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## NIJ FY 2023 Invited to Apply — Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program

**Assistance Listing Number #** 16.753

**Grants.gov Opportunity Number:** O-NIJ-2023-171589

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**Application Grants.gov Deadline:** March 23, 2023 11:59 PM ET

**Application JustGrants Deadline:** March 27, 2023 8:59 PM ET

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### Overview

The [U.S. Department of Justice \(DOJ\)](#), [Office of Justice Programs \(OJP\)](#), [National Institute of Justice \(NIJ\)](#) seeks applications to support projects designated for funding in the Consolidated Appropriations Act, 2023 (Public Law 117-328) to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation).

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

### Solicitation Categories

This solicitation does not include Solicitation Categories.

### Eligible Applicants:

Other

### Other

Eligible applicants are limited to those identified in the [Congressional Joint Explanatory Statement \(JES\)](#) for the projects designated for funding. A list of the projects designated for funding in FY23 can be found here: [FY23 Appropriations](#). The legal name (or "doing

business as" name) associated with the applicant's unique entity identifier (UEI) as registered in the System of Award Management (SAM) must coincide with the recipient listed in the JES.

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

## Contact Information

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

For assistance with the requirements of this solicitation, contact the OJP Response Center at 800-851-3420, 301-240-6310 (TTY for hearing-impaired callers only), or [grants@ncjrs.gov](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 10:00 a.m. to 8:00 p.m. ET on the solicitation close date.

## Submission Information

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

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

**Step 1:** The applicant must submit by the Grants.gov deadline the required **Application for Federal Assistance standard form (SF)-424** and a **Disclosure of Lobbying Activities (SF-LLL) form** when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. **Submit the SF-424 and SF-LLL as early as possible, but no later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and an SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](https://www.grants.gov), or [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

deadline.

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

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

# Contents

Overview	1
Contact Information	2
Program Description	6
Overview	6
Specific Information	6
Goals, Objectives, and Deliverables	7
Evidence-Based Programs	7
Information Regarding Potential Evaluation of Programs and Activities	7
Federal Award Information	7
General Guidance for Federal Award	7
Type of Award	8
Financial Management and System Controls	8
Budget Information	8
Cost Sharing or Matching Requirement	8
Pre-agreement Costs (also known as Pre-award Costs)	8
Limitation on Use of Award Funds for Employee Compensation: Waiver	8
Prior Approval, Planning, and Reporting of Conference/Meeting/ Training Costs	8
Costs Associated with Language Assistance (if applicable)	8
Availability of Funds	9
Unmanned Aircraft Systems	9
Eligibility Information	9
Application and Submission Information	9
Content of Application Submission	9
Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov	9
Standard Applicant Information (JustGrants 424 and General Agency Information)	10
Proposal Abstract	10
Proposal Narrative	10
Budget and Associated Documentation	11
Budget Worksheet and Budget Narrative (Web-based Form)	12
Indirect Cost Rate Agreement (if applicable)	12
Employee Compensation Waiver	12
Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)	12
Disclosure of Process Related to Executive Compensation	12

Additional Application Components	13
Research and Evaluation Independence and Integrity Statement	13
Disclosure and Assurances	13
Disclosure of Lobbying Activities	13
DOJ Certified Standard Assurances	13
Applicant Disclosure of Duplication in Cost Items	13
DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements; Law Enforcement and Community Policing	13
Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)	14
How to Apply	14
Submission Dates and Time	15
Application Review Information	16
Review Process	16
Federal Award Administration Information	16
Federal Award Notices	16
Administrative, National Policy, and Other Legal Requirements	16
Information Technology (IT) Security Clauses	16
General Information about Post-Federal Award Reporting Requirements	16
Federal Awarding Agency Contact(s)	17
Other Information	17
Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)	17
Provide Feedback to OJP	17
Application Checklist	17
Standard Solicitation Resources	20

## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. BJA is authorized to distribute funds to support projects designated for funding in the [Consolidated Appropriations Act, 2023](#) (Public Law 117-328) to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation).

The [explanatory statement](#) regarding the Consolidated Appropriations Act, 2023 (Public Law 117-328) lists the designated projects, which the Act incorporates by reference, as stated in relevant part, below—

\$229,551,000 is for discretionary grants to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation), which shall be used for the projects, and in the amounts, specified under the heading, “Byrne Discretionary Community Project Grants/Byrne Discretionary Grants”, in the explanatory statement described in section 4 (in the matter preceding division A of this consolidated Act) [.]

Pub. L. No. 117-328, div. B, title II (2022), 136 Stat 4459, 4535.

**Statutory Authority:** Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328; 136 Stat. 4459, 4535).

### Specific Information

This funding is for discretionary grants to improve the functioning of the criminal justice system, to prevent or combat juvenile delinquency, and to assist victims of crime (other than compensation). Funding shall be used for the projects, and in the amounts, specified under the heading “Byrne Discretionary Community Project Grants/Byrne Discretionary Grants” in the [Joint Explanatory Statement – Division B](#), which is incorporated by reference into Pub. L. 117-328.

Note that this solicitation is only for projects to be administered by the National Institute of Justice (NIJ).

No funds provided under this program may be used, directly or indirectly, to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

OJP will issue awards with a period of performance beginning date of December 29, 2022, the enactment date of the Department of Justice Appropriations Act, 2023, unless applicants request a later start date. Costs incurred on/after December 29, 2022, or the requested start date, if different, but prior to issuance of an award and approval of the

project budget by OJP may be reimbursed, but are incurred at the applicant's own risk, as authorized costs will be limited to those approved by OJP.

**Note: Funding will only be provided for the specific projects designated for funding in the Consolidated Appropriations Act, 2023 (Public Law 117-328). Further, NIJ cannot approve any changes to the purpose of the project after an award has been made.**

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

The goal of this program is to improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation) in geographic areas designated in the Consolidated Appropriations Act, 2023 (Public Law 117-328). Objectives and deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

### **Evidence-Based Programs**

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

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

OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information and applicable documentation to be included in the application, see the [OJP Grant Application Resource Guide](#) section entitled "Information Regarding Potential Evaluation of Programs and Activities."

### **Federal Award Information**

#### **General Guidance for Federal Award**

Anticipated Number of Awards: 2

Anticipated Maximum Dollar Amount of awards: \$2,500,000 (individual award amounts not to exceed amounts specified in the JES)

Period of performance start date: December 29, 2022 (unless applicants request a later start date, which must be the first day of a month and no later than October 1, 2023)

Period of performance duration: 12 months (unless applicants request a longer project period, not to exceed 48 months)

Anticipated Total Amount to be Awarded Under Solicitation: \$3,500,000

**Solicitation Categories**

This solicitation does not include Solicitation Categories.

**Type of Award**

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

**Financial Management and System Controls**

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

**Budget Information**

See the “Budget and Associated Documentation” instructions below.

**Cost Sharing or Matching Requirement**

This solicitation does not require a match. We recommend that applicants do not include any non-federal costs in the application and only include costs for the federally funded portion of the project.

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

See the [OJP Grant Application Resource Guide](#) for information on Pre-agreement Costs (also known as Pre-award Costs).

**Limitation on Use of Award Funds for Employee Compensation: Waiver**

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

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

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

**Costs Associated with Language Assistance (if applicable)**



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

#### **Availability of Funds**

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

#### **Unmanned Aircraft Systems**

Absent sufficiently specific authorization in the Consolidated Appropriations Act, 2023 (Public Law 117-328), the use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

#### **Eligibility Information**

For eligibility information, see the solicitation cover page.

For information on cost sharing or matching requirements, see the Federal Award Information section.

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

#### **Application and Submission Information**

##### **Content of Application Submission**

See the "Application Elements and Formatting Instructions" section of the OJP Grant Application Resource Guide for information on what happens to an application that does not contain all the specified elements or is nonresponsive to the scope of the solicitation.

##### **Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov**

The SF-424 must be submitted in Grants.gov. It is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424. **The project title entered must match the project title from the Congressional Joint Explanatory Statement (JES). The legal name (or "doing business as" name)**

**associated with the applicant's unique entity identifier (UEI) as registered in the System of Award Management (SAM) must coincide with the recipient listed in the JES.**

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

**Intergovernmental Review:** This solicitation (“funding opportunity”) is subject to [Executive Order 12372](#). An applicant may find the names and addresses of State Single Points of Contact (SPOCs) at the following website: <https://www.whitehouse.gov/wp-content/uploads/2020/04/SPOC-4-13-20.pdf>. If the applicant’s State appears on the SPOC list, the applicant must contact their SPOC to find out about, and comply with, the State’s process under E.O. 12372. On the SF-424, an applicant whose State appears on the SPOC list is to make the appropriate selection in response to question 19 once the applicant has complied with its State E.O. 12372 process. An applicant whose State does not appear on the SPOC list should answer question 19 by selecting: “Program is subject to E.O. 12372 but has not been selected by the State for review.”

### **Standard Applicant Information (JustGrants 424 and General Agency Information)**

The “Standard Applicant Information” section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add zip codes for areas affected by the project; confirm their Authorized Organization Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address. **The project title entered must match the project title from the Congressional Joint Explanatory Statement (JES). The legal name (or “doing business as” name) associated with the applicant’s unique entity identifier (UEI) as registered in the System of Award Management (SAM) must coincide with the recipient listed in the JES.**

### **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 USA Spending.gov websites if the project is awarded. **Please do not include personally identifiable or contact information in the Abstract.** See the [OJP Grant Application Resource Guide](#) for an example of a proposal abstract.

### **Proposal Narrative**

**Note: Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2023 (Public Law 117-328).**

**Further, NIJ cannot approve any changes to the purpose of the project. Thus, the proposal narrative must align with the project description found in the JES.**

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 10 numbered pages. Tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point and do not count toward the page limit.

The Proposal Narrative must include the following sections:

1. Description of the Issue: Describe the nature and scope of the problem to be addressed by this project.
2. Project Design and Implementation: Describe the proposed project and how it will be accomplished.
3. Capabilities and Competencies: Describe the roles and responsibilities of project staff and explain the project's organizational structure and operations. Management and staffing should be clearly connected to the project design.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures: Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. An applicant can visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

NIJ will require award recipients to submit performance measure data and performance reports in JustGrants. A list of performance measure questions for this program can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/performance-measures-semiannual-narrative-questions.pdf>

#### **Note on Project Evaluations**

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

## **Budget and Associated Documentation**

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

The applicant will complete the JustGrants web-based budget form. For additional information, see the [OJP Grant Application Resource Guide](#) and the [Complete the Application in JustGrants – Budget](#) training. **Note: Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2023 (Public Law 117-328). Thus, the costs in the budget most clearly support the project description found in the JES.**

No funds provided under this program may be used, directly or indirectly, to provide any security enhancements or any equipment to any nongovernmental entity that is not engaged in criminal justice or public safety.

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

- Rewards, entertainment, prizes, trinkets, or any other monetary incentives
- Client/participant stipends
- Gift cards
- Food and beverage

OJP will issue awards with a period of performance beginning date of December 29, 2022, the enactment date of the Department of Justice Appropriations Act, 2023, unless applicants request a later start date. Costs incurred on/after December 29, 2022, or the requested start date, if different, but prior to issuance of an award and approval of the project budget by OJP may be reimbursed, but are incurred at the applicant's own risk, as authorized costs will be limited to those approved by OJP.

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

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

### **Employee Compensation Waiver**

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

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

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

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

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

### **Additional Application Components**

The applicant will attach the requested documentation in JustGrants.

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

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

### **Disclosure and Assurances**

The applicant will address the following disclosures and assurances.

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

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

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

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

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

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

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

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

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

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

### **How to Apply**

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

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

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from [DIAMD-NoReply@usdoj.gov](mailto:DIAMD-NoReply@usdoj.gov) with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

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

For additional information, see the "How to Apply" section in the [OJP Grant Application](#)

[Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by March 23, 2023, 11:59 PM ET.

The **full application** must be submitted in JustGrants by March 27, 2023, 8:59 PM ET.

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

### **Experiencing Unforeseen Technical Issues Preventing Submission of an Application**

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason, applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

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

## Application Review Information

### Review Process

OJP reviews the application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

All final award decisions will be made by the Director of the National Institute of Justice (NIJ), who may take into account not only peer review ratings and NIJ recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

### Federal Award Notices

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

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

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

### Information Technology (IT) Security Clauses

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



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

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

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

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

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

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

## **Other Information**

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

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

### **Provide Feedback to OJP**

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

## **Application Checklist**

### **NIJ FY 2023 Invited to Apply — Byrne Discretionary Community Project Funding/ Byrne Discretionary Grants Program**

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

#### **Pre-Application**

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

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

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

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov

username and password (see [OJP Grant Application Resource Guide](#))

- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

**Find the Funding Opportunity:**

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidetoj/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

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

- Review the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards](#)” in the [OJP Funding Resource Center](#).

**Review Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of \$2,500,000 (individual award amount not to exceed amount specified for project in JES).

**Review Eligibility Requirement:**

- Other: Entities designated to receive funding in the JES

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**Application Step 1**

Submit the **SF-424** and **SF-LLL** in Grants.gov

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

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

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

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

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

- Proceed to Application Step 2 and complete application in JustGrants

### **Application Step 2**

Submit the following information in JustGrants

#### **Application Components**

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

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

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

#### **Additional Application Components**

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

#### **Disclosures and Assurances**

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

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

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

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

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

**Standard Solicitation Resources**

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

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

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

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

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