

BJA FY25 Improving Adult and Youth Crisis Stabilization and Community Reentry Program

Anticipated Total Amount To Be Awarded Under This Funding Opportunity: \$8,250,000

Anticipated Award Ceiling: Up to \$825,000

Anticipated Period of Performance Duration: 36 months

Funding Opportunity Number: O-BJA-2025-172294

Deadline to submit SF-424 in Grants.gov: **February 24, 2025, 11:59 PM ET**

Deadline to submit application in JustGrants: **March 03, 2025, 8:59 PM ET**



BJA
Bureau of Justice Assistance
U.S. Department of Justice

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BASIC INFORMATION

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is accepting applications for funding in response to this notice of funding opportunity (NOFO).

OJP is committed to advancing work that promotes civil rights, 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. OJP's grant programs further DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
NOFO Title	Improving Adult and Youth Crisis Stabilization and Community Reentry Program
Announcement Type	Initial
Funding Opportunity Number	O-BJA-2025-172294
Assistance Listing Number	16.812

Executive Summary

This funding opportunity seeks to support state, local, and tribal governments, as well as community-based nonprofit organizations, to support cross-system collaboration between criminal and juvenile justice agencies, mental health and substance use agencies, community-based organizations that provide reentry services, and community-based behavioral health providers. The goal is to improve clinical stabilization pretrial, during confinement, and support continuity of care and recovery during the transition to the community through clinical and other evidence-based activities or services for individuals with serious mental illness, substance use disorders, and co-occurring disorders. In addition, this funding seeks to minimize the potential for experiencing crisis and improve recovery outcomes for people with serious mental illness, substance use disorders, and co-occurring disorders who are currently involved with the criminal or juvenile justice systems or reentering the community from these systems.

Please see the [Eligible Applicants](#) section for the eligibility criteria.

- Category 1: State and local governments
- Category 2: Nonprofit organizations
- Category 3: Tribal governments

Key Dates

Funding Opportunity Release Date	December 31, 2024
Pre-Application Webinar	Date forthcoming

SAM.gov Registration/Renewal	Recommend beginning the process by January 25, 2025, and no later than February 10, 2025
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on February 24, 2025
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on March 03, 2025
Award Notification Date	Generally by September 30

Funding Details

Anticipated Total Amount To Be Awarded Under This Funding Opportunity:

\$8,250,000

Anticipated Number of Awards:

Category 1 (State and local governments): 5 awards

Category 2 (Nonprofit organizations and tribal governments): Up to 3 awards

Category 3 (Tribal governments): Up to 3 awards

Anticipated Award Ceiling: Up to \$825,000

Note: Applicants may propose a budget that is less than the anticipated award ceiling amount. The budget should be reasonable to conduct the proposed project and be within the applicant's capacity to manage.

Anticipated Period of Performance Start Date: October 1, 2025

Anticipated Period of Performance Duration: 36 months

Availability of Funds

This funding opportunity, and awards under this funding opportunity, are subject to the availability of funding and any changes or additional requirements that may be imposed by the agency or by law. In addition, nothing in this NOFO 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 or its departments, agencies, entities, officers, employees, agents, or any other person.

Statutory Authority

Pub. L. No. 90-351, Title I, Part OO (codified at 34 U.S.C. 10751-10755).

Agency Contact Information

For assistance with the requirements of this funding opportunity:

OJP Response Center

Phone: 800-851-3420 or 301-240-6310 (TTY for hearing-impaired callers only)

Email: grants@ncjrs.gov

Hours of operation: 10:00 a.m. to 6:00 p.m. Eastern Time (ET) Monday–Friday and 10:00 a.m. to 8:00 p.m. ET on the funding opportunity closing date.

For assistance with **SAM.gov** (registration/renewal):

SAM.gov Help Desk

Phone: 866-606-8220

Web: [SAM.gov Help Desk \(Federal Service Desk\)](#)

Hours of operation: 8:00 a.m. to 8:00 p.m. ET Monday–Friday

For assistance with **Grants.gov** (registration, submission of the Application for Federal Assistance SF-424):

Grants.gov Customer Support Hotline

Phone: 800-518-4726, 606-545-5035

Email: support@grants.gov

Web: [Grants.gov Customer Support](#)

Hours of operation: 24 hours a day, 7 days a week, except on federal holidays

For assistance with **JustGrants** (registration, submission of full application):

JustGrants Service Desk

Phone: 833-872-5175

Email: JustGrants.Support@usdoj.gov

Hours of operation: 7:00 a.m. to 9:00 p.m. ET Monday–Friday and 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see [Experiencing Technical Issues Preventing Submission of an Application \(Technical Waivers\)](#).

Resources for Applying

Pre-Application Webinar: BJA will hold a webinar to provide a detailed overview of this opportunity and allow interested applicants to ask questions. Once available, a link to register will be included on the [Funding Webinars](#) page. The session will be recorded and available on the BJA website once ready.

[OJP Grant Application Resource Guide](#): Referred to as the Application Resource Guide throughout the NOFO, this resource provides guidance to help applicants for OJP funding prepare and submit their applications.

[JustGrants Application Submission Training Webpage](#): Offers helpful information and resources on the grant application process.

Note: If this NOFO requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this NOFO and the applicant should follow the guidance in this NOFO.



ELIGIBILITY

Eligible Applicants

The types of entities that are eligible to apply for this funding opportunity are listed below:

Category 1: State and local governments

- **Government Entities**
 - State governments
 - County governments
 - City or township governments
 - Special district governments

Category 2: Nonprofit organizations and tribal governments

- **Nonprofit Organizations**
 - Nonprofits having a 501(c)(3) status with the Internal Revenue Service (IRS), other than institutions of higher education
 - Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

Category 3: Tribal governments

- **Government Entities**
 - Native American Tribal governments (federally recognized)
 - Native American Tribal governments (other than federally recognized)

State Government Entities: For the purposes of this NOFO, “state” means any state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

Other Units of Local Government: For the purposes of this NOFO, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

Additional Applicant Eligibility Factors

Community-based nonprofit organizations, including culturally specific organizations—those recognized by their communities as being familiar with their culture, language, and background—are eligible and encouraged to apply under Category 2 of this program in partnership with criminal or juvenile justice agencies. All community-based nonprofit applicants must submit memorandums of understanding/agreement (MOUs/MOAs) that clearly describe a collaborative relationship between the applicant and the criminal or juvenile justice agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and/or (2) oversee community corrections (probation and/or parole) for the target population.

Limit on Number of Applications

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

Cost Sharing/Match Requirement

For this opportunity, match **is not** required.



PROGRAM DESCRIPTION

General Purpose of the Funding

People reentering the community from correctional or residential facilities face higher rates of death, overdose, suicidality, mental health conditions, substance use disorders, physical health conditions, and homelessness than the general public. The Improving Adult and Youth Crisis Stabilization and Community Reentry Program provides grant funds, along with support from subject matter experts, to provide screening and supportive services as early as possible pre-release, during, and after reentry to address those at greater risk for a crisis during these times of transition. This program facilitates comprehensive treatment, recovery, and other supportive reentry services to adults, youth, and young adults with mental health and/or substance use disorders who are currently involved in the criminal or juvenile justice systems or are transitioning home from a prison, jail, or juvenile detention facility.

This program includes three categories for funding:

- Category 1: State and Local Governments
- Category 2: Nonprofit Organizations (nonprofit organizations must apply in partnership with the relevant criminal or juvenile justice agency)
- Category 3: Tribal governments

Research shows the most promising interventions have common elements at the pre- and post-release stages of reentry. This program seeks applications that propose to increase the likelihood of positive outcomes through a variety of interventions such as increased and continued access to evidence-based treatment, medication-assisted treatment (MAT), cognitive behavioral therapy, and acceptance and commitment therapy. Examples of elements at each stage include:

- Pre-release stage, elements include: ensuring people are screened, assessed, and identified for program participation and clinical services during pretrial detention or as early as possible upon incarceration and prior to release.
- Post-release elements include: providing participants with discharge planning and wraparound services based on the results of their screening and assessment, and that support continuity of care and long-term recovery in the community.
- Specific services may include: benefit coordination, case management, evidence-based programming, peer support, enrollment in healthcare coverage, relapse prevention, suicide prevention, homelessness prevention, and clinically indicated medications.

Applicants may seek funds to, for example:

- Hire personnel (e.g., case managers, behavioral health providers, peer support specialists).
- Pay for medication (e.g., psychiatric medication, FDA-approved medication to support medication-assisted treatment, naloxone) and other supplies.
- Pay for screening and assessment tools and associated training to support program eligibility and clinical services during pretrial detention or as early as possible upon incarceration and prior to release.
- Pay for discharge planning services that support continuity of care and long-term recovery in the community.

- Pay for benefit coordination; case management; evidence-based programming; peer support; enrollment in health care coverage; relapse, suicide, and homelessness prevention; and clinically indicated medications.

A DOJ priority area is addressing the opioid overdose epidemic. Incarceration offers a unique opportunity to screen and initiate or continue treatment for individuals with opioid use disorder (OUD), including providing MAT. Medications combined with counseling and behavioral therapies across all settings is essential to addressing the opioid overdose epidemic. Guidance published by DOJ's Civil Rights Division in April 2022 clarified protections under the Americans with Disabilities Act (ADA) for individuals with OUD. This guidance includes potential violations of the ADA by facilities or programs that do not allow individuals to continue taking doctor prescribed medications for opioid use disorder (MOUD). Similarly, a [DOJ findings report](#) regarding suicides and failure to provide MOUD in a county jail illustrates specific instances that were considered to violate people's 8th and 14th amendment rights. Both the guidance and enforcement matters reflect the federal government's position that a correctional facility's refusal to permit incarcerated individuals to continue or initiate treatment for opioid use disorders when clinically needed may violate the ADA, the Constitution, or both.

All successful applicants will receive technical assistance, at no cost to them, from the BJA-funded [Second Chance Act \(SCA\) Training and Technical Assistance Program](#). An applicant may note specific technical assistance needs—subject matter or project management needs—in their proposals as well as during the grant period, if awarded.

This program is part of the SCA suite of programs, which are all designed to support aspects of reentry. Reentry is not a specific program but rather an ongoing process that starts from the moment a person is incarcerated and continues throughout the person's transition from incarceration into the community. This year, BJA and the Office of Juvenile Justice and Delinquency Prevention are offering a range of other SCA programs for states, local government units, tribal governments, and nonprofit organizations, including:

- Community-based Reentry
- Community-based Reentry Incubator
- Community Supervision Strategies
- Improving Substance Use Disorder and Treatment and Recovery Outcomes for Adults in Reentry
- Pay for Success
- Smart Reentry: Housing Demonstration
- Smart Supervision
- Youth Reentry
- Children of Incarcerated Parents

Additionally, the Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program, the Residential Substance Abuse Treatment Program for State Prisoners, and the Justice and Mental Health Collaboration Program are three other BJA programs that support the provision of behavioral health treatment and services to individuals during and after incarceration. Not all agencies or organizations are eligible for all programs. Applicants are encouraged to review each opportunity in its entirety to determine their eligibility. If not eligible, but of interest, agencies or organizations should then consider another funding opportunity or partnering with an eligible organization.

Applicants should refer to [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#) for information on allowable and unallowable costs that may inform the development of their project design.

Agency Funding Priorities

OJP will provide priority consideration in awarding funding for the following areas in consideration of OJP's mission and goals:

Applicants that ensure program participants receive care continuously and without breaks in service through a Community Care Provider Program and that adopt policies that focus on programming, strategies, and educational components for reducing recidivism and probation violations will also receive priority consideration. For the purposes of this priority, "continuous care" shall involve the coordination of the correctional facility treatment program with qualified community behavioral health providers and other recovery supports, pretrial release programs, parole supervision programs, transitional housing programs, and participation in peer recovery group programs, which may help in ongoing recovery after the individual is released from the correctional facility. For the purposes of this priority, "Community Care Provider Program" means a community mental health center or certified community behavioral health clinic that directly provides to an individual or assists in connecting an individual to the provision of, appropriate community-based treatment, medication management, and other recovery support services when the individual leaves a correctional facility at the end of a sentence or on parole. To receive priority consideration, applicants must note the request in the abstract and describe in the proposal narrative their Community Care Provider Program, the agencies involved, and how participants will receive continuous care through this program.

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

Program Goals and Objectives

Goal 1: To establish or expand cross-system approaches to reduce the risk of crisis and improve reentry and recovery outcomes for people reentering the community from correctional facilities (e.g., jails, prisons, juvenile detention) with serious mental illness, substance use disorders, and co-occurring disorders.

Objective 1: Support cross-system collaboration between criminal and juvenile justice agencies, mental health and substance use agencies, community-based organizations that provide reentry services, and community-based behavioral health providers to improve clinical stabilization pre-trial, during confinement.

Objective 2: Support continuity of care and recovery during the transition to the community for individuals with serious mental illness, substance use disorders, and co-occurring disorders through a combination of: (1) training and education; (2) modifications to administrative or clinical processes; (3) partnerships among system stakeholders; (4) increased access to evidence-based crisis stabilization, treatment, and recovery support services; and (5) strengthened crisis response services in the community.

How Awards Will Contribute to Program Goals/Objectives

The award recipients will plan, implement, or expand comprehensive programs aimed at improving crisis stabilization pretrial, during confinement, and will support continuity of care and recovery during the transition to the community through clinical and other evidence-based activities or services for individuals with serious mental illness, substance use disorders, and co-occurring disorders.

Accordingly, BJA encourages applicants to request funding to support a coordinated and comprehensive approach to reduce risk of crisis and improve reentry and recovery outcomes, to include:

- Screening, assessment, and identification for program participation and clinical services (e.g., education, medication, therapy, behavioral counseling) during pretrial detention or as early as possible upon incarceration and prior to release.
- Collaborative case planning that supports delivery of age-appropriate, trauma-informed, and evidence-based treatment, recovery, and transitional programming during incarceration.
- Continued case management that supports wraparound services (e.g., housing, transportation, developing a support network) based on the screening and assessment results and that supports continuity of care (i.e., continued access to treatment and clinically indicated medications), crisis stabilization (e.g., intensive counseling, relapse prevention), peer support services, and long-term recovery in the community.
- Crisis response services in the community to support crisis stabilization during reentry, which may be delivered by the 988 Suicide and Crisis Lifeline, mobile crisis teams, crisis stabilization and triage centers, peer support specialists, public safety officers, community-based behavioral health providers, or other stakeholders.
- Benefit enrollment (e.g., Medicaid, CHIP, SNAP) and care coordination among government stakeholders, community-based organizations, behavioral health providers such as community mental health centers and certified community behavioral health clinics, hospitals, crisis center, and juvenile assessment centers.

Expected Outcomes: Deliverables and Performance Measures

To achieve the goals and objectives of this funding opportunity, OJP has identified expected deliverables that must be produced by a recipient. OJP has also identified performance measures (pieces of data) that will indicate how a recipient is achieving the performance goals and objectives previously identified. Recipients will need to collect and report this performance measure data to OJP.

Deliverables

Deliverables are what the applicant will create or produce under the award. The term “deliverables” as used here refers to discrete products under an award. An award may support activities (e.g., personnel time for award activities) that are part of recipient performance but are not considered deliverables. Award recipients will be expected to develop and submit the deliverables listed below in the course of implementing their proposed project.

Grantees will deliver:

- An action plan consisting of a program description, program services, and activities. The assigned TTA provider will supply the action plan and assist grantees to complete it within six months of the award.
- A final report that documents the intervention, outcomes, evaluations, and lessons learned.

Performance Measures

Performance measures are data that show a recipient's progress in implementing their project, such as the number of people served or number of trainings conducted. OJP will require each award recipient to submit regular performance reports that communicate progress toward achieving the goals and objectives identified in Program Goals and Objectives. Applicants can visit [OJP's performance measurement page](https://ojp.gov/performance) at ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found at <https://bja.ojp.gov/funding/performance-measures/cscr-measures.pdf>.

Funding Instrument

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

Cost Sharing/Match Requirements

This funding opportunity does not require a match.



APPLICATION CONTENTS, SUBMISSION REQUIREMENTS, AND DEADLINES

This NOFO contains all the information needed to apply for this funding opportunity. The application for this funding opportunity is submitted through web-based forms and attachments in Grants.gov and JustGrants through the steps that follow.

Unique Entity Identifier (UEI) and SAM.gov Registration

To submit an application, an applicant must have an active registration in the [System for Award Management \(SAM.gov\)](#). SAM.gov assigns entities a unique entity identifier (UEI) that is required for the entity to apply for federal funding. Applicants will enter their UEI with their application. Award recipients must then maintain an active UEI for the duration of their award's period of performance.

First-time Registration: Entities registering in SAM.gov for the first time will submit information about their entity type and structure, financial information (such as dates of the fiscal year, banking information, and executive compensation), entity points of contact, and other information. The information is reviewed and verified by SAM.gov, and then a UEI is issued. This process may take several weeks, so entities considering applying for funding should begin the registration process as soon as possible.

Renewing an Existing Registration: Entities must renew their SAM.gov registration every 12 months to keep it active. If an entity does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent the submission of an application for funding in Grants.gov and JustGrants.

Applicants are encouraged to start the SAM.gov registration or renewal process **at least 30 days prior to the application's Grants.gov deadline**. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not be able to complete the process in time and will not be considered for a technical waiver that allows for late submission.

Submission Instructions: Summary

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants. See [Basic Information: Key Dates](#) for the Grants.gov and JustGrants application deadlines.

- **Step 1:** The applicant must submit the required [Application for Federal Assistance SF-424](#) by the Grants.gov deadline.
- **Step 2:** The applicant must submit the full application, including attachments, through JustGrants by the deadline (see [JusticeGrants.usdoj.gov](#)).

Submission Step 1: Grants.gov Submission of SF-424

Access/Registration

If the applicant does not already have a Grants.gov account, they will need to register for this opportunity in Grants.gov. Applicants should follow the Grants.gov [Quick Start Guide for Applicants](#) to register, create a workspace, assign roles, submit an application, and troubleshoot issues.

Submission of the SF-424

Applicants will begin the application process in Grants.gov with the submission of the SF-424, which collects the applicant's name, address, and UEI; the funding opportunity number; and proposed project title, among other information. The SF-424 must be signed by the Grants.gov Authorized Organizational Representative for the applicant.

See the [Application Resource Guide](#) for additional information on completing the SF-424.

Section 8F – Applicant Point of Contact: 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.

Section 19 – Intergovernmental Review: This funding opportunity is not subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). Applicants should answer section 19 by selecting, "Program is not covered by E.O. 12372."

An applicant should submit the SF-424 as early as possible and recommended not later than 48 hours before the Grants.gov deadline. If an applicant fails to submit the SF-424 in Grants.gov by the deadline, they will be unable to submit their application in JustGrants.

Once the first part of the application has been successfully submitted in Grants.gov, the Grants.gov Workspace status will change from "In Progress" to "Submitted." Applicants will also receive a series of four Grants.gov email notifications. Refer to the [DOJ Application Submission Checklist](#) for additional details.

If an applicant needs to update information in the SF-424 after it is submitted in Grants.gov, they can update the information as part of their JustGrants submission (see [Application Contents, Submission Requirements, and Deadlines: Standard Applicant Information](#)). They do not need to submit an update in Grants.gov.

Submission Step 2: JustGrants Submission of Full Application Access/Registration

For first-time JustGrants applicants, once the application is received from Grants.gov, DOJ will send an email (from DIAMD-NoReply@usdoj.gov) to the email address listed in Section 8F of the SF-424 with instructions on how to create a JustGrants account. This email should arrive within 24 hours after confirmation from Grants.gov of the SF-424 submission.

Creating and setting up a JustGrants account consists of three steps:

1. Follow the instructions in the email to first confirm who will be the Entity Administrator (the person who manages which staff can access JustGrants on behalf of the applicant).
2. Log in to JustGrants and confirm the information in the Entity Profile.
3. Invite other individuals who will serve as the Application Submitter and the Authorized Representative for the applicant to register for JustGrants.

These steps should be completed in JustGrants as early as possible and recommended not later than 48 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive a link in an email to complete the rest of the application in JustGrants. Applicants can find additional information on JustGrants registration in the [DOJ Grant Application Submission Checklist](#).

Preparing for Submission

Some of the required sections of the application will be entered directly into JustGrants, and other sections will require documents to be uploaded and attached. Therefore, applicants should allow enough time before the JustGrants deadline to prepare, enter, and upload all the requirements of the application.

Applicants may save their application in the system and add to or change the application as needed prior to hitting the “Submit” button at the end of the application in JustGrants. After the application deadline, no changes or additions can be made to the application. **OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline.**

For additional information, including file name and type requirements, see the “How To Apply” section in the [Application Resource Guide](#).

Standard Applicant 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 can make whatever edits are needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A proposal abstract (no more than 2,000 characters) summarizing the proposed project must be completed in the JustGrants web-based form. The text from abstracts will be made publicly available on the OJP.gov and USASpending.gov websites if the project is awarded, so this section of the application should not contain any personally identifiable information (e.g., the name of the project director).

The abstract should be in paragraph form without bullets or tables and written in the third person (e.g., they, the community, their, themselves, rather than I or we). The abstract should include the following information:

- The name of the applicant’s proposed project.
- The purpose of the proposed project (i.e., what the project will do and why it is necessary).
- Where the project will take place (i.e., the service area, if applicable).
- Who will be served by the project (i.e., who will be helped or have their needs addressed by the project).
- What activities will be carried out to complete the project.
- The subrecipient(s)/partner organizations or entities, if known.
- Deliverables and expected outcomes (i.e., what the project will achieve).

See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

Data Requested With Application

Financial Management and System of Internal Controls Questionnaire (including Applicant Disclosure of High-Risk Status)

The Financial Management and System of Internal Controls Questionnaire helps OJP assess what financial management and internal control systems the applicant has in place, whether these systems would be sufficient to maintain a funding award, and the associated potential risks of an applicant as part of the pre-award risk assessment process. Every OJP applicant (other than an individual applying in their personal capacity, not representing an applicant organization) is required to complete the web-based form in JustGrants. See the [Application Resource Guide: Financial Management and System of Internal Controls Questionnaire \(including Applicant Disclosure of High-Risk Status\)](#) for additional guidance on how to complete the questionnaire.

Proposal Narrative

Format of the Proposal Narrative: The Proposal Narrative will be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; have numbered pages; and should not exceed 20 pages. If the Proposal Narrative does not comply with these restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

Sections of the Proposal Narrative: The Proposal Narrative must include all of the following sections.

a. Description of the Need: What critical issue or problem is the applicant proposing to address with this project? Please include:

- Indicate the jurisdiction or tribal community to be served.
- Indicate the target population to be served, including the criminal and juvenile justice agency/agencies in which they are currently or formerly involved.
- Describe the pre- and post-release mental health and substance use disorder treatment services currently available to the target population.
- Describe the current process to connect the target population to treatment and recovery support providers in the community upon reentry.
- Describe the existing crisis response services in the community, whether these services are available to the target population, and any existing efforts to support those transitioning from jail, prison, or juvenile facilities.
- Describe the gaps in the current process to identify and/or address the target population's increased crises and how the proposed project would address the identified gaps.
- 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 program.
- A brief explanation of the need, gap, or issue to be addressed by the proposed project.
- Supporting information, data, or evidence to demonstrate the need's existence, size, and impact on the target population and community.
- How the need relates to the purpose of the NOFO.

b. Project Goals and Objectives: How will the proposed project address the need identified and address the purpose of the NOFO? Please include:

- Provide details on the target population to receive services, including the number of people to receive services, which diagnoses will be addressed, and any demographic distinctions. Include a justification that the number to be served is manageable.
- Describe eligibility criteria and how potential participants will be identified, referred, and recruited, and how services will be matched to their identified needs.
- Describe the validated assessment tool or tools used by the correctional agency, the community corrections agency, and/or the applicant to determine the risk level and identify the criminogenic and mental health and substance use disorder needs of the target population. Specify when assessment and reassessment will take place and by which agencies.
- Describe pre-and post-release services that will be available to address the treatment and reentry needs of people with serious mental illness, substance use disorders, and co-occurring disorders transitioning into the community, including where and by whom, and how case management and other evidence-based services will be integrated with clinical care and recovery services and supports.
- Describe how the proposed services are evidence based or reflect best practices for the proposed target population, including (if applicable) how they are developmentally appropriate for youth.
- Describe how the proposed project activities will expand and/or increase access to existing crisis services for the target population. This may include a plan for strengthening or developing crisis stabilization services in correctional settings and/or crisis response services delivered by 988 Suicide and Crisis Lifeline, mobile crisis teams, crisis stabilization and triage centers, peer support specialists, public safety officers, community-based behavioral health providers, and other stakeholders, including by providing technical support for interventions that promote long-term recovery.
- Identify how crisis systems stakeholders will participate in reentry planning.
- Provide a description of and letters of support from partnering entities (e.g., criminal and juvenile justice agencies, mental health agencies community-based behavioral health providers, peer support networks, family members, and community residents and other stakeholders).
- Identify all trainings that will be supported through the program and the target audience for each training topic.
- For nonprofit applicants, provide confirmation of memorandums of understanding/agreements (MOUs/MOAs) and a description of partnerships with one or more correctional agencies to support program implementation.

If the applicant is seeking priority consideration describe the agencies involved in the Community Care Program and how the program will support the provision of continuous care for program participants.

c. Project Design and Implementation: How will the applicant implement project activities that meet the goals and objectives? Please include:

- What activities the applicant will conduct to achieve the proposed goals and objectives.
- How the applicant will deliver or complete those activities.

- When the activities will take place.
- Who in the applicant's organization will staff the activities, including key staff.
- Who will participate in and benefit from the activity.
- What deliverables, reports, and other items will be produced as part of the project.
- If the applicant plans to use subrecipients to help conduct the project, please name them (if they are known) or describe how the applicant will identify them. Please describe their role in conducting project activities.

d. Capabilities and Competencies: What administrative and technical capacity and expertise does the applicant bring to successfully complete this project? Please include:

- Describe the management structure and staffing of the project, identifying the agency responsible for the program and the grant coordinator. BJA strongly encourages applicants to hire a full-time coordinator with a documented history of working with formerly incarcerated individuals. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the program implementation plan.
- For nonprofit applicants, discuss the history of collaboration with correctional agency partners. The applicant should demonstrate its ability to develop and maintain a collaborative partnership with institutional and/or community corrections agencies, experience working with the target population (e.g., youth, adult), access to participants within facilities prior to release, and partnership with institutional and/or community corrections agencies to share data for performance measurement purposes will be key factors in assessing the strength of the application.
- For correctional agency applicants, explain the history of partnering with community-based organizations to connect individuals with services before and after release.
- Describe increased collaboration between community-and faith-based organizations and corrections, community supervision, law enforcement, organizations delivering crisis services, and other local reentry stakeholders and impacted communities, including individuals with direct involvement in the justice system and crisis services, and their families.
- A short description of the applicant's capacity to deliver the proposed project and meet the requirements of the award, including collecting and reporting the required performance measure data. Who will be responsible for this task, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- A description of projects or activities the applicant organization has conducted, or is currently conducting, that demonstrate the applicant's ability to undertake the proposed project activities.
- A summary of relevant experience of team members with key responsibilities for implementing the project.

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

Budget and Associated Documentation: Budget Detail Form

The applicant will complete the JustGrants budget detail form. The form collects the individual costs under each cost category needed to implement the proposed project. Applicants should ensure that the name/description of each cost is clear and provide the detailed calculation (e.g., cost per unit and number of units) for the total cost. Applicants should enter additional narrative, as needed, to fully describe the cost calculations and connection to the project goals and objectives.

Budget proposals should include the funding needed to implement the proposed activities. In preparing their budget proposals, applicants should consider what types of costs are allowable, if awarded funding. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the project funded under the federal award and when they comply with the funding statute and agency requirements, including the conditions of the award and the cost principles set out in [2 C.F.R. Part 200, Subpart E](#) and the [DOJ Grants Financial Guide](#).

Applicants should budget funding for three members of the project team to travel to peer-learning events (such as a regional meeting). Estimate the costs of travel and accommodations for three staff members to attend one meeting per year in Washington, D.C. All expenses must be reasonable, allowable, and necessary to the project. The estimates must provide a breakdown of all costs and adhere to the federal per diem.

Once awarded, each grant will have in place a special condition withholding all but \$82,500 (10% of the maximum award amount) which is designated for preparing an action plan within 180 days of receiving final approval of the project's budget from the Office of the Chief Financial Officer. The recipient will not be authorized to obligate, expend, or draw down funds in excess of 10% of the total award until BJA has reviewed and approved the action plan and a grant award modification has been issued and approved to remove the special condition.

In addition to 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
- Vehicle purchases
- Food and beverages

Costs Associated With a Conference/Meeting/Training: An applicant that proposes to use award funds for activities related to a conference, meeting, training, or similar event should review the [Application Resource Guide](#) for information on prior approval, planning, and reporting costs for a conference/meeting/training.

Costs Associated With Language Assistance and Access: If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable in specific grant programs. Costs to provide reasonable accommodation and facilitate language access for individuals who are deaf or hard of hearing may also be allowable in specific grant programs. See the [Application Resource Guide](#) for information on costs associated with language assistance.

For additional information about how to prepare a budget for federal funding, see the [Application Resource Guide](#) section on “[Budget Preparation and Submission Information](#)” and the technical steps to complete the budget form in JustGrants in the [Complete the Application in JustGrants: Budget](#) training.

Budget and Associated Documentation: Budget/Financial Attachments

Indirect Cost Rate Agreement (if applicable): An applicant with a current, federally approved indirect cost rate agreement should upload it as an attachment in JustGrants.

Indirect costs are costs of an organization that are not readily assignable to a particular project but are necessary for the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for operation and maintenance of offices or workspaces and salaries of administrative or support staff. The requirements for the development and submission of indirect cost proposals and cost allocation plans are listed in Appendices III–VII of 2 C.F.R. Part 200. A non-federal applicant should follow the guidelines applicable to its type of organization. See the [DOJ Grants Financial Guide](#) and the [OJP Grant Application Resource Guide](#) for additional information on indirect cost rate agreements.

Consultant Rate (if applicable): OJP has established maximum rates for consultants; see the “Listing of Costs Requiring Prior Approval” section of the [DOJ Grants Financial Guide](#) for more information. If an applicant proposes a rate for a consultant on their project that is higher than the established maximum rate and receives an award, then the award recipient must submit a document requesting approval for the rate and cannot incur costs at the higher rate without prior OJP approval. The award recipient must provide justification for why the proposed rate is higher than the established maximum rate, such as why the rate is reasonable and consistent with that paid for similar services in the marketplace.

Limitation on Use of Award Funds for Employee Compensation for Awards Over \$250,000; Waiver (if applicable):

If an applicant proposes to hire employees with federal award funds, for any award of more than \$250,000, the recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government’s Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. Applicants may request a waiver from this requirement by submitting the appropriate form. See the [Application Resource Guide](#) for information on the “Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.”

Disclosure of Process Related to Executive Compensation (if applicable): This NOFO expressly modifies the Application Resource Guide by not incorporating its “Disclosure of Process Related to Executive Compensation” provisions. Applicants to this funding opportunity are not required to provide this disclosure.

Memorandum of Understanding (MOU) (if applicable)

Community-based nonprofit applicants should include for each criminal or juvenile justice agency partner a Memorandum of Understanding (MOU) that confirms the partner’s agreement to support the project through commitments of staff time, space, services, or other project needs.

For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU should clearly demonstrate an established collaborative relationship between the applicant and the criminal or juvenile justice agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and/or (2) oversee community corrections (probation and/or parole) for the target population.

MOUs should be submitted as one separate attachment to the application.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Subrecipient and Contract Disclosure: The applicant must include an attachment disclosing any proposed subrecipients and contracts. (See sample table at end of this NOFO.)

Curriculum Vitae or Resumes (if applicable): Provide resumes of key personnel who will work on the proposed project or a description of the experience and skills of key personnel necessary to implement the project.

Tribal Authorizing Resolution (if applicable): An application in response to this NOFO may require inclusion of Tribal authorizing documentation as an attachment. If applicable, the applicant will upload the Tribal authorizing documentation as an attachment in JustGrants. See the [Application Resource Guide](#) for information on Tribal authorizing resolutions.

Research and Evaluation Independence and Integrity Statement (if applicable): 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 [Application Resource Guide](#).

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities: JustGrants will prompt each applicant to indicate if it is required to complete and submit a lobbying disclosure under 31 U.S.C. § 1352.

The applicant is required by law to complete and submit a lobbying disclosure form (Standard Form/SF-LLL) if it has paid or will pay any person to lobby in connection with the award for which it is applying AND this application is for an award in excess of \$100,000. This disclosure requirement is not applicable to such payments by an Indian Tribe, Tribal organization, or any other Indian organization that are permitted by other federal law.

Lobbying means (for this requirement) influencing or attempting to influence an officer or employee of any agency, a member of Congress, an officer or employee of Congress, or an employee of a member of Congress. See 31 U.S.C. 1352; 28 C.F.R. part 69. Note: Most applicants do not engage in activities that trigger this disclosure requirement.

An applicant that is not required by law (31 U.S.C. 1352) to complete and submit a lobbying disclosure, should enter "No." By doing so, the applicant is affirmatively asserting (under

applicable penalties) that it has nothing to disclose under 31 U.S.C. § 1352 with regard to the application for the award at issue.

Disclosure of Duplication in Cost Items: To ensure funding coordination across grantmaking agencies, and to avoid unnecessary or inappropriate duplication of grant funding, the applicant must disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds, for the same project and the same budget items included in this proposal. Complete the JustGrants Applicant Disclosure of Duplication in Cost Items form. See the [Application Resource Guide](#) for additional information.

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

DOJ Certifications: Review the DOJ document [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies](#). An applicant must review and sign the certification document in JustGrants. See the [Application Resource Guide](#) for more information.

Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable): If applicable, submit the DOJ High-Risk Disclosure and Justification as an attachment in JustGrants. A DOJ high-risk recipient 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 that is otherwise not responsible. See the [Application Resource Guide](#) for additional information.

Submission Dates & Times

Refer to [Basic Information: Key Dates](#) for the submission dates and times.

Applicants should submit their applications as early as possible and recommended not later than 48 hours before the deadlines. To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. Applicants will use the Certify and Submit feature in JustGrants to confirm that all required application components have been entered, which includes identifying the Authorized Representative for the applicant. Once the application is submitted, the Application Submitter, Authorized Representative, and Entity Administrator receive a confirmation email.

An applicant will receive emails after successfully submitting application components in Grants.gov and JustGrants and should retain all emails and other confirmations received from the SAM.gov, Grants.gov, and JustGrants systems.

Experiencing Technical Issues Preventing Submission of an Application (Technical Waivers)

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. OJP will only consider requests to submit an application via alternative methods or after the deadline when the applicant can document that there is a technical issue with a government system that was beyond their control and that prevents submission of the application via the standard process prior to the deadlines. Issues resulting from circumstances within the applicant's control, such as failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time, will not be considered.

Requests and documentation must be sent to the OJP Response Center at grants@ncjrs.gov. Applicants should follow these steps if they experience a technical issue:

- 1. Contact the relevant help desk to report the issue and receive a tracking number.**

See [Basic Information: Contact Information](#) for the phone numbers, email addresses, and operating hours of the SAM.gov, Grants.gov, and JustGrants help desks. Reports of technical issues to the help desk must occur **before** the application deadline.

If an applicant calls the help desk and experiences a long wait time, they can also email the help desk to obtain a tracking number. Tracking numbers are generated automatically when an applicant emails the applicable service desk, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

2. If an applicant has technical issues with SAM.gov or Grants.gov, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. The applicant's request will need to include:

- A description of the technical difficulties experienced (provide screenshots if applicable).
- 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).
- An attachment of the complete grant application and all the required documentation and materials (this serves as a "manual" submission of the application).
- The applicant's unique entity identifier (UEI).
- Any SAM.gov, Grants.gov, and JustGrants Service Desk tracking/ticket numbers documenting the technical issue.

3. If an applicant has technical issues with JustGrants that prevent application submission by the deadline, the applicant must contact the OJP Response Center at grants@ncjrs.gov within 24 hours of the JustGrants deadline to request approval to submit after the deadline. See step 2 for the list of information the applicant must provide as part of its request.

As a reminder: the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. OJP will review each waiver request and the required supporting documentation and notify the applicant whether the request for late submission has been approved or denied. An applicant that does not provide documentation of a technical issue (including all information previously listed), or that does not submit a waiver request within the required time period, will be denied.

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



APPLICATION REVIEW

Responsiveness (Basic Minimum Requirements) Review

OJP screens applications to ensure they meet the basic minimum requirements (BMR) prior to conducting the merit review. Following are the basic minimum requirements for this funding opportunity. If OJP determines that an application does not include these elements, it will not proceed to merit review and will not receive any further consideration.

- The application is submitted by an eligible applicant.
- The application is responsive to the scope of the NOFO.
- The following application elements are included:
 - SF-424 (Grants.gov)
 - Proposal Narrative (JustGrants)
 - Budget detail form, which includes the budget items, their calculations, and explanation (JustGrants)
 - Financial Management and System of Internal Controls Questionnaire, including applicant disclosure of high-risk status (in JustGrants)
 - Correctional Partner Memorandum of Agreement (for nonprofit applicants only)
 - Disclosure of Proposed Subrecipients and Contracts

Applicants whose application fails to meet the BMR are provided notice (including an appropriate point of contact for questions) within a few weeks after the submission due date.

Merit Review Criteria

Peer Review Criteria

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

- **Statement of the Problem/Description of the Issue (15%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Goals and Objectives (30%):** How the proposed project will address the identified need and the purpose of the funding opportunity.
- **Project Design and Implementation (30%):** The strength of how the applicant will implement activities, including the soundness of the project design and how the activities align to the stated goals and objectives.
- **Capabilities and Competencies (15%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (10%):** Completeness and cost effectiveness.

Programmatic and Financial Review Criteria

After the peer review, applications undergo additional programmatic and financial reviews. OJP staff may reach out to applicants during the programmatic or financial review if a submitted form is incomplete or needs to be updated. Note that OJP staff are not authorized to provide information on peer review scores or comment on programmatic, risk, or budget/financial reviews while the merit review is in progress.

In addition to BMR and peer review criteria, other important considerations for OJP include geographic diversity (including, but not limited to, remote and geographically isolated communities, such as Alaska Native villages), strategic priorities (including, but not limited to, the priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the budget detail form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. If cost sharing/match is not required for this opportunity, applicants will not receive higher consideration by proposing a voluntary match contribution in their budget.

Risk Review

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to applicant risk. OJP assesses whether an applicant with one or more prior federal awards has a satisfactory record of performance, integrity, and business ethics, including by (among other things) checking whether the applicant is listed in SAM.gov as excluded from receiving a federal award.

Depending on the severity and nature of the risk factors, the risk assessment may result in the removal of an applicant from consideration or selection for award, or it may result in additional post-award conditions and oversight for an awarded applicant.

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.gov.

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

Selection Process

All final award decisions will be made by the Assistant Attorney General, unless a statute explicitly authorizes award decisions by another official or there is written delegation of authority to another official. This official may consider not only peer review ratings and program office recommendations, but also other factors as indicated in the “Application Review” section to make final award decisions. For additional information on the application review process, see the [Application Resource Guide](#).



AWARD NOTICES

Federal Award Notices

Award notifications are usually sent by September 30 (the end of the current federal fiscal year). For successful applicants, JustGrants will send a system-generated email to the Application Submitter, Authorized Representative, and Entity Administrator with information on accessing their official award package in JustGrants. The award package will include key information (such as funding amount and period of performance) as well as award conditions that must be followed. The Authorized Representative for the entity should accept or decline the award within 45 days of the notification. See the [Application Resource Guide](#) for information on award notifications and instructions.

Applicants not selected for award will receive notification after all award recipients have been notified. OJP also provides unsuccessful applicants with a summary of peer reviewer comments.

Future Funding Opportunities

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

Applications submitted under this FY 2025 funding opportunity may be funded in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.



POST-AWARD REQUIREMENTS AND ADMINISTRATION

Reporting

All award recipients under this funding opportunity will be required to submit the following reports and data:

- Quarterly financial reports.
- Semi-annual performance reports.
- Final financial and performance reports.
- If applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions.

See the [Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measure data and the method for submitting reports in OJP's online systems. Future awards and fund drawdowns may be withheld if reports are delinquent, and in appropriate cases, OJP may require additional reports.

Performance Measure Reporting

Award recipients are required to submit performance measure data and performance reports in JustGrants on a semi-annual basis. Applicants selected for an award will receive further guidance on post-award reporting processes.

Program- and Award-Specific Award Conditions

OJP includes various conditions on its awards. These may include program-specific conditions, which typically apply to all recipients of a funding opportunity, and award-specific conditions, which are included to address recipient-specific issues (e.g., programmatic or financial risk). Recipients may view all conditions, and actions required to satisfy those conditions, in the award package in JustGrants.

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 [Application Resource Guide](#).

Civil Rights Compliance

If a successful applicant accepts funding from OJP—as a recipient of OJP funding—that award recipient must comply with certain federal civil rights laws that prohibit the award recipient from discriminating on the basis of race, color, national origin, sex, religion, or disability in how it delivers its program's services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include, but are not limited to, Title VI of the Civil Rights Act of 1964, the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968, and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail on OJP's [Legal Overview—FY 2025 Awards](#) webpage under the

“Civil Rights Requirements” section. Additional resources are available from the [OJP Office for Civil Rights](#).

Complying with civil rights laws that prohibit national origin discrimination includes the requirement that recipients and subrecipients take reasonable steps to ensure that people with limited English proficiency (LEP) have meaningful access to a recipient’s programs and activities. An individual with LEP is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. DOJ offers resources to help recipients meet this requirement, including [Guidance to Federal Financial Assistance Recipients Regarding Title VI Prohibition Against National Origin Discrimination Affecting Limited English Proficient Persons](#); a [language access assessment and planning tool](#) with [commonly asked questions](#); and additional resources on [the Office of Justice Programs’ Office for Civil Rights website](#).

Faith-based organizations may apply for this award on the same basis as any other organization subject to the protections and requirements of 28 C.F.R. Part 38 and any applicable constitutional and statutory requirements, including 42 U.S.C. 2000bb et seq. The Department of Justice will not, in the selection of recipients, discriminate for or against an organization on the basis of the organization's religious character, motives, or affiliation, or lack thereof, or on the basis of conduct that would not be considered grounds to favor or disfavor a similarly situated secular organization. A faith-based organization that participates in this funded program will retain its independence from the Government and may continue to carry out its mission consistent with religious freedom and conscience protections in Federal law. An organization may not use direct Federal financial assistance from the Department of Justice to support or engage in any explicitly religious activities except when consistent with the Establishment Clause of the First Amendment and any other applicable requirements. An organization receiving Federal financial assistance also may not, in providing services funded by the Department of Justice, or in their outreach activities related to such services, discriminate against a program beneficiary or prospective program beneficiary on the basis of religion, a religious belief, a refusal to hold a religious belief, or a refusal to attend or participate in a religious practice.

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 set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [Application Resource Guide](#) for additional information.

Information Technology Security Clauses

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

Other Reporting Requirements

Applicants and recipients are required to notify OJP if you know that you or any of your organization’s principals for the award transaction are presently excluded or disqualified (*i.e.*, debarred or suspended) or otherwise meet any of the criteria in 2 C.F.R. 180.335. Recipients must comply with requirements in 2 C.F.R. Part 180, as implemented by DOJ in 2 C.F.R. Part 2867, which, among other things, require recipients to check certain information sources and, in

some cases, notify the federal awarding agency prior to the agency awarding federal funds via contracts or subawards.

If a recipient's award includes a federal share of more than \$500,000 over the period of performance of the award, then the award (per 2 C.F.R. 200.113) will include a condition that may require the recipient to report and maintain certain information (relating to certain criminal, civil, and administrative proceedings) in SAM.gov. See <https://www.ojp.gov/funding/explore/legaloverview2024/otherrequirements> for more information.



OTHER INFORMATION

Information Regarding Potential Evaluation of Programs and Activities

OJP may conduct or support an evaluation of the projects and activities funded under this NOFO. For additional information on what should be included in the application, see the [Application Resource Guide](#) section “Information Regarding Potential Evaluation of Programs and Activities.”

Freedom of Information and Privacy Act

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

Applicants are advised not to include any unnecessary personally identifiable information, sensitive law enforcement information, or confidential financial information with the application.

Provide Feedback to OJP

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



APPLICATION CHECKLIST

BJA FY25 Improving Adult and Youth Crisis Stabilization and Reentry Program

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

SAM.gov Registration/Renewal

- Confirm that your entity’s registration in the System for Award Management (SAM.gov) is active through the NOFO period. Submit a new or renewal registration in SAM.gov, if needed (see [Application Resource Guide](#)).

Grants.gov Registration

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

Grants.gov Opportunity Search

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s).
- Select the correct Competition ID.
- Access the funding opportunity and application package (see Step 7 under “[OJP Application Submission Steps](#)” in the [Application Resource Guide](#)).
- Sign up for Grants.gov email notifications (optional) (see [Application Resource Guide](#)).

Funding Opportunity Review and Project Planning

- Review all sections of the NOFO.
- Confirm your entity is eligible to receive funding (see [Eligibility: Eligible Applicants](#)).
- Confirm your proposed budget is within the allowable limits (see [Basic Information: Funding Details](#)), includes only allowable costs (see [Application Contents, Submission Requirements, and Deadlines: Budget Detail Form](#)), and includes cost sharing if applicable (see [Program Description: Cost Sharing/Match Requirements](#)).
- Review the performance measures for this funding opportunity and confirm you will be prepared to collect and report on this data (see [Program Description: Performance Measures](#)).
- Review the “[Legal Overview—FY 2025 Awards](#)” in the [OJP Funding Resource Center](#) and confirm you are prepared to follow the requirements.
- Read OJP policy and guidance on conference approval, planning, and reporting under “Listing of Costs Requiring Prior Approval” in the [DOJ Grants Financial Guide](#) or see the [Application Resource Guide](#).

Submission Step 1: Grants.gov

After registering with SAM.gov submit the SF-424 in Grants.gov.

- Complete and submit the SF-424 by the deadline.

- Confirm Section 8F of the SF-424 lists the name and contact information of the individual **who will complete the application in JustGrants.**
- Confirm that, within 48 hours of your submission in Grants.gov, you 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 Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, or support@grants.gov regarding technical difficulties (see the [Application Resource Guide](#) section on “[Experiencing Unforeseen Technical Issues](#)”).
- Confirm that, within 24 hours after receipt of confirmation emails from Grants.gov, the individual listed in Section 8F of the SF-424 receives an email from JustGrants with login instructions.

Submission Step 2: JustGrants

- Complete the following information:
 - Entity and User Verification (first-time applicants)
 - Standard Applicant Information
 - Proposal Abstract
 - Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Upload the Proposal Narrative.*
- Complete the budget detail form.*
- Upload other budget/financial attachments, as applicable.
- Upload additional application components, as applicable.
- Complete the required disclosures and assurances:
 - Disclosure of Lobbying Activities and submission of SF-LLL, if prompted by the system
 - Disclosure of Duplication in Cost Items
 - DOJ Certified Standard Assurances
 - Applicant Disclosure and Justification – DOJ High-Risk Grantees
- Complete the required DOJ Certification on Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Coordination with Affected Agencies.

****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.***

JustGrants Review, Certification, and Application Submission

- Address any validation errors displayed on screen after attempted submission, then return to the “Certify and Submit” screen to submit the application.
- Note the confirmation message 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 an error notification is received, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Applicant Documentation of Proposed Subrecipients and Procurement Contracts Sample Table

Complete the table below with information regarding proposed subrecipients and procurement contracts of this funding, including the name, organizational affiliation, and city and state of the proposed subrecipient entity. Add rows if needed. For additional information on subawards, see the OJP Grant Application Resource Guide. As described previously, applicants will submit the table by uploading the document as an attachment in JustGrants.

Subrecipient Organization	Subrecipient Location (City, State)	Subrecipient Name (Last, First)