grant funding and TTA, as well as identifying challenges and strategies to build capacity. The Fellow will develop a plan with BJA staff to conduct outreach and listening sessions with tribal justice leaders, both Native Americans in the lower 48 and Alaskan Natives. The Fellow will make recommendations and assist in developing new training and/or technical assistance tools to enhance access and build capacity to access tribal-focused funding, as well as the broader range of funding in programs where federally recognized tribes are eligible to apply. The Fellow will work in coordination with a cadre of existing tribal-focused training and technical assistance providers and partners in the Department's Coordinated Tribal Assistance Solicitation (CTAS) program. Interested applicants can apply for this fellowship opportunity under both Category 1 and Category 2.

To ensure the program's goals and objectives are achieved, BJA is only recruiting Fellows with work and academic experience in a criminal justice policy, practice, or research setting specific to the focus area for which they are applying. BJA encourages applicants from a broad range of disciplines to consider how their work in areas related to crime and justice would address one of the seven focus areas. Persons with lived experience, where noted, are encouraged to apply. Each Fellow must have the experience and expertise to make significant contributions to enhance practices and innovation in the field.

BJA Fellows will be accomplished practitioners with the credentials and experience that demonstrate significant achievements in—and a continuing commitment to—solving persistent challenges of crime and justice in the United States. In accordance with Administration priorities, Fellows should be able to use data and research to inform the development of effective strategies, including the translation of research and evidence into implications for criminal justice policy and practice. Each Fellow's goals, objectives, and deliverables will be managed by BJA staff members within the assigned Policy Office team with ultimate oversight by the BJA Associate Deputy Director.

The fellowship is intended to provide professional development opportunities for the Fellows and build relationships between BJA and those with technical expertise in the field. BJA offers a flexible work environment that supports both virtual and in-person work options.

Note: Applicants should apply for only one of the focus areas. Applications who propose to work in more than one area will not be considered. Applicants may submit more than one application to separate focus areas but will only be selected for one award.

Note: Applicants will not automatically be screened out if they possess a criminal record, as BJA is committed to seeking a wide variety of expertise and perspectives in these fellowships. In addition, the host agency and the BJA Fellow will be required to undergo a series of required trainings to include OJP Financial Management, cybersecurity, and other trainings, as required/relevant, to handle sensitive information.

## **Solicitation Goals and Objectives**

### **Goals**

To leverage the expertise and experience of the criminal justice field to address key gaps in the field for evidence-based training, technical assistance, and knowledge in seven focus areas:

- Reducing Stigma for Persons with Substance Use and Mental Health Disorders and Criminal Justice Involvement
- Enhancing Support of and Reducing Stigma for Persons with Criminal Justice Involvement Who Are in Recovery
- Improving Corrections and Reintegration Under the Second Chance Act
- Advancing Strategies to Prevent and Respond to Hate Crimes
- Building Capacity of Community Violence Intervention (CVI) Leaders to Enhance Community Safety
- Enhancing Tribal Capacity to Build Strong Programs and Access Resources for Programs
- Advancing and Improving the Criminal Justice Systems Using Artificial Intelligence

### **Objectives**

Objectives include:

- Serve as a subject matter expert on the selected Fellowship focus area.
- Identify research, practices, models, and trends relevant to the selected Fellowship focus area.
- Support the development of criminal justice practitioners, researchers, and BJA/OJP staff members to advance BJA's mission.
- Assist and translate knowledge about critical criminal justice issues and strategies and promote innovation.

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

### **Priority Areas**

In order to further OJP's mission, OJP will provide priority consideration when making award decisions to the following:

**1A.** Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by

inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include, but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services, and other parts of an organization's or community's efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

**1B.** Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population-specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population-specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

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

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

## **Federal Award Information**

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

Anticipated Number of Awards: 7

- Category 1: 4
- Category 2: 3

Anticipated Maximum Dollar Amount per Award:

- Category 1 anticipated maximum amount: \$350,000
- Category 2 anticipated maximum amount: \$500,000

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months):

- Category 1: Up to 24 months
- Category 2: Up to 36 months

Anticipated Total Amount to Be Awarded Under This Solicitation: \$2,900,000

While the maximum allowable funding amount is \$350,000 under Category 1 and \$500,000 under Category 2, OJP encourages applicants—including those that are new or have not previously received a federal award—to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the proposed budget is an amount lower than the maximum allowable funding level.

### **Continuation Funding Intent**

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. 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, when making continuation award decisions.

### **Availability of Funds**

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

### **Type of Award**

OJP expects to make awards under this funding opportunity as cooperative agreements, which provide for OJP to have substantial involvement in carrying out award activities. See the "[Administrative, National Policy, and Other Legal Requirements](#)" section of the [Application Resource Guide](#) for additional information.

### **Cost Sharing or Matching Requirement**

This funding opportunity does not require a match.

### **Eligibility Information**

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

For the purposes of this notice of funding opportunity, "state" means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.



# How To Apply

## Application Resources

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

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

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

## How To Apply

### Registration

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

A small business, in addition to obtaining the SAM.gov registration, should obtain an Employer Identification Number (EIN) from the Internal Revenue Service. The person applying for an award will submit the EIN value as the Tax Identification Number (TIN). The applicant should not submit their Social Security numbers. For additional information, including the steps to obtain an EIN: <https://www.irs.gov/businesses/small-businesses-self-employed/apply-for-an-employer-identification-number-ein-online>.

### Submission

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

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

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

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

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

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

### **Submission Dates and Time**

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by July 24, 2024 8:59 PM ET

The **full application** must be submitted in JustGrants by July 31, 2024 8:59 PM ET

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

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

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

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

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

- SAM.gov: Contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.

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

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

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

Waiver requests sent to the OJP Response Center must—

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

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

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

## **Application and Submission Information**

### **Content of Application Submission and Available Surveys**

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

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Letters of Support from Host Agency if Applicant is an Agency or Organization
- Curriculum Vitae (CV) or Résumé of the Potential Fellow

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

### **Content of the SF-424 in Grants.gov**

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

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

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

### **Content of the JustGrants Application Submission**

#### ***Entity and User Verification (First Time Applicant)***

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

#### ***Standard Applicant Information***

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

#### ***Proposal Abstract***

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

The applicant must include the following:

- Applicant name

- Proposed Fellow(s)' name.
- Category for which the applicant is applying.
- Focus area under which the applicant is applying.
- Project period.
- Total amount of funds requested.
- Proposed "dedicated immersion" period at BJA.
- Brief summary of the applicant's criminal justice or other expertise that is relevant to the focus area under which they are applying.
- An overall summary of the project, including goals, objectives, and deliverables.
- A short statement of why the proposed Fellow(s) wants to be a Fellow with BJA.

If the applicant is seeking priority consideration, the applicant must provide the following information:

- Which priority consideration is being sought: 1(A), 1(B), or both.
- What page(s) in the proposal narrative provide documentation of the applicant's plan to respond to the priority consideration.
- For applicants seeking priority consideration 1(B), the proposed subawardee who will receive the funding and the amount of funds proposed.

### ***Data Requested With Application***

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

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

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

#### ***Brief Applicant Entity Questionnaire***

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

#### ***Proposal Narrative***

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 15 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

a. Description of the Issue

- Identify the focus area for the fellowship.
- Describe the current and potential challenges facing the criminal justice and connected fields in relation to this focus area.
- Provide data to show the nature and scope of the issue and explain previous or current efforts to address the issue.
- Describe the applicant's and/or Fellow's professional interest in working on this issue.

b. Project Design and Implementation

- Clearly state how the applicant proposes to address the identified focus area.
- Outline the specific goals and objectives of the project and how they fit in with the focus area. This description should be outlined in a quarterly time/task plan to span over 24 months (or 36 months if applying for Category 2) and should include the project's objectives, activity, expected completion dates, and responsible person or organization.
- Describe the strategies proposed for the fellowship(s), including specific deliverables to be completed during the fellowship period.
- Discuss the applicant and their Fellow(s)' strategies to work with the BJA team during the project and especially during the immersion period to advance the program's goal and to communicate and collaborate with BJA staff and the field. This should include the time planned to work onsite and virtually.

Additionally, for Category 2: 1) Describe a comprehensive plan for working with BJA to make and manage the subawards; 2) Include a comprehensive timeline/project plan that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity; and 3) Describe how applicant will support and provide mentorship and professional development to Fellows receiving subawards.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

c. Capabilities and Competencies

- Describe the applicant's knowledge of BJA and/or prior experience working with BJA or its projects, if relevant.
- The proposed Fellow(s) should discuss why they want to be a Fellow at BJA and how they will assist BJA with their expertise.
- The applicant seeking to place Fellow(s) with BJA should describe the agency's interest in supporting them in this fellowship, and state their understanding that during the fellowship period, the selected Fellow(s) will report to BJA on fellowship-related tasks.

- Describe the experience and capability of the applicant and their proposed Fellow(s), including connections with national organizations, relevant work, lived experience, and/or academic experience necessary to complete the proposed fellowship activities.
  - Provide documentation of any prior work or collaboration that has previously been undertaken by the applicant and/or Fellow(s) in the selected focus area.
  - Describe any potential barriers to implementing the project and strategies to overcome them.
  - Demonstrate that the proposed Fellow(s) possess the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround times.
  - Document the proposed Fellow(s)' ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, and agencies, as well as with practitioners in the field.
  - Document the proposed Fellow(s)' ability to facilitate relevant projects and communicate with diverse stakeholders.
  - Demonstrate the proposed Fellow(s)' expertise working with and developing documents for practitioners and policymakers.
  - Include a résumé/CV for each proposed Fellow, demonstrating a minimum of 5 years of criminal justice-related experience that is specific to the scope of the fellowship proposed.
  - If the applicant is seeking priority consideration under Priority 1B, it should:
    - Describe within this section how being a population-specific organization (or funding a population-specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project.
    - Specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project.
    - Include information to confirm that the population-specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population-specific organization).
- d. Plan for Collecting the Data Required for This Solicitation's Performance Measures  
Describe the process for measuring project performance.
- Identify who will collect the data; who is responsible for performance measurements; and how the information will be used to guide the program.
  - Describe the process to accurately report data. Applicants are expected to report on behalf of any subawardees.
  - Applicants under Category 2 should describe how they will partner with sub-awardees to tailor data collection and reporting for each sub-award.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award



recipients will be required to submit performance data as part of each award's reporting requirements.

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

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award. A list of performance measure questions for this program can be found in the [Bureau of Justice Assistance Performance Measures](#). Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

#### Note on Project Evaluations

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

#### *Application Goals, Objectives, Deliverables, and Timeline Web-Based Form*

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

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

#### Deliverables Expected by Successful Applicants

Fellows will be expected to participate in a wide range of collegial activities with the BJA Director and BJA staff members. Fellows are expected to be subject matter experts and self-starters who can work in a fast-paced environment. Additionally, Fellows must proactively manage their planned work while collaborating with BJA staff and adjusting to the needs of the project and other work across BJA.

Fellows will provide verbal and written monthly project status briefings to inform BJA and other DOJ staff members, including issues facing the field and current practices in their focus area. This means Fellows will have opportunities to participate in high-level policy discussions and processes that inform practice.



Fellows will be expected to produce specific deliverables that address their respective focus areas, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical assistance using their subject matter expertise. Further, they will work with BJA on enhancing strategies and building capacity, then bring their fellowship experience back into the field.

Applications should propose strategies that address the stated goal of the solicitation and the specific focus area, but the final deliverables will be based upon those proposed in the application and negotiated with BJA through the award-making process and during the start-up period. These deliverables must make an advancement in the focus area and can either be an enhancement or a new development.

All BJA Fellows grantees are required to report specific programmatic metrics (see [Performance Measures](#)) and content outlining the progress and impact of the project. In addition, the applicant is asked to consider what other metrics may be of use in demonstrating the successful outcome of the program.

BJA expects each Fellow to complete a major set of deliverables that will address critical, chronic, or emerging issues in the criminal justice field and build capacity to address one of the seven focus areas. In addition, all Fellows will be expected to engage in the following activities:

- Assess BJA's current TTA resources in the focus area to determine if existing work products should be updated to be relevant to the field.
- Use data to assess the needs of the field in the focus area, including external data and BJA's performance measurement data from grantees.
- Examine and translate research and evidence into programmatic and policy implications for practitioners.
- Work with BJA staff to plan and implement/enhance strategies to engage in regular dialogue with the field, as well as TTA partners, and plan project deliverables, including identifying trends and existing gaps and needs of the field, researching topics, and identifying a cadre of subject matter experts.
- Create at least two major TTA deliverables addressing the focus area, such as reports, publications, toolkits, training curricula, applied research tools, and other creative learning resources.
- As requested by BJA management, participate in internal and external stakeholder meetings, forums, conferences, and international briefings for the purpose of providing information on BJA's efforts to address the focus area, its corresponding gaps in services, and assessing the capacity-building needs of the field.
- Prepare detailed reports, speeches, and articles at the request of OJP and BJA management.
- Offer strategies and assistance to translate information to the field, including through BJA and partner websites and social media.
- Develop written responses to various requests for information, including public inquiries seeking information on BJA's efforts in the focus area.
- Participate in professional development and training activities in consultation with BJA management to enhance the Fellow(s)' expertise related to the focus area.
- Travel to support execution of the above activities.

- Deliver a final presentation summarizing the fellowship experience, outlining accomplishments, and sharing key learnings with BJA.
- Other activities, as assigned.

A final report of activities and outcomes will be due at the end of the project period.

Program objectives and deliverables should be included in one timeline.

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

#### ***Funding Restrictions***

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

#### ***Budget Detail and Narrative Web-Based Form***

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

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

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population-specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

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

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

#### ***Costs Associated With Language Assistance (if applicable)***

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

### Unmanned Aircraft Systems

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

### Budget/Financial Attachments

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

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

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

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

#### Consultant Rate (if applicable)

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

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

If an applicant proposes to hire employees with Federal award funds, for any award of more than \$250,000 made under a funding opportunity, an award 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. 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)

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

### **Additional Application Components**

The applicant will attach the additional requested documentation in JustGrants.

### Curriculum Vitae or Resumes (if applicable)

Provide resumes of key personnel who will work on the proposed project.

### Tribal Authorizing Resolution (if applicable)

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

### Letters of Support (if applicable)

Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity's reasons for supporting the project. Applications submitted from two or more entities are encouraged to submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support may include the following: (1) a description of the relationship between the applicant entity and the supporting entity; (2) a description of the need and what benefits would be gained from the project; and (3) a description of the applicant's capacity to complete the proposed project. Letters of support should be signed and then submitted as one separate attachment to the application.

### Research and Evaluation Independence and Integrity Statement (if applicable)

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

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### Disclosure of Lobbying Activities

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

#### Applicant Disclosure of Duplication in Cost Items

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

#### DOJ Certified Standard Assurances

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

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

Review and accept in JustGrants the DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law

Enforcement and Community Policing. See the [Application Resource Guide](#) for additional information.

#### **Applicant Disclosure and Justification – DOJ High-Risk Grantees**

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

### **Application Review Information**

#### **Review Criteria**

##### ***Basic Minimum Review Criteria***

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

- The application must be submitted by an eligible type of applicant.
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

##### ***Merit Review Criteria***

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

- Statement of the Problem/Description of the Issue (20%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (30%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (35%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for This Solicitation's Performance Measures (5%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

##### ***Other Review Criteria/Factors***

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the

award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

### **Risk Criteria/Factors**

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

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

Important note on Responsibility/Qualification Data (formerly FAPIIS): An applicant 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.

### **Review Process**

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **Federal Award Administration Information**

### **Federal Award Notices**

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

### **Evidence-Based Programs or Practices**

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

### **Information Regarding Potential Evaluation of Programs and Activities**

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

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

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal statutes and regulations, including the applicable requirements referred



to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [Application Resource Guide](#).

### **Civil Rights Compliance**

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

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

### **Financial Management and System of Internal Controls**

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

### **Information Technology Security Clauses**

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

## **General Information About Post-Federal Award Reporting Requirements**

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

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

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

## **Federal Awarding Agency Contact(s)**

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

## **Other Information**

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

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

### **Provide Feedback to OJP**

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

## **Performance Measures**

Award recipients will be required to submit performance measurement data and performance reports in JustGrants. Further guidance on the post-award submission process will be provided, if selected for award. Example of the performance measures questionnaire can be found in the [Bureau of Justice Assistance Performance Measures](#).



## Application Checklist

### BJA FY 2024 Visiting Fellows Program

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

#### Pre-Application

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

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

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

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

##### *Find the Funding Opportunity*

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID: O-BJA-2024-172165
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#)).
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#)).
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#)).
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedoj/iii-postaward-requirements#6q3y8> (see [Application Resource Guide](#)).

##### *Review the Overview of Post-Award Legal Requirements*

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

##### *Review the Scope Requirement*

- The federal amount requested is within the allowable limit(s) of \$350,000 for Category 1 or \$500,000 for Category 2.

##### *Review Eligibility Requirement*

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

#### Application Step 1

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

- In Section 8F of the SF-424, include the name and contact information of the individual **who will complete the application in JustGrants and the SF-LLL in Grants.gov**.

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

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

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

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

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

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

## **Application Step 2**

Submit the following information in JustGrants:

### ***Application Components***

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

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

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

### ***Additional Application Components***

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- Letters of support\*
- Curriculum vitae (CV) or résumé of the potential Fellow\*

### ***Disclosures and Assurances***

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))

- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

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

### **Review, Certify, and Submit Application in JustGrants**

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

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

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

## **Standard Solicitation Resources**

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

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

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

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

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