

U.S. Department of Justice
Office of Justice Programs
Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering,
and Tracking



SMART FY 2023 Fellowship Program: Sex Offender Registry Law Enforcement Liaison and Sexual Violence Prevention Fellowships

Assistance Listing Number # 16.750

Grants.gov Opportunity Number: O-SMART-2023-171748

Solicitation Release Date: June 15, 2023 7:50 PM ET

Step 1: Application Grants.gov Deadline: July 31, 2023 11:59 PM ET

Step 2: Application JustGrants Deadline: August 14, 2023 5:00 PM ET

Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking](#) (SMART) seeks applications for funding under the SMART FY 2023 Fellowship Program. The program has two categories: Sex Offender Registry Law Enforcement Liaison and Sexual Violence Prevention fellowships. This program furthers DOJ's mission by supporting the activities of two fellowship positions to help the SMART Office in its mission to assist states, the District of Columbia, principal U.S. territories and certain federally recognized Indian tribes with the implementation of the Adam Walsh Child Protection and Safety Act of 2006, specifically Subtitle A of Title I of the Sex Offender Registration and Notification Act (SORNA), and provide assistance to criminal justice professionals across the entire spectrum of sex offender management activities needed to ensure public safety.

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

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-SMART-2023-00001-PROD	Sex Offender Registry Law Enforcement Liaison	1	\$150,000	10/1/23 12:00 AM	12
C-SMART-2023-00002-PROD	Sexual Violence Prevention Fellowships	1	\$150,000	10/1/23 12:00 AM	12

Eligible Applicants:

City or township governments, County governments, Individuals, Nonprofits having a 501 (c)(3) status with the IRS, other than institutions of higher education, Private institutions of higher education, Public and State controlled institutions of higher education, State governments

The SMART Office 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, the award-funded work's progress, and the availability of appropriated funding when making continuation award decisions.

Contact Information

For assistance with any other requirements of this solicitation, contact the SMART Office at 202-514-4689 or at AskSMART@usdoj.gov.

Submission Information

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

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

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

the Grants.gov deadline. If an applicant fails to submit in Grants.gov, they will be unable to apply in JustGrants.

For technical assistance with submitting the SF-424 and an SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), 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 and JustGrants systems.

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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, protects the public from crime and evolving threats, and builds trust between law enforcement and the community. Awards made under the SMART Fellowship Program will fund fellowships for a period of 12 months. The fellows will work closely with SMART Office staff and will work onsite periodically in the SMART Office in Washington, D.C.

The purpose of these fellowships is to provide guidance to jurisdictions on how to either obtain or maintain substantial implementation of SORNA and improve management of those convicted of sexual offenses through research and practice, with the aim of reducing sexual violence. Fellows will collaborate with the SMART Office and DOJ staff to provide critical outreach, data, research, and subject matter expertise to inform the development of new strategies and programs for practitioners in the field as well as assist the SMART Office in its mission.

Statutory Authority

Adam Walsh Child Protection and Safety Act, 34 U.S.C. § 20901 et seq.

Specific Information

The SMART Office mission is to assist jurisdictions with implementation of SORNA, Title I of the Adam Walsh Child Protection and Safety Act of 2006, and to provide assistance to criminal justice professionals across the entire spectrum of sex offender management activities. As part of its mission, the SMART Office works to ensure jurisdictions take the steps needed to maintain sex offender registry programs that meet SORNA requirements or bring these jurisdictions closer to substantial implementation of SORNA. Through direct outreach, grant administration, and policy development, the SMART Office provides support to states, tribes, and territories to improve the safety of communities throughout the United States and Indian Country.

To support its mission, the SMART Office is seeking to fund two fellowships (one in each category below). The SMART Office is specifically interested in funding fellows who can make significant contributions toward building a cumulative body of knowledge.

In FY 2023, the SMART Fellowship Program categories are as follows:

1. Sex Offender Registry Law Enforcement Liaison: This fellow will assist SMART Office staff in providing SORNA jurisdictions with the guidance needed to either obtain or maintain substantial implementation of SORNA, specifically working with state and local jurisdictions. This fellow will work to enhance the capacity of applicable jurisdictions to substantially implement SORNA, support the SMART Office's efforts to increase substantial implementation of SORNA overall, and raise public awareness of SORNA, sex offender registration and community notification by conducting outreach and engagement activities with the field.

2. Sexual Violence Prevention Fellow: The purpose of this fellowship is to support

the SMART Office's activities that help to address the prevention of sexual violence and improve management of those convicted of sexual offenses through research and practice. This fellow will examine sexual violence prevention efforts, victim assistance programming and sex offender management practices to help identify the needs of the field and potential best practices, and bring this information to the SMART Office. The fellow will collaborate with SMART Office staff and practitioners in the field to provide critical outreach and subject matter expertise to help translate this information into practice. The fellow will identify programs and policies focused on addressing the needs of victims of sexual violence to enhance coordination with other law enforcement and criminal justice programming and the U.S. Department of Justice.

Note: Applications should only address one category per application. Applications that propose to work in more than one category will not be considered. Applicants may submit separate applications for each category but will only be selected for one award.

Each fellow's goals, objectives and deliverables will be managed by SMART Office staff within the grant and policy teams.

Because the fellowships are intended to provide professional development opportunities for the individuals and technical expertise that support the SMART Office's efforts through staff interaction, fellows will be expected to work closely with the SMART Office by participating in key meetings and activities. They will do this through a combination of remote work and periodic travel to the Washington, D.C., office to participate in key meetings and events. While working onsite, the SMART Office will provide workspace, access to required systems, and internet access.

Each fellowship will last no longer than 12 months. It is expected that less than half of the fellows' time will be devoted to collaborative work with SMART Office staff and leadership that complements the planned projects described in the fellowship agreement.

Applications should propose strategies that address the stated goals of the solicitation and the specific fellowship category, but the final deliverables will be based upon those proposed in the application and negotiated with the SMART Office through the award-making process and during the start-up period.

The period of performance for the FY 2023 fellowships will begin October 1, 2023, and end September 30, 2024. Any offer of a fellowship is contingent upon the applicant successfully passing a complete and thorough background security check. Applicants will not automatically be screened out if they possess a criminal record, as the SMART Office is committed to seeking a wide variety of expertise and perspective in these fellowships. **In addition, the SMART Office fellows will be expected to undergo a series of required trainings to include OJP financial management, cybersecurity, and other trainings as required to handle sensitive information.**

The SMART Office may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on application merit, the availability of appropriations, and applicant availability and interest.

Goals, Objectives, and Deliverables

Goals, Objectives, Deliverables

Sex Offender Registry Law Enforcement Liaison

Goals

- Enhance the capacity of states and the District of Columbia to effectively substantially implement SORNA.
- Support SMART Office efforts to increase substantial implementation of SORNA.
- Raise public awareness of SORNA and the importance of sex offender registration and notification.

Objectives

- Conduct outreach to law enforcement and other stakeholders to assess and address ongoing and emerging needs of jurisdictions related to SORNA implementation.
- Conduct outreach and engagement activities with law enforcement and other stakeholders to increase awareness of SMART resources.
- Strengthen information-sharing and collaboration among law enforcement and jurisdictions to promote communication.
- Conduct public awareness activities to promote SORNA and its benefits.

Deliverables

- In conjunction with the SMART Office, develop, plan, and implement strategies to engage in regular dialogue with the field and plan project deliverables.
- Plan and conduct in-person and virtual meetings with jurisdictions to discuss needs related to SORNA implementation.
- Develop strategies and assist in translating findings to practitioners in the field, including through the SMART Office.
- Participate in professional development and training activities in consultation with the SMART Office to enhance expertise related to the fellowship's focus area.
- Prepare regular and ad-hoc reports and presentations for the SMART Office, detailing accomplishments, challenges, and recommendations.
- Submit a final report to the SMART Office on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Sexual Violence Prevention Fellow

Goals

- Enhance and broaden programming designed to improve the prevention of, and education about, sexual violence and victimization in communities.
- Assist with SMART Office efforts in supporting sexual violence prevention and victim-centered programming in sex offender registration and notification.
- Provide guidance to SORNA jurisdictions on enhancing sexual violence prevention and education efforts.

Objectives

- Identify effective programs and policies for sexual violence prevention, victim assistance, and sex offender management practices and research to share information with the SMART Office and promote effective programming.
- Assist in assessing programs or initiatives that are implementing promising practices, models, or resources in the areas of sexual violence prevention, victim assistance, and sex offender management to share with the field. Promote promising practices in

- the field to encourage implementation in jurisdictions.
- Collaborate with staff in other DOJ offices that develop and manage such programs to share information and promote effective programming.
 - Participate in internal and external stakeholder meetings, forums, workshops, and other initiatives related to sexual violence prevention and education and sex offender management for the purposes of informing the SMART Office and OJP about promising and effective programs and practices.

Deliverables

- Draft and present an assessment of programming focused on preventing sexual violence and sex offending, victim service delivery strategies, and recommendations for promoting promising practices to law enforcement and other criminal justice professionals.
- Make recommendations and suggestions as to how the SMART Office can broaden its scope in the area of supporting sexual violence prevention, victim services, and education and awareness programming.
- Develop outreach strategies and recommendations for the design and development of public and targeted outreach materials and efforts on sexual violence prevention issues.
- Participate in professional development and training activities in consultation with the SMART Office to enhance expertise related to the fellowship's focus area.
- Develop reports, presentations, and other materials at the request of the SMART Office to promote sexual violence prevention efforts, and detail challenges and successes of these efforts.
- Submit final report to the SMART Office on the fellowship project, including accomplishments, challenges, and recommendations for improving the fellowship program.

Enhancing fellows' professional development is an important aspect of the program, but the activities and deliverables must conform to the solicitation's parameters, addressing the categories discussed above.

Applicants who propose more narrowly focused fellowships that focus on their specific interests will not be considered responsive to this solicitation and will not be forwarded for peer review.

In order to enhance the knowledge-building work of the SMART Office, fellows will be expected to participate in a wide range of activities with the SMART Office's Director and staff. Fellows will provide regular briefings to expose the SMART Office and other DOJ staff to issues facing the field and current practices. Fellows will have a range of opportunities to participate in high-level policy discussions and processes that inform practice, and they will be expected to take this expertise back to share with the field.

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, see the OJP Grant Application Resource Guide's [Evidence-Based Programs or Practices](#) section.

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's [Information Regarding Potential Evaluation of Programs and Activities](#).

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-SMART-2023-00001-PROD	Sex Offender Registry Law Enforcement Liaison	1	\$150,000	10/1/23 12:00 AM	12
C-SMART-2023-00002-PROD	Sexual Violence Prevention Fellowships	1	\$150,000	10/1/23 12:00 AM	12

Awards, Amounts and Durations

Anticipated Number of Awards

2

Anticipated Maximum Dollar Amount of Awards

\$150,000 per fellowship

Period of Performance Start Date

Period of Performance Duration (Months)

Anticipated Total Amount to be Awarded Under Solicitation

\$300,000

Continuation Funding Intent

The SMART Office 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, and the availability of appropriated funding 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

The SMART Office 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 [Financial Management and System of Internal Controls section](#) for additional information.

Budget Information

Because a fellow's salary is intended to compensate them for an expected level of work during the funding period, any adjustment to a fellow's level of effort during the funding period (e.g., changes to the number of hours worked beyond that set out above) may require an adjustment to the fellow's drawdown schedule or award budget. Fellows are generally required to visit the SMART Office quarterly during the duration of their fellowship. During the fellow's in-person time in Washington, D.C., the SMART Office will provide workspace, office supplies, and internet access. The SMART Office will provide a cellphone and laptop for the duration of the fellowship. Proposals primarily to purchase equipment, materials, or supplies will not be funded.

The funding level for each visiting fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, housing expenses, travel, equipment, and other limited administrative expenses. The needs must be fully documented in the budget worksheet and budget narrative and be clearly tied to the proposed fellowship activities. **The SMART Office will not fund salary (or costs) for any person other than the person selected as the fellow.**

Budgeted travel should include (1) travel associated with the fellowship's duties and (2) travel to and from the fellow's home to the SMART Office site in Washington, D.C., with approximately four roundtrips per year during the fellowship. This travel should not include local travel between the fellow's local residence and the SMART Office.

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 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

Sex Offender Registry Law Enforcement Liaison

Eligible applicants are limited to individuals who have worked in law enforcement or other criminal justice setting (such as criminal courts, prosecution, corrections, probation, or a partner agency, including a social service provider). Organizations are also eligible to apply but must identify an individual as the proposed "fellow" in the application. Individuals should have at least five years of criminal justice experience in sex offender registration or sex offender management. Criminal justice experience includes working in a policy or criminal justice setting. Applicants should have knowledge of sex offender registry systems and the Sex Offender Registration Notification Act (SORNA). The SMART Office prefers that the fellow has

either assisted a state jurisdiction with its SORNA substantial implementation efforts or worked in a state that has substantially implemented SORNA. Organizational applicants seeking to provide federal experience for one of their staff will not have any programmatic oversight of their staff member for activities conducted as part of the fellowship.

Sexual Violence Prevention Fellow

Eligible applicants are limited to individuals, academic institutions, and nonprofit organizations. Academic institutions and nonprofit organizations must identify an individual as the proposed “fellow” in the application. Individuals must demonstrate knowledge of and familiarity with SORNA, sex offender registration and notification legislation and policy; have extensive experience with sex offender management, victims’ issues, sexual violence prevention and educational programming; and be able to support technical assistance activities, training, and other needs of the SMART Office. Individuals should have at least five years of experience in sexual violence prevention or sex offender management. Researchers should apply only if they have the expertise and specific skills to develop models and applied research tools for the field, experience with implementation of evidence-based practices, and have performed data collection and analysis and performance management related to sex offender prevention or management.

All persons who elect to serve in fellowship positions must be U.S. citizens at the time of application.

Applicants should be self-starters who can effectively manage work outlined in this fellowship program solicitation. Applicants must demonstrate they have the knowledge and skills to successfully execute the proposed fellowship activities and the capacity to manage a cooperative agreement or grant award. Eligibility will be determined only after review of a complete submitted application.

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

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 the [Executive Order on Safe Policing for Safe Communities page](#) to access the [Principles on Safe Policing and Use of Force](#), [Implementation Fact Sheet](#), and [List of 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.)
- Letters of support from host agency or organization identifying an individual as the potential fellow, if the applicant is an organization
- Curriculum vitae or résumé of the potential fellow

If OJP determines that an application does not include these elements, the application 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 (i.e., email address) to assign the application to this user in JustGrants.

Intergovernmental Review: 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](#).

Proposal Narrative

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, the SMART Office may consider such noncompliance in peer review and in a final award decision.

The Proposal Narrative must include the following sections:

a. **Description of the Issue.** The applicant should identify which of the two categories is requested for the fellowship, describe the related current and potential challenges facing the field, provide any relevant data to show the nature and scope of the issue, and describe the applicant's professional interest in working on this issue for the SMART Office.

b. **Project Design and Implementation.** The applicant should clearly state how they propose to address the identified fellowship category. Applicants should outline the specific goals and objectives of the project and how the fellowship will address them. This description should be outlined in a timeline to span over 12 months. Describe the strategies proposed for the fellowship, including specific deliverables to be completed during the fellowship period.

c. **Capabilities and Competencies.** The applicant should describe their knowledge of the SMART Office, any prior experience working with the SMART Office or its projects and why they want to be a fellow at the SMART Office. For applications submitted on behalf of an organization seeking a fellowship with the SMART Office, describe the agency's interest in supporting the fellowship applicant, and state its understanding that, during the period of the fellowship, the selected candidate will report to the SMART Office. Describe the experience and capability of the applicant, including connections with national organizations, relevant work, any lived experience and the academic experience necessary to complete the proposed fellowship activities. Applicants should provide documentation of any prior work or collaboration previously undertaken by the applicant in the selected category area. Describe any potential barriers to implementing the project and strategies to overcome them. Demonstrate that the applicant possesses the flexibility, skills, and temperament to operate in a fast-moving environment working on multiple activities, sometimes with short turnaround times. Document the applicant's ability to work collegially and collaboratively as a member of a team across divisions, offices, and agencies, as well as with practitioners and researchers in the field. Document the applicant's ability to facilitate national-scope projects and communicate with diverse stakeholders. Demonstrate the applicant's expertise working with and developing documents for practitioners and policymakers. Lastly, include a résumé or CV demonstrating at least five years of sex offender management-related or other experience specific to the scope of the fellowship proposed.

d. **Plan for Collecting the Data Required for this Solicitation's Performance Measures.** Describe the process for measuring project performance and accurately reporting data. Identify and describe how the information will be used to guide and evaluate the impact of the project.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that each 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](#) for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found under the Performance Measures section of this solicitation.

The SMART Office will require award recipients to submit performance measure data and performance reports in JustGrants. The SMART Office 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

Goals, Objectives, Deliverables and Timeline

The applicant will submit the SMART Fellows program 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 program's intent to address the issue described in the previous section and outline the program's goals.

Program Objectives. The applicant should explain how the fellowship project 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

Budget Web-Based Form

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide's [Budget Preparation and Submission](#)

[Information](#) and the [Complete the Application in JustGrants – Budget](#) training.

Budget Worksheet and Budget Narrative (Web-based Form)

Budget Web-Based Form

The applicant will complete the JustGrants web-based budget form. For additional information, see the OJP Grant Application Resource Guide's [Budget Preparation and Submission Information](#) and the [Complete the Application in JustGrants – Budget](#) training.

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 additional information on [Indirect Cost Rate Agreement](#).

Consultant Rate

See the DOJ Grants Financial Guide's [Listing of Costs Requiring Prior Approval](#) for information on standard OJP consultant rates and the requirements for requesting prior OJP approval to exceed the maximum threshold rate.

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's section on [Financial Management questionnaire](#) 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 [Disclosure of Process Related to Executive Compensation](#) description in the Application Attachments section of the OJP Grant Application Resource Guide for information.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide the proposed fellow's curriculum vitae or résumé.

Timeline Form

Attach a project timeline spanning 12 months with each project objective, activity, expected completion date and responsible person or organization.

Letters of Support

Attached relevant letters of support and/or memorandum of understanding (MOU) highlighting key partners and their support, roles, and agreement to collaborate. If the application is from an organization, it must provide a letter or MOU outlining the agreed-upon details of how it will work with the proposed fellow during the award period.

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's information on [research and evaluation independence and integrity](#).

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 preprend into JustGrants. See [Disclosure of Lobbying Activities](#) in 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 [Administrative, National Policy, and Other Legal Requirements](#) in the OJP Grant Application Resource Guide for more information.

Applicant Disclosure of Duplication in Cost Items

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See [Applicant Disclosure of Pending Applications \(Duplication in Cost Items\)](#) in 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 [Administrative, National Policy, and Other Legal Requirements](#) in the OJP Grant Application Resource Guide for more 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 [Applicant Disclosure and Justification — Grantees Designated as High Risk by DOJ](#) in the OJP Grant Application Resource Guide for more information.

How to Apply

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

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

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov 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 July 31, 2023.

The **full application** must be submitted in JustGrants by 5:00 p.m. Eastern time August 14, 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 or with JustGrants that prevent application submission by the deadline, the applicant must contact the SMART Office within **24 hours of the Grants.gov or 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.

The SMART Office 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. **If an applicant does not provide documentation of a technical issue or does not submit a waiver request within the required time period, the SMART Office the request.**

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

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

1. Description of the Issue (20%). Applicant must describe the need for the project/fellowship and provide a clear statement of how funding will support the project's values based on applicant's selected topic/fellowship(s).
2. Project Design and Implementation (30%). evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%). Administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%). Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%). Applicants for completeness, cost effective, and allowability (e.g., reasonable, allocable, and necessary for project activities).
6. Other (5%). Project abstract, project timeline, position descriptions and résumés, organizational chart and indirect cost rate agreement (if applicable).

Other Review Criteria/Factors

Other important considerations for the SMART Office include strategic priorities (including those priority areas already mentioned, if applicable), 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 SMART Office 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 [federal award notices](#).

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 information on [information technology security clauses](#).

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, semiannual 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 [General Information about Post-Federal Award Reporting Requirements](#), including performance measure data.

Federal Awarding Agency Contact(s)

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

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 \(5 U.S.C. §§ 552 and 552a\)](#).

Provide Feedback to OJP

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

Performance Measures

Sex Offender Registry Law Enforcement Liaison

Objective	Performance Measure(s)	Data Recipient Provides
Outreach to law enforcement and other stakeholders to assess and address ongoing and emerging needs of jurisdictions related to SORNA implementation	Number of jurisdictions and law enforcement agencies engaged through outreach activities Summary report of emerging needs and recommendations to address needs	Number of jurisdictions engaged through outreach on SORNA implementation during the reporting period Number of law enforcement agencies engaged through outreach on SORNA implementation during the reporting period Provide a summary of emerging needs of jurisdictions and law enforcement agencies and proposals for addressing ongoing needs.
Promote SORNA and its benefits to raise public awareness.	Number of public activities	Number of public meetings conducted Number of articles for public distribution Number of public presentations

Sexual Violence Prevention Fellow

Objective	Performance Measure(s)	Data Recipient Provides
<p>Identify effective programs and policies for sexual violence prevention, victim assistance and sex offender management practices and research to share information with the SMART Office and promote effective programs</p>	<p>Number of sexual violence prevention, victim assistance and sex offender management programs and policies identified and assessed for the SMART Office</p> <p>Number of recommendations developed</p>	<p>Number of sexual violence prevention, victim assistance and sex offender management programs/policies identified</p> <p>Number of sexual violence prevention, victim assistance and sex offender management programs/policies assessed</p> <p>Number of recommendations provided to the SMART Office on how the office can broaden its scope in the area of sexual violence prevention and education programming</p> <p>Number of outreach strategies and recommendations made for the design and development of public and targeted outreach materials and efforts on sexual violence prevention issues</p>
<p>Assist in assessing programs and initiatives that are implementing promising programming, models or resources in the areas of sexual violence prevention, victim assistance and sex offender management</p>	<p>Number of onsite visits to assess promising programs and initiatives</p>	<p>Number of onsite visits to assess sexual violence prevention programs or initiatives</p> <p>Number of onsite visits to assess victim assistance programs or initiatives</p> <p>Number of onsite visits to assess sex offender management programs or initiatives</p>

Application Checklist

SMART FY 2023 Fellowship Program: Sex Offender Registry Law Enforcement Liaison and Sexual Violence Prevention Fellowships

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

Pre-Application

Before Registering in Grants.gov

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

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see step 3 in the [OJP Application Submission Steps](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see step 4 in the [OJP Application Submission Steps](#))

Find the Funding Opportunity

- Search for the funding opportunity in [Grants.gov](#) using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID O-SMART-2023-171748
- 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 information about [browser compatibility and special characters in file names](#)
- Read [OJP policy and guidance on conference approval, planning and reporting](#) (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 \$150,000.

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 the SMART Office 202-514-4689 or at AskSMART@usdoj.gov and the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](https://www.grants.gov/customer-support), or support@grants.gov regarding technical difficulties (see OJP Grant Application Resource Guide section on [Experiencing Unforeseen Technical Issues](#)).

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants

Application Components

- 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)
- [Financial Management and System of Internal Controls Questionnaire](#)
- [Disclosure of Process related to Executive Compensation](#)

Additional Application Components

- [Research and Evaluation Independence and Integrity](#) assurance or mitigation plan (if applicable)

- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- Timeline
- **Letter of support or memorandum of understanding (if applicable)**
- **Curriculum vitae or résumé**
- List of [procurement contracts](#) (if applicable)
- Organizational chart (if applicable)

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Disclosure of Lobbying Activities](#))
- [Applicant Disclosure of Pending Applications \(Duplication in Cost Items\)](#)
- DOJ Certified Standard Assurances (see [Administrative, National Policy, and Other Legal Requirements](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [Administrative, National Policy, and Other Legal Requirements](#))
- [Applicant Disclosure and Justification — Grantees Designated as High Risk by DOJ](#)

****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 OJP Grant Application Resource Guide section on [Experiencing Unforeseen Technical Issues](#).

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.