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

OVC FY 2023 Supporting Children, Youth, and Families Affected by the Drug Crisis: Recruiting and Developing Peer Recovery Coaches

Assistance Listing Number #   16.582

Grants.gov Opportunity Number: O-OVC-2023-171726

Solicitation Release Date: April 13, 2023 9:00 AM ET

Step 1: Application Grants.gov Deadline: June 12, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: June 20, 2023 8:59 PM ET

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 an entity that will (1) competitively select and fund subawards to recruit, train, and deploy paid peer recovery coaches who will assist a family member or caregiver's recovery from substance misuse in order to support the well-being of youth who have experienced victimization as a result of the drug use; (2) provide technical assistance to the selected subawardees; and (3) assist in the development of a peer recovery coach paraprofessional program. This solicitation furthers the DOJ's mission by enhancing the fields response to victims of crime affected by the drug crisis and by ensuring rights, access to services, and equity for all victims of crime.

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:
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, Public and State controlled institutions of higher education, Small businesses

An applicant entity may submit more than one application, if each application proposes a different project in response to the solicitation. Also, an entity may be proposed as a subrecipient (subgrantee) in more than one application.

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

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

Contact Information

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

Pre-application Information Session

OVC will hold one solicitation webinar. This call will provide a detailed overview of the solicitation and allow an opportunity for interested applicants to ask questions. When the webinar has been scheduled, the details and registration information will be available at

https://ovc.ojp.gov/funding/funding-webinars. Preregistration is required for all participants. Register and follow the instructions at https://ovc.ojp.gov/funding/funding-webinars. To use the time most efficiently, OVC encourages participants to review the solicitation and submit any questions they may have in advance and no later than 2 days prior to the webinar. Submit your questions to askovc@ncjrs.gov with the subject as "Questions for OVC FY23 Recovery Webinar."

Submission Information

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

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

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

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

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline.

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

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

Contents

Program Description

Overview

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

With this solicitation, OVC seeks to fund one lead organization that will (1) competitively select and fund subawards to recruit, train, and deploy paid peer recovery coaches who will assist a family member or caregiver's recovery from substance misuse in order to support the well-being of youth who have experienced victimization as a result of the drug use; (2) provide technical assistance to the selected subawardees; and (3) assist in the development of a peer recovery coach paraprofessional program. By promoting recovery through a peer recovery coaching model, this program will support children, youth, and families, including kinship families and grandfamilies, who have been victimized by neglect, abuse, or violence because of a family member or caregiver's drug use.

For this program, the following definitions apply:

- Drug or substance use or misuse refers to a person misusing a legal substance in a way other than intended or prescribed or using an illegal or controlled substance.
- Peer recovery coach refers to a person who brings the lived experience of recovery, combined with training and supervision, to assist others in initiating and maintaining recovery, helping to enhance the quality of personal and family life in long-term recovery and reducing the amount of abuse and neglect on children, youth, and families affected by the drug crisis. Peer recovery coaches provide many different types of support, including emotional, informational, instrumental, and affiliational (connections to recovery community supports, activities, and events) support. (See the Substance Abuse and Mental Health Services Administration's (SAMHSA) webpage on Peer Support Workers and Peer Recovery Center of Excellence.)

Statutory Authority

OVC anticipates that any funds awarded under this solicitation would be made under statutory authority that provides funding for comprehensive opioid misuse reduction activities, including as authorized by the Comprehensive Addiction and Recovery Act (CARA), and to address opioid, stimulant, and substance use disorders, as provided by the Consolidated Appropriations Act, 2023 (Public Law No: 117-328), Div. B., Title II; 136

Stat 4459, 4537.

Specific Information

OVC is committed to enhancing our Nation's capacity and intentional efforts to provide crime victim services. It provides federal leadership in changing attitudes, policies, and practices to promote justice and comprehensive healing for all victims of crime. Since FY 2018, OVC has advanced innovations and knowledge sharing that have been transformative in supporting children and youth who experience victimization as a result of their exposure to substance use. OVC has supported the implementation of 76 projects across the country including projects serving small, large, urban, rural, and Tribal communities.

Data from the combined 2009 to 2014 National Survey on Drug Use and Health reveal that about 8.7 million (1 in 8) children in the United States live with a parent who has a substance use disorder (SUD).[i] SUDs often adversely affect the way parents or caregivers interact with and care for their children, contributing to an elevated risk of maltreatment. National data indicate that the prevalence of parental alcohol or other drug use as an identified condition of placement of children in out-of-home care has increased from 18.5 percent in 2000 to 38.9 percent in 2019.[ii] Studies show that there is substantial overlap between parents involved in the child welfare system and substance use treatment systems.[iii] Further, children removed from their homes due to parental substance use are less likely to reunify and more likely to have repeated victimizations. Approximately 1 in 5 child fatalities have been associated with parental substance use,[iv] and children living with a mother with a substance use disorder are twice as likely to have child maltreatment allegations substantiated.[v] Children who are exposed to a parent with SUDs are also more likely to develop SUD symptoms themselves.[vi]

Substance use impacts everyone, regardless of age, race, ethnicity, and background. However, research continues to demonstrate that people of color are more likely to experience disparities in accessing care. These disparities are influenced by racial bias, inadequate financial resources, stigma in communities of color, and disproportionate criminalization of drug and alcohol use in Black and brown communities. In addition, Native American communities experience some of the highest rates of drug and alcohol use despite making up a small portion of the population.[vii]

The Biden-Harris Administration's 2022 National Drug Control Strategy (NDCS) is the first to specifically highlight "Building a Recovery-Ready Nation" as one of its key elements.[viii] In alignment with the NDCS, achieving a recovery-ready Nation is dependent on recruiting, training, and deploying paid peer recovery coaches who have lived experience with recovery, child welfare, and other systems.

Peer recovery coaches walk side-by-side with individuals seeking recovery from substance use disorders.[ix] They help people to create their own recovery plan and develop their own recovery pathway. Peer recovery coaches—individuals who have themselves experienced substance use and who have successfully gone through the recovery process—are uniquely appropriate to address the barriers faced by low-income individuals and racial/ethnic minorities, such as stigma, lack of insurance, housing

instability, and challenges navigating services.[x] Peer recovery plans are customized and build on each individuals' strengths, needs, and recovery goals.[xi] One study found that parents with a substance use disorder who were involved in the child welfare system and received recovery coaching were significantly more likely to achieve and maintain stable reunification with their children when compared to the parents who received usual services.[xii] Stable reunification then promotes a safer environment for the children and youth.

Under this program, OVC expects to make a 3-year cooperative agreement award of up to $4 million to one lead entity to develop and manage a subaward program. In partnership with OVC, the lead entity will competitively select service providers (sites) specializing in recovery from substance use to recruit individuals with lived experience to become trained, certified peer recovery coaches. The lead entity will also provide training and technical assistance (TTA) to the sites and coaches, support collaboration among the sites selected, and support an external program evaluation. The peer recovery coaches will provide coaching to family members or caregivers who have SUDs with the goal of supporting positive outcomes for children, youth, and the entire family, including grandparents, in order to reduce the cycles of abuse, neglect, and violence that can affect those impacted by substance use and misuse.

Goals, Objectives, and Deliverables

Goals

The goal of this initiative is to support children, youth, and families who have suffered victimizations as a result of a family member's or caregiver's substance use disorder by recruiting, training, and certifying peer recovery coaches who have lived experience. The program will result in a peer recovery coach paraprofessional program.

Objectives

- Develop a peer recovery coach-oriented workforce/paraprofessional program that successfully integrates recovery support services and supports individuals' efforts to initiate and sustain their recovery.

- Ensure culturally responsive service provision, equity, and justice. Specific efforts should be made to reach out to and serve marginalized and historically underserved populations.[xiii]
- Enhance knowledge and build the capacity of peer recovery coaches to serve this population more effectively.
- Use the key dimensions of recovery-oriented services (health, home, purpose, and community),[xiv] as well as any new federal model standards for youth, family, and adult peer support.

- Build collaborative arrangements with other organizations or partners to guarantee program success.

- Provide services in non-treatment settings where appropriate.

An applicant should address all the objectives listed above in the Goals, Objectives, Deliverables and Timeline web-based form. The applicant may also add their own goals, objectives, and deliverables.

Deliverables

These are the minimum requirements. Applicants may include additional deliverables in their project design.

- Create and disseminate a national request for applications, in coordination with OVC, to competitively select service providers for subawards. Subawardees will be selected based on their expertise in providing peer recovery support services for individuals experiencing substance use disorders and their capacity to provide quality supervision to peer recovery coaches. The subaward process should be designed to begin subaward activities within 6 months of the release of the request for applications.
- Execute, manage, and monitor subawards.

- Identify options for a robust training and certification curriculum for individuals with lived experience to become peer recovery coaches in a paraprofessional workforce. Training may include evidence-based frameworks or tools to support individuals in their recovery journey.

- Establish an advisory council/steering committee/peer advisory council with diverse expertise, including members in recovery from substance use, to assist with establishing a paraprofessional program of peer recovery coaches.
- Develop strategies that are sustainable and that achieve all intended outcomes that demonstrate progress. Identify guidance for communities to start peer recovery coach programs that benefit families, including kinship families and grandfamilies, and children victimized by neglect, abuse, or violence related to a family member or caregiver's drug use.

- Partner with an external evaluator to support evaluation activities and assessment of subawardees' performance data to determine if the programs are meeting the stated goals and objectives. The evaluation should examine the outcomes associated with a recovery experience led by a peer recovery coach versus without a coach and the impact on children, youth, and families who have suffered victimizations as a result of a substance use disorder.

- Provide technical assistance to the subrecipients with establishing their

Memorandum of Understanding (MOU) between the subawardees and the behavioral health, child welfare, and juvenile justice systems, and others (for example, substance use treatment providers, community-based organizations, recovery community organizations, local mental health and behavioral health authorities, and any other community social service agencies that may provide support services to participants). Ensure MOUs are signed by all participants within 60 days of award funding.

- Produce an annual brief to educate and inform the field on key lessons learned, including project snapshots, replicable strategies, and implementation challenges. An interim and final report should also be produced.

- Facilitate calls, webinars, or other meetings among sites and coaches to support discussion, information exchange, networking opportunities, and peer-to-peer learning.

- Budget for outreach and participation in relevant national conferences and training events to be determined in collaboration with OVC. Develop strategies to expand awareness and build skills and knowledge within the peer recovery support and victim services fields.

- Conduct a minimum of two site visits to each site over the 3-year period and provide TTA on topics such as strategic planning, workforce development, data collection, analysis strategies, etc. The TTA provider should submit a report to OVC after each site visit that summarizes findings and recommended next steps.

- Coordinate with TTA providers from other OJP components, particularly the TTA providers supporting the Bureau of Justice Assistance's Comprehensive, Opioid, Stimulant, and Substance Use Program (COSSUP).
- Work with the subawardees to develop the paraprofessional peer recovery coach program including a sustainability plan to involve ongoing new relationships with behavioral health providers, among others. Develop and document a model of practice that is effective, sustainable, and replicable.
  - Assist with transforming respondent organizations from a traditional setting to a recovery-oriented setting, if applicable. Assist with developing recovery capital and peer recovery infrastructure.
  - Work with organizations to increase collaboration between SUD treatment staff, mental health providers, and peer recovery coaches to improve participant outcomes. Ensure relationships are mutually respectful and supportive.
  - Ensure the organizations' policies and procedures are consistent with recovery processes.
  - Ensure peer recovery coaches have access to transportation, funds, flexible work schedules, organization-purchased cell phones, and other resources to

work with participants outside of the organizational setting and in local communities.

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

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Priority Areas

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

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

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

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

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the

following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

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

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

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

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

Federal Award Information

Solicitation Categories

This solicitation does not include Solicitation Categories.

Awards, Amounts and Durations

Anticipated Number of Awards
1

Anticipated Maximum Dollar Amount of Awards
$4,000,000

Period of Performance Start Date
10/1/23

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
$4,000,000

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

OVC expects to make awards under this solicitation 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 OJP Grant Application Resource Guide for additional information.

Financial Management and System of Internal Controls

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

Budget Information

The applicant should provide the following budget information as applicable.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

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

See the OJP Grant Application Resource Guide for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

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

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

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

Costs Associated with Language Assistance (if applicable)

See the OJP Grant Application Resource Guide for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

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

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

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

Bodies.

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

Application and Submission Information

Content of Application Submission

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

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

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

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project —

including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the OJP Grant Application Resource Guide for an example of a proposal abstract. If priority consideration is being requested, please indicate the priority areas 1A and/or 1B selected.

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 25 numbered pages. If the Proposal Narrative fails to comply with these length restrictions, OVC may consider such noncompliance in peer review and in final award decision. Tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point and will count toward the page limit.

The Proposal Narrative must include the following sections:

a. Statement of the Problem

1. Explain the problem. Describe the necessity and significance, citing supporting data and information.
2. Explain the benefits and role of peer recovery coaches.
3. Describe any barriers or challenges to the delivery and use of peer recovery coaches, including intended outcomes for the individual, families, and community.
4. Describe culturally responsive service provision and its importance.

b. Project Design and Implementation

1. Describe the strategy to address the needs identified in the statement of the problem.
2. Describe your project design, activities, and actions to be undertaken to fulfill the programs objectives and reach the program goals.
3. Provide a detailed description of the methods to be used to carry out each activity.
4. Provide a timetable indicating roughly when the activities or program milestones are to be accomplished.

If the applicant is seeking priority consideration for Priority 1(A), it should address

in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

   1. Describe the organization and its capacity to successfully undertake this work, lead this project, and manage the subawards.
   2. Determine a staffing plan that includes a project coordinator who will serve as the lead on this project.
   3. Identify any anticipated challenges with system barriers, training gaps, resources, etc.
   4. Identify key organizations and individuals that will help implement the project and describe the role of each. Please include resumes as attachments.

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

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

   1. 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.
   2. Describe the process for accurately reporting data.
   3. Explain any additional measures you intend to collect in addition to the Performance Measurement Tool (PMT) requirements.

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

OJP will require each award recipient to submit regular performance data that

show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf.

OVC will require award recipients to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. A list of resources and trainings can be found at https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services.

Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

I.   Training

   IV. Data Gathering
   V. Collaborative Partnerships

OVC will provide further guidance on the post-award submission process if the applicant is selected for award.

Note on Project Evaluations

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

Goal, Objective and Deliverables

The applicant will submit the project's goals, objectives, deliverables and timeline in the JustGrants web-based form. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the Application Submission Job Aid for step-by-step directions.

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

Budgets should include funding to pay for peer recovery training, certification, and salaries.

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.

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, 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 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding.** The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

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

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

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the OJP Grant Application Resource Guide for more information on indirect costs.

Consultant Rate

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

Limitation on Employee Compensation; Waiver

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

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

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

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

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

Letters of Support

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

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.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

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

Applicant Disclosure and Justification - DOJ High Risk Grantees

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

How to Apply

<u>Registration</u>: 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.

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

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

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants deadline.

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

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

For additional information, see the "How to Apply" section in the OJP Grant Application Resource Guide and the DOJ Application Submission Checklist.

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by 11:59 p.m. eastern time on June 12, 2023.

The **full application** must be submitted in JustGrants by 8:59 p.m. eastern time on June 20, 2023.

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

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

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

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

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

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

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

Waiver requests sent to the OJP Response Center must -

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

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

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

Application Review Information

Review Criteria

Merit Review Criteria

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

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 (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.

Capabilities and Competencies (20%) - 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 (10%) - 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 OVC include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget Web-Based Form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

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

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

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

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and OVC recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

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

Administrative, National Policy, and Other Legal Requirements

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

Information Technology Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

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

Other Information

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

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

Provide Feedback to OJP

See the OJP Grant Application Resource Guide for information on how to provide feedback to OJP.

Performance Measures

OVC will require award recipients to submit performance measure data in the Performance Measurement Tool (PMT) and separately submit a semi-annual performance report in JustGrants. A list of resources and trainings can be found at

https://ovc.ojp.gov/funding/performance-measures/transforming-victim-services. A list of performance measure questions for this program can be found at https://www.ovc.gov/grants/pdftxt/TVS-questionnaire.pdf.

Award recipients under this solicitation will be required to complete the following sections, including any relevant shared measures.

    I. Training

   IV. Data Gathering
    V. Collaborative Partnerships

Endnotes

[i] Lipari, R.N. and Van Horn, S.L. *Children living with parents who have a substance use disorder.* The CBHSQ Report: August 24, 2017. Center for Behavioral Health Statistics and Quality, Substance Abuse and Mental Health Services Administration, Rockville, MD. Available at https://www.samhsa.gov/data/sites/default/files/report_3223/ShortReport-3223.html.

[ii] Child Welfare and Alcohol and Drug Use Statistics. National Center on Substance Abuse and Child Welfare (NCSACW). Available at https://ncsacw.acf.hhs.gov/research/child-welfare-and-treatment-statistics.aspx.

[iii] Data and Statistics: AFCARS Data, 2000-2019. The Administration for Children and Families. Available at https://www.acf.hhs.gov/cb/research-data-technology/statistics-research/afcars.

[iv] U.S. Department of Health & Human Services, Administration for Children and Families, Administration on Children, Youth and Families, Children's Bureau. (2018). *Child Maltreatment 2016.* Retrieved from https://www.acf.hhs.gov/cb/research-data-technology/statistics-research/child-maltreatment.

[v] Carter, V., & Myers, M.R. (2007). Exploring the risks of substantiated physical neglect related to poverty and parental characteristics: A national sample. *Children and Youth Services Review,* 29 (1), 110-121.

[vi] Lipari, R.N. and Van Horn, S.L. *Children living with parents who have a substance use disorder.* The CBHSQ Report: August 24, 2017. Center for Behavioral Health Statistics and Quality, Substance Abuse and Mental Health Services Administration, Rockville, MD. Available at https://www.samhsa.gov/data/sites/default/files/report_3223/ShortReport-3223.html.

[vii] AddictionResource.net. Not Equal: Racial Disparities In Addiction/Substance Abuse Treatment. Available at https://www.addictionresource.net/?s=racial+disparities.

[viii] The White House. *National Drug Control Strategy*. Available at https://www.whitehouse.gov/wp-content/uploads/2022/04/National-Drug-Control-2022Strategy.pdf.

[ix] SAMHSA Peer Support brochure. Available at https://www.samhsa.gov/sites/default/files/programs_campaigns/brss_tacs/peer-support-2017.pdf.

[x] Reif, S., Braude, L., Lyman, R., Dougherty, R.H., Daniels, A.S., Ghose, S.S., et al. Peer recovery support for individuals with substance use disorders: Assessing the evidence. *Psychiatric Services*. 2014; 65 (7) 853-861; AddictionResource.net. *Not Equal: Racial Disparities In Addiction/Substance Abuse Treatment*. Available at https://www.addictionresource.net/?s=racial+disparities.

[xi] Coaches help others by linking individuals to community-based organizations and improving access to social supports, which is critical because persons in early recovery are often forced to find new social networks to support their sobriety. A peer recovery coach can help clients make new friends, build alternative social networks, and organize recovery-oriented activities to practice new social skills. Center for Substance Abuse Treatment, *What Are Peer Recovery Support Services?* HHS Publication No. (SMA) 09-4454. Rockville, MD: Substance Abuse and Mental Health Services Administration, U.S. Department of Health and Human Services, 2009. Available at https://store.samhsa.gov/sites/default/files/d7/priv/sma09-4454.pdf).

[xii] Ryan, J.P., Victor, B.G., Moore, A., Mowbray, O., Perron, B.E. Recovery coaches and the stability of reunification for substance abusing families in child welfare. *Children and Youth Services Review*. 2016; 70:357-363. https://doi.org/10.1016/j.childyouth.2016.10.002.

[xiii] OVC's Child Victims and Witnesses Support Materials should be used to support organizations or individuals that work with children or youth involved with the justice system as victims or witnesses.

[xiv] SAMHSA Recovery and Recovery Support. Available at https://www.samhsa.gov/find-help/recovery.

Application Checklist

OVC FY 2023 Supporting Children, Youth, and Families Affected by the Drug Crisis: Recruiting and Developing Peer Recovery Coaches

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 for Award Management (SAM) Registration Information (see OJP Grant Application Resource Guide)

Register in Grants.gov

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

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- 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/financialguidedoj/iii-postaward-requirements#6g3y8 (see OJP Grant Application Resource Guide)

Review the Overview of Post-Award Legal Requirements

- Review the "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2023 Awards" in the OJP Funding Resource Center.

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of $4,000,000.

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1

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

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

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

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

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

- Contact OVC or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](#) regarding technical difficulties (see

  [OJP Grant Application Resource Guide](#))

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants

Application Components

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

Budget and Associated Documentation

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see OJP Grant Application Resource Guide)
- Research and Evaluation Independence and Integrity (see OJP Grant Application Resource Guide)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see OJP Grant Application Resource Guide)
- Timeline
- Memorandum of understanding (if applicable)
- Resumes of key personnel (if applicable)
- List of procurement contracts (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- Disclosure of Lobbying Activities (SF-LLL) (see OJP Grant Application Resource Guide)
- Applicant Disclosure of Duplication in Cost Items (see OJP Grant Application Resource Guide)
- DOJ Certified Standard Assurances (see OJP Grant Application Resource Guide)
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other

Responsibility Matters; 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)

*_**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 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.