

U.S. Department of Justice  
Office of Justice Programs  
Office for Victims of Crime



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OVC FY 2022 Invited to Apply — Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program

<b>Assistance Listing Number #</b>	16.753
<b>Grants.gov Opportunity Number:</b>	O-OVC-2022-171260
<b>Solicitation Release Date:</b>	April 11, 2022 12:15 PM
<b>Version:</b>	2
<b>Grants.gov Deadline:</b>	May 23, 2022 11:59 PM
<b>Application JustGrants Deadline:</b>	May 26, 2022 8:59 PM

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office for Victims of Crime](#) (OVC) seeks applications for funding to support projects designated for funding in the Consolidated Appropriations Act, 2022 (Public Law 117-103) that improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation).

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants to prepare and submit applications 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. 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, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), 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.

For technical assistance with submitting the **full application** in DOJ’s Justice Grants System (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 5 a.m. to 9 p.m. EST Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and Federal holidays.

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

### **Submission Information**

Applications will be submitted to DOJ in two steps.

**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>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

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

### **Experiencing Unforeseen Technical Issues**

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: if an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

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

- Grants.gov — Contact the [Grants.gov Customer Support Hotline](#).
- SAM.gov — Contact the [SAM Help Desk \(Federal Service Desk\)](#).
- JustGrants — Contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833–872–5175.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. OVC is authorized to distribute funds to support projects designated for funding in the Consolidated Appropriations Act, 2022 (Public Law 117-103) that improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and assist victims of crime (other than compensation).

The explanatory statement regarding the Consolidated Appropriations Act, 2022 (Public Law 117-103) lists the designated projects, which the Act incorporates by reference, as stated in relevant part, below—

\$184,707,000 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. 117-103, div. B, title II (2022), 136 Stat 49, 125

**Statutory Authority:** Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103, 136 Stat. 49, 125)

### Specific Information

This funding is for discretionary grants to improve the functioning of the criminal justice system, prevent or combat juvenile delinquency, and 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. 117-103.

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 March 15, 2022, the enactment date of the Department of Justice Appropriations Act, 2022. Costs incurred on/after March 15, 2022, 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, 2022 (Public Law 117-103). Further, OVC will not be in a position to approve any changes to the purpose of the project after an award has been made.**

### Goals, Objectives, Deliverables, and Timeline

See below for details.

#### Goals

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, 2022 (Public Law 117-103).

#### Objectives

The objectives are to:

- Improve the capacity of the criminal justice system to effectively plan, manage, and allocate resources.

- Encourage information sharing to reduce the incidence of crime and drug abuse.
- Provide responsive law enforcement services.
- Enhance local courts.
- Enhance local corrections and offender reentry.
- Prevent or combat juvenile delinquency.
- And/or, assist victims of crime (other than compensation).

### **Deliverables**

Once the award is accepted, the award recipient must submit quarterly Federal Financial Reports (SF-425) and semi-annual performance reports in JustGrants.

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

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

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

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

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

### **Federal Award Information**

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

Total number of awards OVC expects to make: up to 17

Maximum dollar amount for each award: \$5,000,000 (individual award amounts not to exceed amounts specified in JES)

Total amount to be awarded under solicitation: up to \$15,192,000

Period of performance start date: March 15, 2022

Period of performance duration: 18 months (unless applicants request a longer project period not to exceed 36 months)

#### **Solicitation Categories**

This solicitation does not include Solicitation Categories.

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

#### **Anticipated Total Amount to be Awarded Under Solicitation**

\$15,192,000.00

#### **Types of Awards**

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

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

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

### **Budget Information**

See the Budget and Associated Documentation section.

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

This solicitation does not require a match.

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

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

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

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

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

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

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

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

### **Unmanned Aircraft Systems**

Absent sufficiently specific authorization in the Consolidated Appropriations Act, 2022 (Public Law 117-103), the use of OVC 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 title page.

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

### **Application and Submission Information**

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)**

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

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

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add: zip codes for areas affected by the project; confirm its Authorized 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 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. The abstract should be single-spaced, using a standard 12-point font with 1-inch margins. The abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

**Proposal Narrative**

**Note: Funding will only be provided for the specific projects in the amounts designated in the Consolidated Appropriations Act, 2022 (Public Law 117-103). Further, OVC will not be in a position to 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 20 pages. Pages should be numbered and submitted as an attachment.

The following sections must be included as part of the proposal narrative:

- a. Description of the Issue OR Statement of the Problem if research is involved  
Describe the nature and scope of the problem to be addressed by this project.
- b. Project Design and Implementation  
Describe the proposed project and how it will be accomplished.

**Digital Trust**

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

- How the technology will be carefully implemented through training of personnel and the setting and enforcement of policies governing its use to ensure that it contributes to positive outcomes for public safety, the community and/or the criminal justice system.
- How the applicant will safeguard privacy, civil rights, and civil liberties throughout the duration of the project period.

- c. Capabilities and Competencies



Describe the roles and responsibilities of project staff and explain the project's organizational structure and operations. Describe how the project will be managed and staffed. Management and staffing should be clearly connected to the project design. Describe the experience and capability of the applicant's organization and any contractors who will be used to effectively implement and manage the project. Any prior experience implementing projects of similar design or magnitude should be highlighted in this section.

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

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the impact of the project. Describe the process to accurately report data.

Note: The applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that each successful applicant will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant 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. The applicant can also visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at <https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services>.

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

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

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

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

Applicants will submit the Byrne Discretionary Community Project Funding/Byrne Discretionary Grants Program goals, objectives, deliverables and timelines in the JustGrants Web-based form.

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

#### **Budget Worksheet and Budget Narrative**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide for additional](#) information.

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

Costs incurred on/after March 15, 2022, the enactment date of the FY 2022 Consolidated Appropriations Act, 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.

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

Applicants will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

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

The applicant will submit its indirect cost rate agreement by uploading it 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; Waiver.

**Financial Management Questionnaire (including applicant disclosure of high-risk status)**

Applicants will download the questionnaire in JustGrants and submit by uploading the completed questionnaire as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

**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.

**Tribal Authorizing Resolution**

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

**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 submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

**Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

**Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. 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**

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, or 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**

Step 1: The applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

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

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

### **Submission Dates and Time**

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by May 23, 2022 11:59 pm ET.

The **full application** must be submitted in JustGrants by May 26, 2022 8:59 pm ET.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct 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.

## **Application Review Information**

### **Review Process**

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as 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 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.

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

## **Federal Award Administration Information**

### **Federal Award Notices**

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 on information technology security.

### **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), see the solicitation cover page.

For contact information for Grants.gov and JustGrants, see the solicitation cover page.

### **Other Information**

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

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

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

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

### **Performance Measures**

See the information under the Proposal Narrative section, subsection d., Plan for Collecting the Data Required for this Solicitation's Performance Measures.

## Application Checklist

### OVC FY 2022 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. [DOJ Application Submission Checklist](#) is another resource.

#### What an Applicant Must Do:

*Prior to registering in Grants.gov*

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

*To register in Grants.gov:*

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

*To 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 [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

*Overview of Post-Award Legal Requirements:*

Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2022 Awards](#)" in the [OJP Funding Resource Center](#).

*Review Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of \$5,000,000 (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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#### Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
  - Submit **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

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

*Receive email notification to complete application in JustGrants*

- Proceed to complete Application in JustGrants

### **Content of Application Submission**

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

### **Budget and Associated Documentation**

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

### **Additional Application Components**

- Tribal Authorizing Resolution (if applicable) (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 (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission validation or error notifications are received:*

- Contact [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties.