



FY 2022 Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) seeks applications for funding to develop, implement, or expand comprehensive programs in response to the overdose crisis and impacts of illicit opioids, stimulants, or other substances. This program furthers the DOJ's mission by providing resources to support state, local, tribal, and territorial efforts to respond to illicit substance use and misuse; reduce overdose deaths; promote public safety; and support access to prevention, harm-reduction, treatment, and recovery services in the community and justice system.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide provides guidance to applicants for the preparation and submission to OJP of applications for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00093-PROD	Category 1a: Local Applications	27	\$1,600,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00094-PROD	Category 1b: Local Applications	26	\$1,300,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00095-PROD	Category 1c: Local or Tribal Applications	25	\$1,000,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00096-PROD	Category 2: Statewide Applications	5	\$6,000,000.00	10/1/22 12:00 AM	36

Eligible Applicants:

Other

Other**Category 1: Local or Tribal Applications**

- City or township governments
- County governments
- City, township, or county governments in rural areas (as defined below)
- Native American tribal governments (federally recognized)

Jurisdictions without a county or local government-based substance use service system may designate the state administering agency (SAA) to serve as the primary applicant in Category 1. Applicants should ensure they apply under the appropriate subcategory below, based on the population of the proposed project area:

Subcategory 1a — An urban area or large county with a population greater than 500,000.

Subcategory 1b — A suburban area or medium-size county with a population between 100,000 and 500,000.

Subcategory 1c — A rural area or small county or tribal area with a population of fewer than 100,000 or a federally recognized American Indian tribe. A rural area is defined as:

- (a) Any area or community no part of which is within an area designated as a standard metropolitan statistical area by the Office of Management and Budget.
- (b) Any area or community that is (i) within an area designated as a metropolitan statistical area or considered as part of a metropolitan statistical area and (ii) located in a rural census tract.
- (c) Any federally recognized American Indian tribe.

Category 2: State Applications

- State governments

Applicants are limited to the SAA responsible for directing criminal justice planning, the state alcohol and substance abuse agency, or other state agency appropriate for the scope of the project. Category 2 state applicants apply for funding on behalf of localities, tribal entities, or regions within the state and assist with the implementation of projects at multiple sites within the state.

For 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.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all 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 2022 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.

BJA 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](#).

BJA may elect to fund applications submitted under this FY 2022 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [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.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time Monday-Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

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

Submission Information

Applications will be submitted to DOJ in two steps:

Step 1: The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov). To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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Program Description

Overview

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

The Comprehensive Opioid, Stimulant, and Substance Abuse Program (COSSAP) supports states, units of local government, and tribal governments to plan, develop, and implement comprehensive efforts that identify, respond to, treat, and support those impacted by illicit opioids, stimulants, and other drugs. COSSAP funding provides necessary resources that allow communities to respond to illicit substance use and misuse to reduce overdose deaths; promote public safety; and support access to prevention, harm-reduction, treatment, and recovery services in the community and justice system. The program also promotes cross-system planning and coordination to deliver a broad range of evidence-based, culturally relevant interventions.

Statutory Authority

34 U.S.C. 10701. Any awards under this solicitation would be made under statutory authority provided by the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103).

Specific Information

Our nation's overdose crisis is a public safety and health emergency that threatens the well-being of individuals who misuse drugs, and impacts the safety of communities. Provisional data from the Centers for Disease Control and Prevention's National Center for Health Statistics indicate that there were an estimated 100,306 drug overdose deaths in the United States during the 12-month period ending in April 2021, an increase of 28.5 percent from the 78,056 deaths reported during the same period the year before.

In addition to the impacts of substance use on individuals and families, this crisis also impacts communities, first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. COSSAP resources are designed to support efforts that respond to, treat, and support those impacted by this crisis, particularly those who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. These efforts can include community-based programs, diversion from the criminal justice system through law enforcement and other first responder-based responses and court-based programs, as well as programming in jails and prisons to improve access to care.

Additionally, COSSAP funds support:

- Expanding access to evidence-based substance use disorder treatment, such as medication-assisted treatment (which is the use of medications, in combination with [counseling and behavioral therapies](#)).
- Advancing racial equity.
- Enhancing evidence-based harm reduction efforts.
- Supporting evidence-based prevention efforts to reduce youth substance use.
- Expanding the addiction workforce.
- Expanding access to recovery support services.

Goals, Objectives, Deliverables, and Timeline

Goals

COSSAP's goals are to reduce the impact of illicit opioids, stimulants, and other substances on individuals and communities, including a reduction in the number of overdose fatalities, as well as mitigate the impacts on crime

victims by supporting comprehensive, collaborative initiatives.

Note that grantees are prohibited from using federal funds to support activities that violate the Controlled Substances Act.

Objectives

Category 1: Local Applications

The objectives of Category 1 are to encourage and support the development of comprehensive, locally driven responses to the illicit use of opioids, stimulants, and other substances that expand access to treatment and recovery support services across the criminal justice system; support law enforcement and other first responder diversion programs for persons with substance use disorders; promote education and prevention activities; and address the needs of children impacted by substance use.

Category 1 Allowable Uses/Activities

Category 1 grant funds may be used to develop, implement, or expand a combination of the allowable use activities described below, or be concentrated on one so long as the proposed budget is appropriate and justified.

- Identifiable and accessible take-back programs for unused controlled substances found in the home and/or used by hospitals and long-term care facilities.
- Law enforcement and other first responder deflection and diversion programs. A variety of multidisciplinary overdose prevention, response, and diversion and referral models, led by law enforcement and other first responders, have emerged in communities throughout the nation.
- Comprehensive, real-time, regional information collection, analysis, and dissemination that promote the use of data for both real-time and comprehensive planning and response to overdoses and emerging drug trends. These types of activities may include the use of data dashboards, the Overdose Detection and Mapping Application Program (ODMAP), Overdose Fatality Review, and forensic epidemiologists and technologies.
- Naloxone for law enforcement and other first responders.
- Education and prevention programs to connect law enforcement agencies with K-12 students.
- Pre-arrest or post-arrest treatment alternative-to-incarceration programs, such as pretrial, prosecutor, and court diversion or intervention programs, that serve individuals at high risk for overdose or substance use disorder. Note: Funding is available under other BJA solicitations to implement or enhance an adult drug court and/or a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under COSSAP.
- Court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose, as well as services for children and youth impacted by their parents' or other family members' substance use.
- Evidence-based substance use disorder treatment related to opioids, stimulants, and other illicit drugs, such as medication-assisted treatment (MAT), as well as harm reduction activities for and recovery support service engagement with the pretrial and post-trial populations leaving local or regional jails or secure residential treatment facilities. This includes strong coordination between in-custody and community-based treatment and recovery support services that increases access to behavioral health care. Coordination should demonstrate a comprehensive approach to services delivering both place-based care and teleservices.
- Transitional or recovery housing and peer recovery support services. Note: No more than 30 percent of total grant funds may be used for transitional or recovery housing.

Embedding social workers, peers, and/or persons with lived experience at any intercept of the [Sequential Intercept Model](#) to assist persons in the criminal justice system and their families navigate the justice

system and increase their connection to treatment and recovery support services. Social workers, peers, and/or persons with lived experience may be embedded within law enforcement, pretrial and probation agencies, prosecutor-led programs, legal defense agencies, child welfare agencies, courts, and jails to support community reentry.

- Field-initiated projects that bring together justice, behavioral health, and public health practitioners to implement new or promising practices, which may not yet have a research base in addressing the impact of opioids, stimulants, and other substances on communities as a whole and individuals at risk of or with justice system involvement. This includes the application of evidence-based strategies from other fields that have not yet been fully examined in the justice context. **Applications for field-initiated projects must include a research partner.**

All proposed projects should include a multidisciplinary coordinating body that focuses on addressing the issues that arise due to the impacts of illicit opioids, stimulants, and other drugs. Such bodies could be criminal justice coordinating councils, prevention coalitions, or overdose fatality reviews that include representatives from public safety, public health, behavioral health, K-12 education, family services, local government, and nonprofit services agencies. These entities are not intended to be temporary in nature, such as a task force, but are instead intended to exist as a permanent standing body that will increase cooperation and collaboration to sustain efforts across all sectors.

Applicants should also strongly consider formally partnering with a researcher at the outset of the proposed project. These researcher-practitioner partnerships assist with ongoing problem analysis, identification of evidence-based responses, strategic planning of interventions, implementation assessment, and conducting an impact evaluation. Note: No more than 20 percent of total grant funds may be used for research and evaluation.

Additional program information, including examples of currently funded COSSAP projects, may be found at www.cossapresources.org.

Category 2: Applications from States on Behalf of County, Local, Municipal, or Tribal Communities

The objective of Category 2 is to support states in their efforts to implement and enhance one or more of the allowable activities detailed under Category 1 in a **minimum of six** geographically diverse counties, localities, regions, or tribal jurisdictions.

The state may retain up to \$800,000 in total (not annually) for administrative purposes and to support the mandatory deliverables. In addition, up to an additional \$400,000 must be used to support an independent evaluation of the project's activities across the sites. The balance of funds must be subawarded to local communities, regions, or tribal entities.

Deliverables

Deliverables for Category 2:

- Selected applicants **must** develop an action plan within the first 6 months of the grant award. The action plan must be developed with the identified researcher and must contain a description of the problem and the data that led to its identification, a logic model that identifies the solution(s) to be tested and the project's result(s), and the plan for an impact evaluation.
- Select and provide subawards to a minimum of six geographically diverse localities or regions (sites) within the state within 9 months of the grant award.
- Implement one or more of the allowable activities detailed under Category 1. Support a robust planning period for the sites, if needed, to support implementation efforts at each of the sites. Coordinate cross-site training and peer-to-peer learning.
- In collaboration with an independent researcher, conduct an evaluation of all grant-funded activities and provide a copy of the annual, interim, and final evaluation reports prior to the close of the grant period.

Applicants applying for funding under Categories 1 and 2 must:

Agree to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site

evaluation in future years.

- Agree to maintain a working relationship with the BJA-supported COSSAP training and technical assistance (TTA) providers. BJA has a team of TTA providers to assist grantees in implementing the program and assist the field at large. BJA's overall TTA will include individualized, efficient, and consistent delivery of services in order to help grantees accomplish their goals by the end of the project period. BJA and the TTA partners will assess needs and develop training, targeted technical assistance, and tools for the field. This will include ongoing coaching and dialogue, as well as support for peer-to-peer dialogue and training, knowledge diffusion products, grantee learning communities, dissemination of best practices and lessons learned, and a listserv.

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

OJP 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*

Consistent with this Executive Order, the term "underserved community" refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that 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, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

B. Give priority consideration to applicants that can demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because the applicant (or at least one proposed subrecipient that will receive at least 30 percent of the requested award funding, as demonstrated in the budget worksheet and budget narrative) identifies 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 culturally specific 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 purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to, among others,

Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

Additional Program Priority Considerations:

In FY 2022, and in addition to executing any statutory prioritization that may be applicable, OJP will also give priority consideration to: Applications in Category 1 that include a research partner. Research partnerships in Category 2 are required.

To receive priority consideration under the research partner priority, Category 1 applicants must include information on the qualifications, requirements, role, and responsibility of the research partner, and commitment by the applicant to share relevant data. For assistance on research partnerships, applicants may wish to access the Center for Research Partnerships and Program Evaluation at <https://bja.ojp.gov/program/crppe/overview>.

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 is not a guarantee of an award.

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00093-PROD	Category 1a: Local Applications	27	\$1,600,000.00	10/1/22 12:00 AM	36
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C-BJA-2022-00096-PROD	Category 2: Statewide Applications	5	\$6,000,000.00	10/1/22 12:00 AM	36

Awards, Amounts and Durations

Period of Performance Start Date
10/1/22 12:00 AM

Period of Performance Duration (Months)
36

Anticipated Total Amount to be Awarded Under Solicitation
\$132,000,000.00

Additional Information

Maximum dollar amount for each award: Category 1a: \$1,600,000; Category 1b: \$1,300,000; Category 1c: \$1,000,000; Category 2: \$6,000,000

Continuation Funding Intent

BJA 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 (if any are made) 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.

Types of Awards

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

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 budget must explicitly describe how the proposed budget items directly apply to the program's design and will assist the applicant in meeting the program's objectives.

If an applicant proposes to fund recovery or transitional housing, no more than 30 percent of the total budget may be used for this purpose. For guidance on recovery housing, please see the [U.S. Department of Housing and Urban Development's Policy Brief](#). Per the Substance Abuse and Mental Health Services Administration, transitional housing typically involves a temporary residence for up to 24 months with wraparound services to help people stabilize their lives.

Transportation services may be included in the budget. These services may be provided to individuals who are engaged with the courts and have community corrections appointments, treatment- and/or recovery support-related appointments and activities, and require other necessary services to support their treatment and recovery, and who have no other means of obtaining transportation. Forms of transportation services may include public transportation, ride services, or a licensed and insured driver who is affiliated with an eligible program provider. If such costs are included, the applicant should be able to certify that they are nonredeemable, nontransferable, and that their use by participants is auditable. The applicant must have written policies for determining eligibility, tracking distribution, and ensuring that passes are only used for transportation related to the program's activities.

BJA anticipates one national meeting will occur annually for which applicants must budget for travel expenses (airfare, hotel, per diem, and group transportation). Additionally, all applicants should budget for a minimum of two staff to attend two face-to-face meetings during the award period. Each meeting should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to the funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups. Category 2 applicants must require that all subrecipient sites budget to have a minimum of two staff members attend the annual national meetings as well.

Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year. The budget narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the

project.

Include an appropriate percent of the total grant award for performance measurement. (See “Plan for Collecting the Data.”) There is no minimum or maximum requirement regarding what constitutes an appropriate percent; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities. Additional funds may be used for proposed or required research and evaluation activities as detailed below.

Category 1: Local Applicant

Applicants should heed the budget restrictions associated with their subcategory, based on the project site's population size. Additionally, no more than 20 percent of the total budget may be used to support research or evaluation services.

Category 2: State Applicant

Applicants should heed the following budget restrictions associated with the number of proposed project sites. No more than \$800,000 may be retained by the state for administrative purposes and to support the mandatory deliverables. In addition to the \$800,000 that may be retained for administrative expenses, up to an additional \$400,000 of the total funds must be used to support an independent evaluation of the project's activities across the sites. The remaining federal funds must be passed through to the proposed project sites. States that have no county or local government-managed addiction service systems may contract funds directly to providers at the community level.

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

- Prizes, rewards, entertainment, trinkets, or any other monetary incentives
- Client stipends
- Gift cards
- Vehicles
- Food and beverages

Digital Trust

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

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

Federal funds may also not be used to replace (supplant) nonfederal dollars that are appropriated for the same purpose. For a definition of supplanting, visit: <https://ojp.gov/grants101/definitions.htm>.

Unmanned Aircraft Systems

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

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](#) 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

For eligibility information, see the solicitation cover page.

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

Application and Submission Information

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Detail Worksheet and Budget Narrative (web-based form) (The web-based form includes the budget details and the budget narrative.)
- Time Task Plan

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

Information to Complete the Application for Federal Assistance (SF-424)

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

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

Intergovernmental Review: This solicitation (“funding opportunity”) is **not** subject to [Executive Order \(E.O.\) 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 its 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 the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded. Proposal abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with "Proposal Abstract" as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.

The abstract should include specific language that indicates which of the allowable uses/activities under Category 1, as listed below, the project will address along with its approximated percent of the budget.

Planned Activities/Allowable Uses	Select All that Apply	Percent of Budget
Drug take-back programs		
Law enforcement and first responder deflection and diversion		
Real-time data collection		
Naloxone for law enforcement and first responders		
Education and prevention programs to connect law enforcement agencies with K-12 students		
Pre-booking or post-booking treatment alternative-to-incarceration programs		
Court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose, as well as services for children and youth impacted by their parents' or other family members' substance use		
Evidence-based substance use disorder treatment related to opioids, stimulants, and other illicit drugs, such as MAT, as well as harm reduction activities and recovery support services		
Transitional or recovery housing and peer recovery support services		
Embedding social workers, peers, and/or persons with lived experience at any intercept of the Sequential Intercept Model		
Field-initiated projects that bring together justice, behavioral health, and public health practitioners		

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

- Which priority consideration is being sought: 1(A), 1(B), or both.

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

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 Times New Roman font; have no less than 1-inch margins; and should not exceed 20 pages. Pages should be numbered. If the proposal narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

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

a. Description of the Issue

- Clearly identify the applicant entity and the state or region(s) or communities, including the population of the proposed service area.
- Provide information that documents the impact of opioids, stimulants, and other illicit drugs within the proposed service area. The applicant must provide verified sources for the data that support the description of the issue.
- Identify any specific challenges motivating the applicant's interest to apply for this grant.
- Explain the applicant's inability to fund the proposed project without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed project.

Category 1: Local Applicants

- Identify whether the application is for subcategory 1a, 1b, or 1c.

b. Program Design and Implementation

- Describe which areas the proposed project will address (refer to the "Category 1 Allowable Uses/Activities" section) and how the proposed project addresses one or more of the allowable uses.
- Describe the project's design and list the proposed activities/allowable uses and describe how they relate to the stated objectives. Activities are the specific actions to be undertaken to fulfill the program's objectives and reach the program's goals. Provide a description of how the applicant will complete the required activities. Describe any potential barriers to implementing the project and the strategies that will be used to overcome those barriers.
- Provide specific details about how the proposed project will be coordinated with existing BJA Comprehensive Opioid Abuse Site-based Program (COAP)- and/or COSSAP-funded sites in the applicant's jurisdiction (either local or state) and how the proposed project will not be duplicative of current efforts. (Search for past COAP and/or COSSAP awards by grantee at: [Awards | Bureau of Justice Assistance \(oip.gov\)](https://oip.gov).)
- If an evaluation is proposed (Category 1) or required (Category 2), articulate how it will provide meaningful insights into solving local, state, or regional challenges while contributing to the national body of knowledge with respect to best practices. Also, describe how the evaluation results will be used to inform future programming and services, including replication of grant-funded activities. In addition, include details on if and how the researcher-practitioner partnership will be sustained after the grant period ends (Category 2).

- If the proposed project involves the delivery of MAT, please specify which forms of MAT will be provided, how counseling and/or behavioral therapies will be delivered, and describe the coordination between in-custody and community-based treatment.
- If the proposed project involves supporting peer recovery services, describe the type of peer training offered (formal/informal), the type of training certification peers will possess, the peer supervision structure, and the manner in which peer support services will be evaluated and measured.
- If the proposed project involves serving children impacted by substance use disorder, describe the types of services to be provided.
- If the proposed project includes a multidisciplinary coordinating body, describe the current and/or intended composition of this entity, its mission, and how long it has been in existence. Include a description of how the entity will be supported and sustained after the grant period ends.
- If the proposed project includes a field-initiated component, provide a detailed description of the proposed activities, as well as the supporting promising or evidence-based practices that are the basis for it.
- Attach a time task plan that outlines when activities or project milestones are to be accomplished that supports the project's design outlined in this section.
- The funds requested in the budget must be clearly connected to and support the project's design and be reasonable in cost.
- Describe the applicant's plan to sustain the proposed project activities after grant funding ends.
- Articulate the applicant's agreement to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site evaluation in future years. Describe the commitment to maintain a working relationship with the BJA-supported COSSAP training and technical assistance providers.

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/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

Category 2: State Applicants

Applicants should describe how they will complete the required activities, including:

- Indicate the number of proposed implementation project sites.
- Describe the needs of the selected sites and the reason these particular sites were selected.
- State whether any of the proposed sites are current BJA COAP- or COSSAP-funded sites. BJA prefers to fund implementation projects in sites that are not current BJA COAP- or COSSAP-funded sites unless a strong justification is provided.
- If there are no preselected sites, describe how the state will select the sites.
- Describe how the state will assist with training the sites, collect performance data from the sites, provide ongoing training and technical assistance, and provide subgrant monitoring and oversight.

Describe how the state applicant agency will work with the sites to implement the project and develop the mandatory deliverables, including an implementation manual that includes the

policies, procedures, forms, and other relevant project materials to be compiled upon completion of the proposed project. Separate from the required evaluation reports, the state will also prepare an annual summary of each project and describe each site's project accomplishments.

- Describe the process for identifying the research partner and the nature of the research that will be conducted. Note that the evaluation requirement will not be fulfilled with activities that are limited to data collection and performance reporting, though those activities may be conducted or supported by the research partner.
- Describe how the required action plan will be developed, including the roles of the state applicant, the local sites, and the research partner. The plan must contain a description of the problem and the data that led to its identification, a logic model that identifies the solution(s) to be tested and the project's result(s), and the plan for an impact evaluation.

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/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

c. Capabilities and Competencies

- Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities. Demonstrate the capability to implement the project successfully.
- Identify each partner agency that has demonstrated commitment to this effort. Discuss any previous collaboration that occurred that will help to achieve the objectives and describe any existing partnership agreements. Attach a memorandum of understanding (MOU) and/or letter of support from each key team member, outlining their commitments to the project.
- Describe how effective communication and coordination among the team members will be implemented throughout the program period.
- For applications involving a research component, describe the qualifications of the research partner and their prior experience with action research, including prior work with drug monitoring and treatment agencies and other partners. Describe the roles and responsibilities of the research partner and how the applicant will ensure that the research partner will have access to relevant agency data, personnel for interviews, and the ability to monitor operations that are relevant to the evaluation of the initiative. Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed. Note: Researchers should be experienced in several different data collection methodologies and both quantitative and qualitative research methods. It is preferable that they have several years of evaluation research experience and experience with oral and written presentations of research results. Research partners should be able to conduct scientifically rigorous evaluations and well versed in evaluation methods.
- Describe who will serve as the project coordinator, the project coordinator's project-related duties, the amount of time this position will dedicate to the project per week, and which agency will house the project coordinator. If the project coordinator will be hired after the award, please provide a job description.
- Indicate a willingness to work closely with a BJA-identified evaluator who may conduct a site-specific or cross-site evaluation in future years.

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 30 percent of the project budget) will enhance its ability to implement the proposed project(s) and should also specify which culturally specific populations are intended or

expected to be served or have their needs addressed under the proposed project(s).

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

Note: Applicants are **not** required to submit performance data with the application. Rather, performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. 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 [Comprehensive Opioid, Stimulant, and Substance Abuse Program \(ojp.gov\)](http://www.ojp.gov/performance).

BJA will require award recipients to submit quarterly performance measure data in the Performance Measurement Tool (PMT), and separately submit a semi-annual performance report in JustGrants. BJA will provide further guidance on the post-award submission process, if selected for award.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program's goals, objectives, and deliverables in the JustGrants web-based form.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

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

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 be a minimum of 30 percent of award funding**.

The budget narrative must also describe how the activities that will be funded with the (minimum) 30 percent of award funding provided to the subrecipient **specifically relate to the priority consideration requested under Priority 1(B)** and described in the "Capabilities and Competencies" section of the application.

Indirect Cost Rate Agreement (if applicable)

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

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

The applicant will download the questionnaire, complete it, and submit it by uploading 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 submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

Additional Application Components

Applicants will attach the additional requested documentation in JustGrants.

Timeline Form

Attach a time task plan (with an estimated start date of October 1, 2022) with each project objective, activity, expected completion date, and responsible person or organization. Applicants will submit the time task plan by uploading the document as an attachment in JustGrants.

Research and Evaluation Independence and Integrity Statement

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

Letters of Support and/or Memoranda of Understanding/Interagency Agreement

When the proposed project includes more than the applicant entity, applicants should attach MOUs, letters of support, and/or interagency agreements between the partner agencies and offices to show commitment to participate in the project and how participation will support justice system entities. They should clearly articulate the level of involvement each agency will have in the proposed project and tie to the program design. Category 2 applicants should provide letters of support when the research partner is specifically identified in the application. Applicants will submit letters of support and MOUs by uploading the documents as attachments in JustGrants.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

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

Applicant Disclosure of Pending Applications

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

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

If applicable, applicants will submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award recipient that has received a DOJ High Risk designation based

on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or is otherwise not responsible. See the [OJP Grant Application Resource Guide](#) for additional information.

How to Apply

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

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

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 8:59 PM ET on June 13, 2022

The **full application** must be submitted in JustGrants by 8:59 PM ET on June 17, 2022

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

Experiencing Unforeseen Technical Issues

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

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

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

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center grants@ncjrs.gov **within 24 hours after the application deadline** to request approval to submit their application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the OJP Response Center within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced.
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond).
- Include an attachment(s) of the complete grant application and all required documentation and material.

Include the applicant's Unique Entity Identifier (UEI), and any applicable SAM.gov tracking number(s),

Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or 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

a. 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:

1. Statement of the Problem/Description of the Issue (15 percent) — Evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40 percent) — Evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25 percent) — Evaluate the 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 (10 percent) — Evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10 percent) — Evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned), available funding, past performance, and the extent to which the budget worksheet and budget narrative (web-based form) accurately explain 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 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. Among other things to help assess whether an applicant with one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant 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 that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

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

Federal Award Administration Information

Federal Award Notices

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

For OJP contact(s), see the solicitation cover page.

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

For 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.

Application Checklist

Comprehensive Opioid, Stimulant, and Substance Abuse Site-based Program

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

Prior to registering in Grants.gov:

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

To register in Grants.gov:

- Acquire an Authorized Organization Representative (AOR) and 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](#))

To find the funding opportunity:

- Search for the funding opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

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

Review Scope Requirement:

- The federal amount requested is within the allowable limit(s) of
 - Category 1a: \$1,600,00
 - Category 1b: \$1,300,000
 - Category 1c: \$1,000,000
 - Category 2: \$6,000,000

Review Eligibility Requirement:

See solicitation cover page.

Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)

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

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

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

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

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

Receive email notification to complete application in JustGrants:

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

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

Budget and Associated Documentation:

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

Additional Application Components:

- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Letters of Support and/or Memoranda of Understanding/Interagency Agreement
- Time Task Plan (Required)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances:

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [OJP Grant Application Resource Guide](#))

- DOJ Certified Standard Assurances (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

Submit application in JustGrants:

- Application has been successfully submitted in JustGrants

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

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties.