

Bureau of Justice Assistance FY25 Office of Justice Programs Community Based Violence Intervention and Prevention Initiative Site- Based

Total Amount To Be Awarded Under This Funding
Opportunity: \$50,000,000

Anticipated Award Ceiling:

- Category 1: Up to \$2,000,000
- Category 2: Up to \$2,000,000
- Category 3: Up to \$4,000,000
- Category 4: Up to \$4,000,000

Anticipated Period of Performance Duration: 48 months

Funding Opportunity Number: O-BJA-2025-172341

Deadline to submit SF-424 in Grants.gov: **April 08, 2025, 11:59 PM Eastern Time**

Deadline to submit application in JustGrants: **April 15, 2025, 8:59 PM Eastern Time**



BJA

Bureau of Justice Assistance
U.S. Department of Justice

CONTENTS

	Basic Information	3
	Eligibility	8
	Program Description	10
	Application Contents, Submission Requirements, and Deadlines.....	19
	Application Review	34
	Award Notices.....	36
	Post-Award Requirements and Administration	37
	Other Information	40
	Application Checklist.....	41



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.

BJA is administering the Community Based Violence Intervention and Prevention Initiative (CVIPI), working in partnership with the [Office of Juvenile Justice and Delinquency Prevention](#) (OJJDP) and the [Office for Victims of Crime](#) (OVC). This collaborative approach will help ensure jurisdictions have access to expertise to address community violence that involves youth, young adults, and adults, both as the individuals responsible for perpetrating this violence and as those who are victims of it. Awards made under this NOFO may be managed by BJA, OJJDP, or OVC, depending on the nature of the project.

Agency Name	U.S. Department of Justice Office of Justice Programs Bureau of Justice Assistance
NOFO Title	BJA FY25 Office of Justice Programs Community Based Violence Intervention and Prevention Initiative Site-Based
Announcement Type	Initial
Funding Opportunity Number	O-BJA-2025-172341
Assistance Listing Number	16.045

Executive Summary

With this funding opportunity, OJP seeks to prevent and reduce violent crime through comprehensive, evidence-informed violence intervention programs focused on those at highest risk. These programs include efforts to address gang and gun violence using community violence intervention strategies based on partnerships among community residents, local government agencies, victim service providers, community-based organizations (CBOs), law enforcement, hospitals, researchers, and other community stakeholders.

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

There are four categories under this funding opportunity

- Category 1: CVIPI for Community-Based/Tribal Organizations
- Category 2: CVIPI for City/County/Tribal Governments
- Category 3: CVIPI for State Governments
- Category 4: CVIPI for Capacity Building for Community-Based Organizations via Intermediary Organizations

Key Dates

Funding Opportunity Release Date	January 15, 2025
Pre-Application Webinar	February 20, 2025
SAM.gov Registration/Renewal	Recommend beginning process by March 7, 2025, and no later than March 25, 2025
Step 1: Grants.gov Application Deadline	11:59 p.m. Eastern Time on April 08, 2025
Step 2: JustGrants Application Deadline	8:59 p.m. Eastern Time on April 15, 2025
Award Notification Date	Generally by September 30

Funding Details

Total Amount To Be Awarded Under This Funding Opportunity: \$50,000,000

Anticipated Number of Awards: 21

Anticipated Award Ceiling: Up to \$4,000,000

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: 48 months

- C-BJA-2025-00032-PROD Category 1: CVIPI for Community-Based/Tribal Organizations
 - Anticipated Number of Awards: 9
 - Anticipated Award Ceiling: \$2,000,000
 - Anticipated Period of Performance Start Date: October 1, 2025
 - Anticipated Period of Performance Duration: 48 months
- C-BJA-2025-00033-PROD Category 2: CVIPI for City/County/Tribal Governments
 - Anticipated Number of Awards: 8
 - Anticipated Award Ceiling: \$2,000,000
 - Anticipated Period of Performance Start Date: October 1, 2025
 - Anticipated Period of Performance Duration: 48 months
- C-BJA-2025-00034-PROD Category 3: CVIPI for State Governments
 - Anticipated Number of Awards: 2
 - Anticipated Award Ceiling: \$4,000,000
 - Anticipated Period of Performance Start Date: October 1, 2025
 - Anticipated Period of Performance Duration: 48 months

- C-BJA-2025-00035-PROD Category 4: CVIPI for Capacity Building for Community-Based Organizations via Intermediary Organizations
 - Anticipated Number of Awards: 2
 - Anticipated Award Ceiling: \$4,000,000
 - Anticipated Period of Performance Start Date: October 1, 2025 Anticipated Period of Performance Duration: 48 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

Authority for awards under this opportunity is expected to be provided by a full-year appropriations act for FY 2025. As of the writing of this NOFO, the Department of Justice is operating under a short-term “Continuing Resolution”; no full-year appropriation for the Department has been enacted for FY 2025.

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: This NOFO may have a webinar. Please check the BJA [Funding Webinars](#) page for the latest updates.

[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: CVIPI for Community-Based/Tribal Organizations

- **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
- **For-Profit Organizations**
 - Organizations other than small businesses
 - Small businesses
- **Public Housing Organizations**
 - Public housing authorities
 - Indian housing authorities

Category 2: CVIPI for City/County/Tribal Governments

- **Government Entities**
 - County governments
 - City or township governments
 - Native American Tribal governments (federally recognized)
 - Native American Tribal governments (other than federally recognized)
- **Other**
 - Other units of local government, such as towns, boroughs, parishes, villages, or other general purpose political subdivisions of a State
 - Native American tribal organizations (other than federally recognized *or non-federally recognized* tribal governments)

Category 3: CVIPI for State Governments

- **Government Entities**
 - State governments

Category 4: CVIPI for Capacity Building for Community-Based Organizations via Intermediary Organizations

- **Educational Organizations**
 - Public and state-controlled institutions of higher education
 - Private institutions of higher education
- **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

- **For-Profit Organizations**
 - Organizations other than small businesses
 - Small businesses
- **Other**
 - Native American tribal organizations (other than federally recognized or non-federally recognized tribal governments)

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 notice of funding opportunity, other units of local government include towns, boroughs, parishes, villages, or other general purpose political subdivisions of a state.

Small Businesses: Small business grants may be awarded to companies meeting the size standards established by the U.S. Small Business Administration (SBA) for most industries in the economy.

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.

Applications under which two or more entities (project partners) would carry out the federal award will be considered. However, only one entity may be the applicant for the NOFO; any others must be proposed as subrecipients. See the [Application Resource Guide](#) for additional information on subawards.

Cost Sharing/Match Requirement

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



PROGRAM DESCRIPTION

General Purpose of the Funding

Community-based violence intervention (CVI) programs are a key part of a comprehensive approach to driving down violent crime and a highly effective complement to policing and other justice system strategies. These intervention approaches, generally carried out by community-based organizations and local government partners, intervene to break patterns of violence in the lives of those individuals at the highest risk of engaging in or becoming victims of violence.

CVI is an approach that uses evidence-informed strategies to reduce violence through tailored, community-centered initiatives. These multidisciplinary strategies engage individuals and groups to prevent and disrupt cycles of violence and retaliation and establish relationships between individuals and community assets to deliver services that save lives, address trauma, provide opportunity, and improve the physical, social, and economic conditions that drive violence. Given the breadth of these efforts, CVI strategies should be coordinated where appropriate with other violence reduction and prevention activities, including those funded by OJP and its partners.

Community violence generally happens in public spaces. Further, community violence is typically concentrated in certain locations within a jurisdiction, eroding the public health and safety of these communities, causing economic disruption, and contributing to lasting individual and community-level trauma. The physical conditions and lack of resources in these communities can also increase the risk for this violence to occur.

CVIPI funding is focused on programs that serve those at the *highest risk of violence*. Most community violence involves a relatively small number of people—whether youth or adult—as the parties who carry out violence and/or become its victims. There is no single risk factor that predicts who will engage in and/or become a victim of violence, but the accumulation of risk factors greatly increases the risk, particularly for those who experience risk factors across multiple domains of their lives (e.g., individual, family, peer group, community).

OJP will support CVI strategies that focus on: (1) identifying and serving individuals and groups with the *highest likelihood* of being involved in, exposed to, and victims of violence; (2) reaching hard-to-engage populations of any age through trusted, credible messengers; (3) engaging these persons to disrupt cycles of violence and retaliation, including proactive efforts to prevent violence before it occurs whenever possible; (4) connecting these high-risk people to services to help them achieve wellness, healing, and long-term success; *and* (5) incorporating research and data analysis to examine the impact of their program. These services may include, but are not limited to, intensive case management, financial assistance, educational opportunities, housing assistance, peer mentorship and support, cognitive behavioral therapy and counseling, trauma-informed care, job training and skill building, conflict mediation, relocation, and other relevant services. CVI strategies funded through this NOFO may work in coordination with other community violence prevention and early intervention strategies that target at-risk youth or adults, using other funding streams, and are distinguished from the programs and strategies funded under CVIPI which focuses on the highest risk individuals.

There are a variety of CVI strategies for reducing gun violence by means other than arrest or incarceration, as a complement to such criminal justice system approaches. These CVI

strategies focus on high-risk individuals and gang and gun violence, as well as the historical and structural challenges that often contribute to community-based violence. CVI strategies should involve holistic, coordinated interventions attending to the multiple needs of individuals at high risk of group and gun violence.

For example, hospital-based violence intervention programs use credible messengers to connect with survivors of gun violence while they are still in the hospital. They then typically deploy wraparound services such as behavioral health supports, employment access, housing advocacy, and family supports to prevent retaliation and build connections with these victims once they leave the hospital setting.

Additionally, community-based outreach workers engage with high-risk individuals in their neighborhoods, offering support and resources to disrupt the cycle of violence. These outreach workers build trust over time and provide consistent mentoring, which helps in addressing the root causes of violence and encouraging positive change in their lives.

To learn more about CVI strategies and see a full list of grants funded under this initiative between FY 2022 and FY 2024, visit OJP's Community Violence Intervention and Prevention Initiative [Community Violence Intervention and Prevention Initiative website](#). Visit [BJA's website](#) for a description of awards funded under this initiative in [FY 2022](#), [FY 2023](#), and [FY 2024](#).

OJP is seeking applications that propose to initiate evidence-informed CVI strategies in communities, as well as applications that propose to expand or enhance the implementation of ongoing CVI strategies. "Evidence-informed" indicates a practice backed by evidence from research and evaluation, case studies, expert opinions, or documented lessons learned from the field. Applicants should draw on evidence that is applicable to the practice itself and the community violence problem that the practice is intended to address. Applicants may propose an expansion, modification to, or an increase in the reach of an existing evidence-informed CVI strategy or response.

Applicants may also propose an "innovative approach" that is novel in its components or configuration, but still draws on sources of evidence to inform the design of the intervention in a way that is tailored to the needs and resources of the local community. OJP emphasizes the development of practitioner–researcher partnerships that use data and evidence to create strategies, co-produce scientific products, target services, and continuously assess program performance, including collecting core quantitative and qualitative data to support program evaluation. This approach ensures programs are implemented as intended and are effective and economical.

Note on high-risk target population: CVIPI is not designed to support violence reduction strategies that focus solely or primarily on prevention efforts and/or models that serve a broader at-risk population. Applicants proposing school-based or other violence prevention strategies are encouraged to look at other OJP funding opportunities. These programs include BJA's STOP School Violence Program, OJJDP's Enhancing School Capacity to Address Youth Violence, OJJDP's Strategies to Support Children Exposed to Violence, and OJJDP's Mentoring for Youth in the Juvenile Justice System.

CATEGORIES 1 and 2

Category 1: CVIPI for Community Based/Tribal Organizations: C-BJA-2025-00032-PROD

Category 2: CVIPI for City/County/Tribal Governments: C-BJA-2025-00033-PROD

Overall: Categories 1 and 2 support efforts to develop, implement, expand, and/or enhance comprehensive CVI strategies that will maximize existing and new resources. These funding categories are intended for organizations and local government entities at all stages of CVI implementation. Applicants not currently implementing CVI strategies may seek financial and technical support to plan and stand up new programs. Applicants currently implementing CVI strategies may seek financial and technical support to expand or enhance the reach of existing services.

Working Together: Applicants must propose to undertake their work through a multidisciplinary team of stakeholders, including a required research partner, which may be an existing, expanded, or new formal working group, committee, or collaboration. This CVIPI team should meet regularly throughout the project period to guide and inform the planning and implementation processes. Applicants should include an attachment labeled “CVIPI Team” with the team participants’ names and the name of their agencies. If available, include documentation of formalized partnerships with new or existing multidisciplinary team stakeholder members in the form of letters of support as attachments.

Stakeholders on the team may include, but are not limited to: CVI service providers, local public sector leadership, community based organizations (CBOs), court personnel, juvenile justice agencies, law enforcement, school-based law enforcement, district attorneys, public defenders, victim advocates/service providers, community corrections, child welfare and social services, hospitals and other health care providers, mental health services, school administrators, faith-based organizations, and community residents. Plans to incorporate the voices from survivors of community violence into the team’s work should be included in the proposed approach.

Initial Planning: Award recipients will engage in an initial planning process of up to 9 months by engaging residents and key partners, including researchers, to use data and information to design or refine approaches to addressing community violence that are based on evidence or test a theory of change. During this period, the team will develop or enhance a community-specific violence reduction strategic plan that is informed by local data and any existing strategic plans. The CVIPI team should also use this time to solidify the partnership structure. To be successful, CVI programs must have buy-in from community residents as well as strong partnerships among the stakeholders involved in the effort.

BJA created a [CVI Implementation Checklist](#) that communities may use as a resource to inform their planning and implementation. The checklist covers a range of topics, including how to obtain community buy-in and build partnerships, select CVI strategies, and work with a research partner.

Research Partnership: Applicants are required to collaborate with a research partner to assist with conducting a community violence assessment to determine where and why violence is occurring and assess current gaps and barriers in community services. Applicants are required to include a letter of support from the research partner, and the budget should include funds for research activities and research partner. OJP expects this research partner will be an ongoing and active member of the working group and will employ an action research method to implement the program and its strategies, identifying and suggesting evidence-based strategies to tailor to the community and leading the identification and collection of key performance metrics, to include ongoing program process and outcome assessments. OJP is open to a

broad range of data collection strategies and focus areas of impact; for example, the impact on the participants' family and/or CVI outreach workers themselves. The research partner should see its role as a co-producer of research, drawing on the expertise and experience of CVI professionals. This work can support the collection of data to assist future, independent evaluations of CVIPI-funded projects. Applicants may find research partners at local colleges or universities; however, they are not limited to these sources. For additional information about how to find a research partner, review the publication [Identifying and Working With a Research Partner](#). For a description of action research, visit the [OVC Fact Sheet: Action Research](#).

Data-driven and Trauma-Informed Approaches: CVI programs should be grounded in an understanding of what is driving violence in the community, and they should be informed by data and community input as well as feedback from those who have experienced violence or are at risk for violence. During the grant period, the CVIPI team should regularly engage community members to gather their feedback and perspectives, particularly those impacted by and at risk for violence.

CVI workers face ongoing exposure to vicarious trauma, often compounded by their personal trauma histories. Increasingly, CVI organizations are offering support through life coaches, wellness training, and other resources. Wellness is a continuous need for all staff, not just those in crisis, and supports should be available to all staff on a regular basis. CBOs providing CVI services (whether as lead applicants or partner organizations) are strongly encouraged to have established written wellness protocols and policies for their workforce. These policies should be included as an attachment in the application. **Applications that include written wellness policies for CVI staff and a proposed plan to support the wellness and self-care for CVI workers will receive priority consideration, as discussed below.** This funding in the budget could support wellness training and other supports for CVI staff, including skills to build resilience, manage stress, and build team rapport.

Award recipients under Categories 1 and 2 will be expected to work with and receive TTA from the CVIPI-supported TTA providers.

CATEGORY 3

Category 3: CVIPI for State Governments: C-BJA-2025-00034-PROD

Category 3 will fund state government agencies to coordinate and support local-level CVI strategies through subawards across multiple communities in one or more jurisdictions within the state. Applicants may propose to: (1) develop and implement new state-level strategies for supporting CVI implementation at the local level or (2) enhance or expand the reach of existing state-level strategies for supporting CVI implementation at the local level.

Subawards made may include salary support and funding of equipment, materials, training opportunities, and travel costs associated with obtaining TTA. Funds may also be used for developing curricula, assessment tools, or organizational policies and procedures, such as wellness plans to support CVI staff. Funds may also be used to support a research partner to work with the state in examining the implementation and outcomes of CVI efforts funded under this project. If the state already has research projects underway examining its CVI efforts, funds may be used to enhance ongoing research that would incorporate projects funded under this award.

Award recipients under Category 3 will be able to access TTA from OJP-funded TTA provider(s) to deliver supports for subrecipients. Applicants should discuss a plan for identifying TTA needs of the state and the local programs being funded via subawards and indicate any additional resources that may be available through the state.

Award recipients are responsible for ensuring that all funds are used appropriately according to the applicable accounting and financial management principles as set forth in the [DOJ Grants Financial Guide](#). The requirements for subrecipient monitoring can be found in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200 (including, but not limited to, the sections on “Subrecipient Monitoring and Management” contained in Subpart D and audit requirements applicable to subrecipients contained in Subpart F).

CATEGORY 4

Category 4: CVIPI for Capacity Building for CBOs via Intermediary Organizations: C-BJA-2025-00035-PROD

CBOs are central to carrying out CVI strategies. However, many CBOs face significant barriers to accessing and administering federal grant resources directly. Under this category, OJP will fund intermediary organizations, serving as fiscal agents, to identify and provide intensive training and technical assistance, oversight, and subawards for up to five CBOs each over the course of the project period. These intermediary organizations may be national, regional, or more localized organizations with a well-established capacity and track record in working with CBOs, particularly those focused on meeting the needs of communities most impacted by violence. The CBOs will use subaward funding to increase their capacity to serve the highest-risk individuals through CVI strategies and to support the professional development and wellbeing of CVI practitioners. They may also serve as a peer expert on aspects of managing CVI strategies and/or partnerships and should plan some time to support this role.

OJP is open to a range of models to be used by intermediary organizations serving as fiscal agents. The organization may focus on CBOs in a particular city or region, or it may have a broader national scope. The intermediary organization is expected to competitively award subawards in collaboration with OJP and provide TTA support to the selected CBOs implementing new CVI programs or expanding existing programs.

The subawards are expected to range between \$100,000 and \$250,000. Applicants are encouraged to include plans and proposed criteria in their proposals for identifying and selecting the subrecipient sites. OJP must approve the application process, selection criteria, and selection of subrecipients suggested by the applicant. The process and design should recognize and serve the capacity limitations of smaller entities to apply for and administer grant funding and suggest methods to build capacity while also ensuring accountability to reach the desired program outcomes, as well as proposing cost-effective approaches.

Subawards made to CBOs may include salary support and funding of equipment, materials, training opportunities, and travel costs associated with obtaining TTA and for up to two people to attend the annual CVIPI Grantee conference. Funds may also be used for developing curricula, assessment tools, or organizational policies and procedures, such as wellness plans, to support CVI staff. In administering financial support to CBOs through subawards, the intermediary organizations will be responsible for ensuring that all funds are used appropriately according to the applicable accounting and financial management principles as set forth in the [DOJ Grants](#)

[Financial Guide](#). The requirements for subrecipient monitoring can be found in 31 U.S.C. § 7502 and in Title 2 C.F.R. § 200 (including, but not limited to, the sections on “Subrecipient Monitoring and Management” contained in Subpart D and audit requirements applicable to subrecipients contained in Subpart F). Funds may also be included to provide capacity enhancement TTA for subawardees on fiscal management systems and development of human resources policies and procedures.

An intermediary organization may be comprised of multiple collaborating entities that collectively possess the range of skills and expertise necessary to administer the subawards. For example, an intermediary organization may include partnerships with other entities delivering culturally responsive organizational capacity building TTA, or supporting the development and implementation of CVI strategies, and other areas of expertise relevant to the goals of this approach. Applicants in this category must identify a lead applicant (fiscal agent) and clearly describe a management plan for coordinating across the collaborating entities.

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:

1. Applicants that can demonstrate existing partnerships with multidisciplinary team stakeholder members (i.e., letters of commitment and/or MOUs) will receive priority consideration. For those applicants unable to demonstrate existing partnerships at the time of application, if awarded, these applicants will be required to submit documentation (i.e., letters of commitment and/or MOUs) that demonstrates the community stakeholder collaboration responsible for implementing the funded approach within 6 months of receiving the award.
2. Applicants to Categories 1 and 2 who provide written wellness policies or protocols for CBOs employing CVI workers in their application, and a detailed proposed plan to support the wellness and self-care for CVI workers, will receive priority consideration. Applicants should note their request for priority consideration in the program design section of the narrative.
3. Applicants to Categories 1 and 2 who propose projects targeting places with the highest levels of violent crime and/or those at the highest risk for involvement in gun violence incidents will receive priority consideration. Applicants should note their request for priority consideration in the program design section of the narrative.

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: The main goal of CVIPI is the prevention and reduction of violent crime in communities by supporting comprehensive, evidence-informed community violence intervention and prevention programs.

Objective 1: Reduce community-based violence by implementing and monitoring intervention programs focused on individuals identified as being at the highest risk of violence.

Objective 2: Increase collaboration between multidisciplinary stakeholders and the capacity of these partners to access use data to assess the drivers of violence in the community and identify evidence-informed CVI strategies appropriate to address violence.

Objective 3: Build capacity of community CVI organizations to implement CVI strategies, collaborate with community partners and stakeholders, and identify funding sources to sustain programs over time and leverage other funding to support these strategies.

Objective 4: Increase the base and transfer of knowledge related to evidence-informed practices and best methods in community violence intervention and prevention programs, including use of data to inform approaches and assess outcomes.

Objective 5: Elevate voice of and job opportunities for community violence survivors and improve career pathways for the CVI frontline workforce.

Objective 6: Define and provide policy guidance and training on the core practices related to the professional understanding between CVI and law enforcement.

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.

Applicants to Categories 1 and 2 must include plans to fulfill the following deliverables in their project design and implementation section:

- In collaboration with the research partner, conduct a needs assessment to thoroughly understand the nature, patterns, and root causes of community violence in the target area. Applicants can build on a previously conducted assessment if available, but the initial analysis should evaluate its effectiveness and will address any gaps.
- Develop or enhance a community specific plan informed by local data and existing plans. This should guide the project and be submitted within 12 months, including performance goals and success measures for the strategies and the overall program.
- Participate in activities to assess, evaluate, and share program learnings, such as national conference presentations, web-based presentations, or podcasts organized by OJP or its partners.

Submit a detailed final report within 90 days of the program end date, summarizing activities, successes, lessons learned, and future plans. The report should document the

implementation of data-driven, evidence-informed, community-led, and trauma-informed CVI strategies. Include any findings from a research partner.

Applicants to Category 3 must include plans to fulfill the following deliverables in their project design and implementation section:

- Develop and implement a process to assess and address gaps in local government and CBOs' capacity to implement CVIPI projects. This includes assessing violence locations and drivers and existing efforts and resource gaps and engaging in strategic planning to identify community safety priorities.
- Support local CVI strategy implementation through subawards.
- Participate in a Community of Practice with other states to share best practices and lessons learned in coordinating and supporting CVI programs as well as challenges encountered.
- Complete a final report summarizing the CVI strategies implemented, including those supported by subrecipients, assessing programmatic outcomes, identifying effective practices, common themes, lessons learned, challenges, and recommendations for future CVI program development.

Applicants to Category 4 must include plans to fulfill the following deliverables in their project design and implementation section:

- Partner with OJP to administer subawards to CBOs for the purpose of building capacity and supporting CVI strategies, in accordance with the cooperative agreement with OJP.
- Assess the gaps in CBOs' capacity to implement CVIPI projects.
- Develop, in collaboration with OJP, a NOFO or request for proposals with agreed upon selection criteria and in accordance with state, local, and OJP regulations.
- Develop and host, in collaboration with OJP, a pre-application NOFO webinar for potential applicants. This webinar will fully explain the purpose of the program, define allowable and unallowable costs, and describe the financial and programmatic reporting requirements.
- Conduct periodic meetings with subrecipient CBOs and document the proceedings with meeting notes, transcripts, and/or recordings.
- Complete capacity needs assessments for each participating CBO and collaborate with them to prepare a tailored capacity development plan. This plan should consider current capacity, resources, and community conditions (e.g., violence levels, other services, or partners). The capacity development plan will guide the TTA provided by the intermediary organization and will be reviewed and updated as needed during the project period. Upload capacity assessments for each CBO to JustGrants for BJA approval within the first 12 months of the project, and upload any changes made to the plan.
- Conduct regional and/or topical meetings across subrecipient localities on common issue areas. These meetings should include existing subject matter experts and materials from DOJ programs and initiatives, such as OVC, OJJDP, and BJA programs related to community violence intervention.
- Participate in a Community of Practice with other CVIPI intermediary partners to share best practices and lessons learned in serving grassroots CVI programs.

- Establish and maintain an online resource to allow subrecipients and other interested parties to search and access any knowledge products (e.g., reports, research briefs, webinars, or podcasts) created by the intermediary organization and other relevant, existing knowledge products related to CVI strategies.
- Complete a final report that includes:
 - A clear summary description of CVI strategies supported by the subrecipients.
 - Assessment of programmatic violence reduction and/or capacity enhancement outcomes.
 - Identification of promising or effective practices.
 - Common themes that emerge across strategies.
 - Lessons learned and challenges encountered.
 - Specific recommendations for areas where they serve as SME.
 - Recommendations for future CVI program development and sustainability of CVI programs.

This report should emphasize an evidence-informed assessment framework attentive to the contextual factors at the participating CBOs.

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](#) for more information on performance measurement activities.

A list of performance measure questions for this funding opportunity can be found at [BJA's CVIPI Performance Measures Questionnaire](#).

Funding Instrument

OJP expects to make awards made under this funding opportunity as either a grant or a cooperative agreement. Cooperative agreements allow OJP to have substantial involvement in carrying out award activities. 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.

For Small Businesses: In addition to SAM.gov registration, a small business applicant may need to obtain an Employer Identification Number (EIN) from the Internal Revenue Service (IRS). The person applying for an award should submit the EIN value as the Tax Identification Number (TIN) during the SAM.gov registration process. The applicant should not submit their Social Security Number. For additional information, including the steps to obtain an EIN, see the IRS [Apply for an Employer Identification Number \(EIN\) online](#) webpage.

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 subject to [Executive Order \(E.O.\) 12372](#) (Intergovernmental Review). States that participate in the Intergovernmental Review process have an opportunity to review the applicant's submission. An applicant may find the names and addresses of state Single Points of Contact (SPOCs) for Intergovernmental Review at the following website: <https://www.whitehouse.gov/wp-content/uploads/2023/06/SPOC-list-as-of-2023.pdf>. If the applicant's state appears on the SPOC list, the applicant must contact its SPOC to find out about, and comply with, the state's process under E.O. 12372. On the SF-424, an applicant whose state appears on the SPOC list must make the appropriate selection in response to question 19 once the applicant has complied with its state E.O. 12372 process. An applicant whose state does not appear on the SPOC list should answer question 19 by selecting, "Program is subject to E.O. 12372 but has not been selected by the state for review."

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. Tables, charts, and graphs included in the proposal narrative will count towards the page limit and may use a legible font smaller than 12-point.

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

Categories 1 and 2

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

- Describe the nature, size and scope of the local community violence problem that the program will address, including any group/gang-related violence.

- Use data to show where the problem exists in the specific jurisdiction where the program is being proposed, and document the effects of the problem on the high-risk target population and the larger community.
 - This discussion should include data on the number of homicides and homicides per capita in the community. It should also provide data and context relating to non-fatal shootings in the community and how it correlates to the CVI dynamics in the locations proposed.
 - Any data or research referenced in the narrative should include the source of the data and/or a citation.
 - Describe any research or evaluation studies that relate to the problem and contribute to the understanding of its causes and potential solutions. Although OJP expects applicants to review the research literature for relevant studies, applicants should also explore whether unpublished local sources of research or evaluation data are available.
- Describe how the program will identify and serve the highest risk individuals as described on page 10-11 of this NOFO. Who is defined as the high-risk target group and how are they identified? Discuss previous or current attempts to address the problem, if any. Identify current gaps in programming/services.
- If applicant is enhancing a CVI program, provide background data on the program (e.g., number of participants served elements of program) elements of the intervention strategy, and any outcomes or results the program has seen.
- Explain the limitations in adequately funding the program without federal funding.

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

- Describe the strategies the applicant will use to achieve the goal and objectives of this NOFO and how the program will operate throughout the funding period.
- Outline the strategies proposed for this program. Describe how solutions will be based on evidence-informed policies and practices, where available, or propose to employ innovative approaches to the target population. Describe how the applicant will implement their strategy consistent with the deliverables identified on pages 16-18.
- Describe how the applicant will support meaningful resident involvement in these strategies in a manner that fosters trust and builds the partners' capacity to sustain a long-term collaborative approach with the community.
- Describe how the approach will create positive social and/or physical conditions, community resources, and economic opportunities that can be a resource for those at highest risk to commit violence or be victims of violence. For example, this may include employing Crime Prevention by Environmental Design (CPTED) strategies. For more information on CPTED, please see the [Deliverables](#) section.
- Describe how the applicant will meaningfully engage with victims/survivors of violence and incorporate their knowledge and experience into the program's development and/or implementation.
- Include a comprehensive timeline/project plan that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity. The timeline/project plan

should clearly connect to proposed strategies and should be included as an attachment to the application.

- Describe how the research partner will support activities to support planning, implementation and fidelity, analysis and/or collection of core quantitative and qualitative data to support successful implementation and process improvement. This information should be reflected in the Letter of Support provided by the research partner.
- This section should also include details regarding any leveraged resources (cash or in-kind) from local sources to support the program and discuss plans for sustainability beyond the grant period. Describe if and how the applicant will strategically leverage federal, state, local, and tribal funding to ensure the sustainability of this effort with neighborhood partners to demonstrate the long-term commitment to CVI strategies.
- Under Priority Consideration 1, for applicants seeking to address workforce wellness and self-care, describe strategies to support the wellness and self-care for CVI workers, and attach the applicant's wellness policies or protocols for any funded CBOs employing CVI workers in their application.

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

- Describe the applicant's capacity to deliver the proposed project and meet the requirements of the award.
- Describe the experience and capability of the applicant organization and any contractors or subgrantees that the applicant will use to implement and manage this effort and its associated federal funding. Highlight any previous experience implementing programs of similar design or magnitude.
- Identify and describe the experience and capacity of the proposed research partners to support review of research base, program design and theory of change, implementation review, collection of data, and reporting to support process improvement. Note any research partners with lived experience.
- Describe experience working directly with and for communities experiencing high rates of violence.
- Describe experience working directly with victims/survivors of violence.
- Describe the roles and responsibilities of the staff and explain the program's organizational structure and operations. Applicants should include a copy of an organizational chart showing how the organization operates, including who manages the finances; how the organization manages subawards, if there are any; and the management of the program proposed for funding. Management and staffing patterns should be clearly connected to the program design described in the previous section.
- Who will be responsible for collecting and reporting the required performance measure data, and how will the applicant collect the data? Refer to [Program Description: Performance Measures](#) for additional details on performance measures for this funding opportunity.
- Describe the roles that community partners will play and include all relevant memorandum of understanding (MOUs) and résumés/curricula vitae (CVs).

Category 3

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

- Describe the nature and scope of the community violence problem that the program will address, including any group/gang-related violence. Use data to show where the problem exists in the specific jurisdiction where the program is being proposed, describe the size and scope of the problem, and document the effects of the problem on this high-risk target population and the larger community.
 - This discussion should include the data on the number of homicides and homicides per capita, as well as data and context related to non-fatal shootings. Any data or research referenced in the narrative should include the source of the data and/or a citation.
 - Describe any research or evaluation studies that relate to the problem and contribute to the understanding of its causes and potential solutions. Although OJP expects applicants to review the research literature for relevant studies, applicants should also explore whether unpublished local sources of research or evaluation data are available.
- Describe how the program will identify and serve the highest risk individuals as described on pages 10–11 of this NOFO. How do you define high risk consistent with the principles of CVI practice and research; how did or will you identify them? Discuss previous or current attempts to address the problem, if any. Identify current gaps in programming/services.
- Provide a thorough understanding of CVI strategies.
- Describe the challenges that the state and its local and community partners face in planning, implementing, and coordinating CVI strategies and community-oriented cross-sector initiatives and the areas of need to build capacity.
- Describe the challenges that the state and its local and community partners face in using data and research to develop effective community-oriented CVI strategies.
- Describe the challenges in leveraging tools and strategies across several areas of expertise and responsibility for comprehensively addressing community safety issues that can be a barrier to developing long-term community stability.

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

- Describe the state's role in supporting efforts to address community violence and to support targeted efforts to address it where the community violence is concentrated. Identify approaches for designing and implementing strategies consistent with this role and the defined deliverables.
- Include a comprehensive timeline/project plan that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity. The timeline/project plan should clearly connect to the proposed strategies and should be included as an attachment to the application.
- Demonstrate a well-thought-out plan for transferring knowledge and lessons learned from the CVI strategies to local and community partners in the state and for the field.

This strategy should be coordinated with OJP training and technical assistance resources.

Describe how the applicant will identify and assess the TTA needs of the targeted subrecipients in the state.

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

- Describe the state's management structure and outline the organization's ability to conduct the individual activities. Describe the staff's experience, and how the organization will recruit and partner with individuals and other organizations with the expertise to enhance the organization and staff's experience in managing TTA for local level programs. Include position descriptions for the key positions.
- Describe the applicant's expertise and experience in managing subawards for multiple projects.
- Describe the roles that community and other stakeholder partners will play and include all relevant MOUs and résumés/CVs.
- If applicable, describe the applicant's expertise in delivering and implementing state-led TTA on violence reduction, CVI strategies, community engagement and trust building, revitalization, and community-oriented strategies in urban, rural, and tribal jurisdictions.

Category 4

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

- Provide a thorough understanding of CVI strategies, as well as the challenges grassroots organizations experience in obtaining funding for their programs.
- Describe the challenges communities face in planning and implementing CVI strategies and the need for TTA and capacity building for grassroots CVI organizations.
- Describe the challenges of using data and research to develop effective community-oriented CVI strategies.
- Describe the challenges in leveraging tools and strategies across several areas of expertise and responsibility for comprehensively addressing community safety issues that can be a barrier to developing long-term community stability.

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

- Identify strategies for designing and implementing the deliverables. Describe the proposed criteria for selection of CBOs that will respond to the goal and objectives of the NOFO.
- Include a comprehensive timeline/project plan that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity. The timeline/project plan should clearly connect to proposed strategies and should be included as an attachment to the application.

- Demonstrate a well-thought-out plan for transferring knowledge and lessons learned from CVI strategies to the field.
- Describe how the applicant will identify and assess the TTA needs of the targeted recipients.
- Describe a comprehensive plan for working with BJA to make and manage the subawards.
- Demonstrate how the project will build capacities that can be sustained by local or regional partners at the end of the project.
- Plan to coordinate with other CVIPI and OJP TTA partners to translate lessons and share expertise.

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

- Detail project staff experience specific to CVI and crime reduction strategies across different settings, their experience managing federal subawards, and their experience building CBO capacity to implement community safety projects.
- Demonstrate direct experience developing relationships with communities experiencing high rates of violence.
- Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment of need and delivery of technical assistance, as well as tracking, evaluation, and follow-up.
- Describe the organization's expertise and experience in managing subawards for multiple projects.
- Describe the expertise of the applicant and any subject matter experts to provide technical assistance to CBOs in implementing data-driven, research-based assessment and planning processes. This should include information on the applicant's plan to include a diverse team of staff, trainers, and/or subject matter experts who reflect a mix of experiences and perspectives to be able to effectively reach the communities and practitioners that they will serve.
- Provide examples of the organization's experience in using TTA strategies that include developing tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.
- List the consultants or partners with whom the organization plans to work to deliver TTA services. For each consultant or partner, include a letter of support.
- Describe the roles that community and other stakeholder partners will play and include all relevant letters of support and résumés/CVs.
- Describe the management structure and outline the organization's ability to conduct the individual activities. Include position descriptions for the key positions.

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](#).

Successful applicants are expected to participate in an up-to 3-day cross-site grantee meeting in each year of the project and should budget for as many as three representatives to travel to attend these meetings. 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](#).

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 notice of funding opportunity 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.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

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.

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](#).

Letters of Support (LOS) (if applicable): Applicants should include, for each named supporting entity, a signed letter of support that outlines the supporting entity’s reasons for supporting for the project. Applications submitted from two or more entities are encouraged to

submit signed letters of support that provide a detailed description of why the proposed project should receive federal funding.

Each letter of support should include the following:

- Description of the relationship between the applicant entity and the supporting entity;
- Expression of support for the program and a statement of willingness to participate and collaborate with the applicant;
- Description of the partner's current role and responsibilities in the planning process and expected responsibilities when the program is operational; and
- Estimate of the percentage of time the partner will devote to the planning and operation of the project.

Letters of support should be signed and then submitted as one separate attachment to the application in JustGrants.

Human Subjects Protection: Applications including a research partnership will be required to comply with human subjects and privacy certificate requirements for OJP-funded research if proposed research involves human subjects. For more information, see [OJP's Standard Forms & Instructions](#) and [Other Application Requirements](#).

Request To Use Incentives or Stipends: Applicants proposing to use incentives or stipends must provide strong justification for their use and clearly explain the necessity for such costs. Applicants should explain how the incentive/stipend amounts were determined; to whom these would benefit and why; and how such costs are beneficial and necessary for the project and its implementation.

Timeline: Provide a timeline listing key activities and milestones, and the months during which they will take place.

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 requested award amount does not exceed the award ceiling.
- 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)

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 Need (20%):** What critical issue or problem the applicant is proposing to address with this project.
- **Project Design and Implementation (40%):** 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 (20%):** The applicant's administrative and technical capacity to successfully complete this project.
- **Budget (20%):** 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.

Additionally, OJP consider past performance and recent funding history to ensure equitable access to resources and successful use of funds. As a general rule, OJP will not make awards to the same entity to expand a program in the same jurisdiction two years in a row.

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.
- Quarterly 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 in the Performance Management Tool (PMT) quarterly and separately submit a semi-annual performance report in JustGrants. 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/legaloverview2025/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

Bureau of Justice Assistance FY25 Office of Justice Programs Community Based Violence Intervention and Prevention Initiative Site-Based

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.**
- Submit documents for Intergovernmental Review (if applicable).
- 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.