

U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance



Solicitation Title: BJA FY24 Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry

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Step 1: Application Grants.gov Deadline: 8:59 p.m. Eastern Time on May 6, 2024

Step 2: Application JustGrants Deadline: 8:59 p.m. Eastern Time on May 13, 2024

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Synopsis

Program Description Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding.

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

With this solicitation, BJA seeks to support state, local, and tribal governments, as well as community-based nonprofit organizations, to establish, expand, or improve treatment and recovery support services for people with substance use disorders (SUDs) during their incarceration and upon reentry into the community. This program seeks to reduce crime and recidivism, expand access to evidence-based treatment, and promote long-term recovery for people leaving incarceration, and, in the process, improve public safety and public health.

This program furthers the DOJ's mission to uphold the rule of law, to keep our country safe, and to protect civil rights.

Funding Category

Competition ID	Competition Title (Category Name)	Expected Number of Awards	Maximum Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2024-00022-PROD	1: Units of state, local, and tribal governments	3	\$833,000	10/1/2024	36
C-BJA-2024-00023-PROD	2: Nonprofit organizations	3	\$833,000	10/1/2024	36

Eligibility

- State governments
- Special district governments
- City or township governments
- County governments
- Native American tribal organizations (other than federally recognized tribal governments)
- Native American tribal governments (federally recognized)
- Nonprofits having a 501(c)(3) status with the IRS, other than institutions of higher education
- Nonprofits that do not have a 501(c)(3) status with the IRS, other than institutions of higher education

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

BJA will consider applications under which two or more entities (project partners) would carry out the federal award; however, only one entity may be the applicant for the solicitation. Any

others must be proposed as subrecipients (subgrantees). See the [Application Resource Guide](#) for additional information on subawards.

BJA may choose to fund applications submitted under this FY 2024 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Agency Contact Information

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

For procedures related to unforeseen technical issues beyond the control of the applicant that impact submission by the deadlines, see the “How To Apply” section, [Experiencing Unforeseen Technical Issues](#).

For assistance with submitting the [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov Customer Support](#), or support@grants.gov. The Grants.gov Support Hotline is open 24 hours a day, 7 days a week, except on federal holidays.

For technical assistance with submitting the **full application** in JustGrants, contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov. The JustGrants Service Desk operates from 7:00 a.m. to 9:00 p.m. ET Monday–Friday and from 9:00 a.m. to 5:00 p.m. ET on Saturday, Sunday, and federal holidays.

Pre-Application Information Session

BJA will hold a webinar on this solicitation on April 2, 2024 at 2:00 p.m. ET. This call will provide a detailed overview of the solicitation and allow interested applicants to ask questions. Preregistration is required for all participants. Register by clicking on this link https://csg-org.zoom.us/webinar/register/WN_ZjnvYnb7SEKLyqYSUWYX8A#/registration and following the instructions. To use the time most efficiently, BJA encourages participants to review this solicitation and submit any questions in advance and no later than March 29, 2024. Submit questions to grants@ncjrs.gov with the subject “Questions for BJA FY24 Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry Webinar.” The session will be recorded and available on <https://bja.ojp.gov/events/funding-webinars>.

Application Submission Information

Registration

Before submitting an application, an applicant must have a registration in the [System for Award Management \(SAM.gov\)](#).

Submission

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

Step 1: The applicant must register for this opportunity in Grants.gov at <https://grants.gov/register> and submit by the Grants.gov deadline the required [Application for Federal Assistance standard form \(SF-424\)](#) and a [Disclosure of Lobbying Activities \(SF-LLL\)](#). See solicitation [Submission Dates and Time](#) section for application deadlines.

Step 2: The applicant must submit the **full application**, including attachments, in JustGrants at JustGrants.usdoj.gov by the JustGrants application deadline. See solicitation [Submission Dates and Time](#) section for application deadlines.

Program Description

Program Description Overview

BJA seeks to support state, local, and tribal governments, as well as community-based nonprofit organizations, to establish, expand, or improve treatment and recovery support services for people with SUDs during their incarceration and upon reentry into the community. This program seeks to reduce crime and recidivism, expand access to evidence-based treatment, and promote long-term recovery for people leaving incarceration, and, in the process, improve public safety and public health.

Applicants are invited to propose evidence-based, culturally relevant programs to address the SUD treatment and recovery support needs of people, including parents of minor children and pregnant/postpartum women, during incarceration and reentry.

State, local, and tribal governments are eligible applicants under Category 1, and they are encouraged to partner with community-based organizations, including culturally specific organizations—those recognized by their communities as being familiar with their culture, language, and background—to achieve the goals of this program.

Community-based nonprofit organizations, including culturally specific organizations, are eligible and encouraged to apply under Category 2 of this program in formal partnership with correctional agencies to deliver services. For additional information on requirements, see the Application and Submission Information section of this solicitation.

BJA also supports efforts to address the overdose crisis—in confinement and upon reentry—and increase the provision of [evidence-based SUD treatment](#). This includes medications for opioid use disorders (MOUD), counseling, and behavioral therapies (sometimes called medication-assisted treatment (MAT)).

The Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry Program is part of the Second Chance Act suite of programs in FY 2024 and is among others available to support behavioral health services.

This year, BJA is offering a range of other programs for states, local government units, tribal governments, and nonprofit organizations to support aspects of reentry, including:

- Community-based Reentry
- Community-based Reentry Incubator
- Community Supervision Strategies
- Crisis Stabilization and Community Reentry
- Improving Adult Reentry, Education, and Employment Outcomes
- Pay for Success
- Smart Reentry: Housing Demonstration
- Smart Supervision

Additionally, the Comprehensive Opioid, Stimulant, and Substance Use Site-Based Program, the Residential Substance Abuse Treatment Program for State Prisoners, and the Justice and Mental Health Collaboration Program are three other BJA programs that support the provision of behavioral health treatment and services to individuals during and after incarceration.

Not all entities are eligible for all programs. Applicants are encouraged to review each solicitation in its entirety to determine their eligibility. If not eligible, but of interest, entities should then consider another funding opportunity or partnering with an eligible organization.

Additional details on the SCA suite and other BJA programs can be found on the [DOJ Grants Program Plan](#).

Statutory Authority

Pub. L. No. 90-351, Title I, Sec. 2921-2927 (codified at 34 U.S.C. 10591-10596); Pub. L. No. 110-199, Sec. 201 (codified at 34 U.S.C. 60521); additional authority for awards under this solicitation may be provided by a full-year appropriations act for FY 2024. As of the writing of this solicitation, the Department of Justice is operating under a short-term “Continuing Resolution”; no full-year appropriation for the Department has been enacted for FY 2024.

Specific Information

A large proportion of the almost 2 million people in the nation’s prisons and jails have SUDs. The Bureau of Justice Statistics estimates that nearly 60 percent of people in state prisons and close to two-thirds of people who have been sentenced within jails reported having a SUD (see [Drug Use, Dependence, and Abuse Among State Prisoners and Jail Inmates, 2007-2009](#)). Reentering the community from incarceration is challenging for all individuals, and it is especially challenging for individuals with SUDs, many of whom also have a co-occurring mental health disorder (see [Screening and Assessment of Co-Occurring Disorders in the Justice System | SAMHSA Publications and Digital Products](#)).

The opioid crisis and overdose epidemic continue to devastate individuals, families, and communities across the nation. Addressing these issues is a federal priority, including increasing access to evidence-based treatment such as medications for opioid use disorder (MOUD), counseling, and behavioral therapies, across all settings. Incarceration offers an opportunity to screen and continue or initiate treatment for individuals with OUD while incarcerated and to support continuity of care after release into the community.

In April 2022, DOJ’s Civil Rights Division published [guidance](#) further clarifying protections under the Americans with Disabilities Act (ADA) for individuals with OUD, including potential violations of the ADA by facilities or programs that do not allow individuals to continue taking doctor-prescribed MOUD. In fact, since then, [courts](#), as well as [state and local correctional facilities](#) have faced [allegations](#) that the entities’ refusal to permit the use of and provide MOUD violates the ADA. Similarly, a DOJ [findings report](#) regarding suicides and failure to provide MOUD in a county jail also helps to illustrate specific instances that were considered to violate the 8th and 14th amendment rights of institutionalized persons. Both the guidance and enforcement matters reflect the federal government’s position that a correctional facility’s refusal to permit incarcerated individuals to continue or initiate treatment for opioid use disorders when clinically needed may violate the ADA, the Constitution, or both.

BJA encourages applicants to request funding to support a comprehensive approach to supporting people with SUDs during their incarceration and continuing that support upon reentry into the community. Elements of a comprehensive approach include:

- Using a validated screening tool to screen all individuals entering a corrections setting for substance use and risk of substance withdrawal.

- Using a validated tool to assess all those that screen positive for substance use to diagnose SUDs and any co-occurring mental health disorder.
- Implementing policies and procedures to support medically managed withdrawal consistent with the [Guidelines for Managing Substance Withdrawal in Jails](#).
- Developing [collaborative comprehensive case plans](#) that incorporate the assessment results along with the results of a criminogenic risk and needs assessment.
- Providing evidence-based SUD treatment and recovery programming pre-release.
 - Evidence-based programs that provide trauma informed and culturally relevant SUD treatment and behavioral interventions include, for example, MAT, motivational interviewing, contingency management, and cognitive behavioral therapy. This may be accomplished through a combination of place-based and telehealth services, and include the use of [mobile narcotic treatment programs](#) to support access to FDA-approved medications for substance use disorder (sometimes called MAT).
 - Pre-release programming can include Medicaid enrollment or re-enrollment, connecting and scheduling appointments to continue medication and SUD treatment, and finding placement in recovery or transitional housing prior to release.
- For prisons, providing family-based SUD programming for parents of minor children and pregnant/postpartum women.
- Establishing relevant and lawful information-sharing procedures to support continuity of care from incarceration to reentry into the community regarding treatment and recovery services.
- Continuing the provision of case management and SUD treatment services post-release.
- Providing recovery support services post-release.
 - Post-release recovery support services can include, for example, access to health and behavioral health care benefits, peer support services, medical services, counseling services, recovery or emergency housing, transportation services, employment services, and education services.

Proposed prison-based family treatment programs intended for incarcerated parents or pregnant/postpartum women in a correctional facility must:

- Integrate techniques to assess the strengths and needs of the incarcerated parents and their extended family to support a treatment plan for the incarcerated parent.
- Ensure that each participant has access to consistent and uninterrupted care if transferred to a different correctional facility within the state or to another relevant entity; and.
- Locate services in an area separate from the general population of the prison.

The applicant, which can be either a state, local, or tribal government agency or a community-based nonprofit organization working with a corrections agency, may seek funds to, for example:

- Hire personnel (e.g., case managers, reentry coordinators, or behavioral health providers).
- Pay for medication (e.g., psychiatric medication, FDA-approved medication for substance use disorder, naloxone) and other supplies to support SUD programming, harm reduction, or reentry.
- Pay for screening and assessment tools and associated training.
- Provide transitional or recovery housing.

- Contract with another organization to provide in-reach services, which might include case management, peer support, or evidence-based treatment, like MAT or contingency management.
- Contract with an organization to provide continued treatment or recovery support services in the community, training to staff on gender and culturally responsive screening or assessment tools or curricula, or evaluation services.

All applicants will need to include as an attachment a signed Mandatory Treatment Service Provider Certification: Provider Licensing/Accreditation/Certification Documentation Requirement (**see appendix A**) and a signed Mandatory Chief Executive Assurance to Collect and Report on Recidivism Indicator Data (**see appendix B**).

All community-based nonprofit organizations must include as an attachment a **signed** memorandum of agreement (MOA) or understanding (MOU) that clearly demonstrates an established collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and (2) oversee community corrections (probation and/or parole) for the target population.

BJA will prioritize applications that support the implementation or expansion of FDA-approved medications for substance use disorders, counseling, and behavioral therapies (sometimes called MAT). BJA will also prioritize proposals for programs that treat and support those who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality.

For examples of previously funded programs, go to [Funding Awards | Bureau of Justice Assistance](#).

Successful applicants will be supported by training and technical assistance (TTA) providers with expertise in trauma-informed and culturally responsive approaches, as well as in evidence-based programming for populations with SUDs and co-occurring mental health disorders in the criminal justice system. Grantees will also have access to resources and TTA opportunities available through the National Reentry Resource Center ([NRRC](#)). TTA providers will provide individualized coaching to grantees to support them in planning, implementing, evaluating, and sustaining their grant-funded programs.

Solicitation Goals and Objectives

Goals

The goal of this program is to establish or expand system approaches that improve outcomes for adults with SUDs or co-occurring substance use and mental health disorders who are reentering communities following a period of incarceration.

Objectives

The objectives of this program are to support state, local, or tribal government agencies and nonprofit community-based organizations working with a corrections agency to:

- Use validated tools to screen all individuals entering a corrections setting for substance use and assess those that screen positive for SUDs and any co-occurring mental health disorder.
- Provide evidence-based SUD treatment services, including FDA approved medications for substance use disorder, counseling, and behavioral therapies, to individuals in prisons and jails and continue care upon return to the community.

- Provide prison-based family SUD treatment programs to incarcerated parents of minor children and pregnant/postpartum women.
- Provide recovery support services that start pre-release and continue through the reentry process.

For information about what the applicant needs to submit regarding Goals, Objectives, and Deliverables, please see the [How to Apply section on the Application Goals, Objectives, Deliverables, and Timeline Web-Based Form.](#)

Priority Areas

In order to further OJP’s mission, OJP will provide priority consideration when making award decisions to the following:

1A. Applications that propose project(s) that are designed to meaningfully advance equity and remove barriers to accessing services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

To receive this consideration, the applicant must describe how the proposed project(s) will address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. Project activities under this consideration may include but are not limited to the following: improving victim services, justice responses, prevention initiatives, reentry services and other parts of an organization’s or community’s efforts to advance public safety. Applicants should propose activities that address the cultural (and linguistic, if appropriate) needs of communities, outline how the proposed activities will be informed by these communities, and implement culturally responsive and inclusive outreach and engagement.

1B. Applicants that demonstrate that their capabilities and competencies for implementing their proposed project(s) are enhanced because they (or at least one proposed subrecipient that will receive **at least 40 percent** of the requested award funding, as demonstrated in the Budget web-based form) are a *population specific organization* that serves communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

For purposes of this solicitation, population specific organizations are nonprofit, nongovernmental, or Tribal organizations that primarily serve members of a specific underserved population and have demonstrated experience and expertise providing targeted services to members of that specific underserved population.

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

2. BJA will also give priority to programs that propose to implement or expand access to medications for substance use disorders, counseling, and behavioral therapies (sometimes called MAT in the corrections setting for those with OUD).

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

Federal Award Information

Awards, Amounts, and Durations

Anticipated Number of Awards: Up to 6, with 3 in Category 1 and 3 in Category 2

Anticipated Maximum Dollar Amount per Award: Up to \$833,000 in each category

Period of Performance Start Date: October 1, 2024

Period of Performance Duration (Months): 36

Anticipated Total Amount to Be Awarded Under This Solicitation: \$5,000,000

Additional Information: All grantees will access to up to \$100,000 each until their action plan is approved by BJA during the 6 months after the final budget is approved. This means that awarded funding in excess of \$100,000 will be withheld until the grantee's action plan has been approved.

While the maximum allowable funding amount is \$833,000, OJP encourages applicants, including those who are new or who have never before received a federal award, to submit a proposed budget that best supports their project objectives and organizational capabilities, even if the budget is at a lower amount than the maximum allowable funding level. Depending on the size and scope of applications received, OJP may be able to make more than 6 awards.

Continuation Funding Intent

OJP may, in certain cases, provide additional funding in future years to awards made under this funding opportunity through continuation awards. 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, when making continuation award decisions.

Availability of Funds

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

Type of Award

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

Cost Sharing or Matching Requirement

This funding opportunity does not require a match.

Eligibility Information

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

How To Apply

Application Resources

When preparing and submitting an application, the following resources may aid prospective applicants:

1. Grants.gov [“How to Apply for Grants”](#)
2. OJP [“How To Apply”](#) section in the [Application Resource Guide](#)
3. JustGrants [Application Submission Training](#)

This solicitation (notice of funding opportunity) incorporates guidance provided in the [OJP Grant Application Resource Guide](#) (Application Resource Guide), which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation requires something different from any guidance provided in the [Application Resource Guide](#), the difference will be noted in this solicitation and the applicant is to follow the guidelines in this solicitation, rather than the guidance in the [Application Resource Guide](#) that is in conflict.**

How To Apply

Registration

Before submitting an application, all applicants must register with the System for Award Management (SAM.gov). An applicant must renew their registration every 12 months. If an applicant does not renew their SAM.gov registration, it will expire. An expired registration can delay or prevent application submission in Grants.gov and JustGrants. Applicants are encouraged to start the SAM.gov registration process at least 30 days prior to the application deadlines. Applicants who fail to begin the registration or renewal process at least 10 business days prior to the Grants.gov deadline may not complete the process in time and will not be considered for late submission.

Submission

Applications must be submitted to DOJ electronically through a two-step process that begins in Grants.gov and is completed in JustGrants.

Step 1: After registering with SAM.gov, the applicant must submit the **SF-424** and **SF-LLL** in Grants.gov at <https://grants.gov/register> by the Grants.gov deadline. **To leave time to address any technical issues that may arise, an applicant should submit the SF-424 and SF-LLL as early as possible and recommended not later than 48 hours before the Grants.gov deadline.** If an applicant fails to submit in Grants.gov by the deadline, they will be unable to apply in JustGrants. Applicants can confirm Grants.gov submission by verifying their application status shows as “submitted” or “agency tracking number assigned.”

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

OJP recommends that applicants submit the complete application package in JustGrants at least 48 hours prior to the JustGrants deadline. 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 all the requirements of the application. Applicants may save their progress

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.

An applicant will receive emails when successfully submitting in Grants.gov and JustGrants and should maintain all emails and other confirmations received from SAM.gov, Grants.gov, and JustGrants systems.

For additional information, see the “How To Apply” section in the [Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424 and the SF-LLL** must be submitted in Grants.gov by May 06, 2024, 8:59 p.m. ET.

The **full application** must be submitted in JustGrants by May 13, 2024, 8:59 p.m. ET.

To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration and application process in sufficient time (i.e., waiting until the due dates identified in this solicitation for those systems to begin the application steps) is not an acceptable reason to request a technical waiver.

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

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes documentation of attempts to receive technical assistance to resolve the issue prior to the application deadline. A tracking number is the most typical documentation and is generated when the applicant contacts the applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks, and for this reason, long call wait times for support do not relieve the applicant of the responsibility of getting a tracking number.

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

- SAM.gov: contact the [SAM.gov Help Desk \(Federal Service Desk\)](#), Monday–Friday from 8:00 a.m. to 8:00 p.m. ET at 866-606-8220.
- Grants.gov: contact the [Grants.gov Customer Support Hotline](#), 24 hours a day, 7 days a week, except on federal holidays, at 800-518-4726, 606-545-5035, or support@grants.gov.
- JustGrants: contact the JustGrants Service Desk at JustGrants.Support@usdoj.gov or 833-872-5175, Monday–Friday from 7:00 a.m. to 9:00 p.m. ET and Saturday, Sunday, and federal holidays from 9:00 a.m. to 5:00 p.m. ET.

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

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

Waiver requests sent to the OJP Response Center must:

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

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

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

Application and Submission Information

Content of Application Submission and Available Surveys

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

- SF-424 and SF-LLL (in Grants.gov)
- Proposal Abstract (in JustGrants)
- Proposal Narrative (in JustGrants)
- Application Goals, Objectives, Deliverables, and Timeline web-based form (in JustGrants)
- Budget Web-Based Form, which includes the budget details and the budget narrative (in JustGrants)
- Signed Correctional Partner Memorandum of Agreement (**for nonprofit applicants only**)
- Signed Mandatory Treatment Service Provider Certification (**see Appendix A**)
- Signed Mandatory Chief Executive Assurance to Collect and Report on Recidivism Indicator Data (**see Appendix B**)

If OJP determines that an application does not include these elements, it will not proceed to peer review and will not receive any further consideration.

Content of the SF-424 in Grants.gov

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

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

Intergovernmental Review: This funding opportunity **is not** subject to [Executive Order \(E.O.\) 12372](#). In completing the SF-424, an applicant should answer question 19 by selecting “Program is not covered by E.O. 12372.”

Content of the JustGrants Application Submission

Entity and User Verification (First Time Applicant)

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 individual 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 this individual receives confirmation from Grants.gov of their SF-424 and SF-LLL submissions. Register the Entity Administrator (the person who manages who can access JustGrants on behalf of the applicant), the Application Submitter, and Authorized Representative for the applicant with JustGrants as early as possible and (recommended) not later than 48-72 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. Find additional information on JustGrants Application Submission 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 make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project—including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known)—must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. It should also indicate if the applicant is requesting priority consideration, and if so, what type. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded. See the [Application Resource Guide](#) for an [example](#) of a proposal abstract.

The abstract should provide an overall summary of the project and should include the following clearly labeled and delineated information:

- The legal name of the grant recipient and title of the program.
- Jurisdiction or geographic location, including tribal, in which services will be provided.

- The name of the jail or prison in which services will be provided and/or from which program participants will be reentering.
- The characteristics of the target population and the projected number of participants to be served through the program.
- Brief description of both the pre- and post-release evidence-based SUD treatment and recovery support services to be provided through the proposed program.
- If applicable, the name of the individual or organization that will provide evaluation services and the scope of the proposed evaluation.
- If the applicant is nonprofit organization, confirmation that a signed MOA/MOU has been obtained from the correctional agency/ies.

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

- If the priority consideration being sought is for 2, as well as 1(A), 1(B), or both.
- Page number(s) in the proposal narrative where they document the plan to respond to the priority consideration.
- If seeking priority consideration 1(B), note who is the proposed subawardee to receive the funding and the amount of funds proposed.

Data Requested With Application

The following application elements should be submitted in the web-based forms in JustGrants.

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 the financial management and internal control systems, 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 Questionnaire 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.

Brief Applicant Entity Questionnaire

The Office of Justice Programs (OJP) is collecting the following information to help assess its efforts to attract a broader range of applicants. These questions apply to the applicant entity and its work and scope only, and not to the specific project(s) being proposed within the application. Responses to the questions will not be considered in the application review process. The questions included in the questionnaire are available in the [Standard Forms & Instructions: Brief Applicant Entity Questionnaire](#).

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point size font; have no less than 1-inch margins; and should not exceed 20 numbered pages. Tables, charts, and graphs included in the program narrative can be created in a legible font smaller than 12-point and will count toward the page limit. If the Proposal Narrative fails to comply with these length restrictions, OJP may consider such noncompliance in peer review and in final award decisions.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Use the bulleted items below to describe why this project/these proposed activities are necessary (significance/value) or address a need. Include supporting information, such as data to provide evidence that the need exists, demonstrate the size and scope of the problem, and document the effects of the problem on the target population.

- Describe the current process, including population, timing, specific validated tools used, and staff responsible for screening and assessing individuals for SUDs.
- If data are available, discuss what percentage of people who are assessed are identified as needing SUD treatment and what proportion currently receive treatment.
- Describe the current availability of SUD treatment and recovery support services pre-release, who is prioritized for these services, and the correctional facility's current ability to meet the needs of the incarcerated population who have SUDs. Include a description of the facility's current ability to provide medications for substance use disorders, counseling, and behavioral therapies (sometimes called MAT), including the types of FDA-approved medications available and to whom and whether the program includes induction onto any of the available medications.
- For applicants seeking funding to support a prison-based family SUD program, describe the current ability to identify and engage parents with minor children and/or pregnant/postpartum women for targeted services.
- Describe the current practice for connecting people leaving confinement who have been assessed and/or have received SUD treatment in the facility to treatment providers in the community.
- Describe the gap(s) in the jurisdiction's ability to identify and/or treat individuals with SUDs while incarcerated, and/or to continue treatment upon reentry into the community, and how the proposed project would address the identified gap(s).
- Explain the applicant's inability to fund the proposed project without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed program.
- If applicable, describe how the new grant would align with and complement previous or current Second Chance Act or other federal funding received by the recipient or its partner agencies to address the needs of individuals with SUDs who are reentering the community from incarceration (search for past BJA awards by grantee at: <https://bja.ojp.gov/funding/awards/list>).

Note: The target population can include people with SUDs and co-occurring substance use and mental health disorders. If the proposed target population includes people with co-occurring disorders, incorporate this population into the problem statement (i.e., screening and assessment processes specific to mental health disorders, size of the population, existing treatment, and gaps the proposed program will address).

b. Project Design and Implementation

Use the bulleted items below to describe the strategy to address the problem or needs identified in the Description of the Issue/Statement of the Problem. List the activities and describe how they relate to Goals, Objectives, Deliverables, and Timeline outlined in the

web-based form (completed separately from the Narrative attachment). Activities are the specific actions that will be completed to fulfill the program's objectives and reach the program's goal(s). Provide a detailed description of the method(s) to be used to carry out each activity (e.g., training, direct services to target population).

- Describe the strategy to address the needs identified in the "Description of the Issue."
- Describe the target population to receive services, including the number of people to receive services, which diagnoses will be addressed, and any demographic distinctions.
- Provide the baseline recidivism rate for the target population and the method used to calculate the rate.
- Describe how potential participants will be identified and recruited and services matched to their identified needs.
- Describe the validated assessment tool or tools used by the correctional agency, the community corrections agency, and/or the applicant to determine severity of the SUD and risk level. Identify the criminogenic needs of the individuals referred to the program. Specify when assessment and reassessment will take place and by which agencies.
- Describe the process for developing comprehensive case plans based on assessment results and the agencies participating in the development of these plans.
- Describe where, when, and by whom evidence-based treatment and recovery support services will be provided, including if services will be provided by facility or partner agency staff or by contracted service providers.
- For applicants seeking funding to support a prison-based family SUD treatment program, discuss the physical plant and ability to separate those who will receive residential SUD treatment in a therapeutic community, as well as the engagement of the family in SUD programming with parents of minor children and pregnant/postpartum women.
- Describe how individualized case plans will transition with the individual upon release from incarceration into the community, including how that transition is made and how treatment and social service providers and corrections will share relevant information to ensure continuity of care without gaps.
- Describe how Medicaid coverage options and services in your state will be used to support the delivery of proposed services.

Note: If the target population includes people with substance use disorders and co-occurring substance use and mental health disorders, reflect both populations in the project design.

If an applicant is seeking consideration under Priority 1A, it should explain in this section how the proposed project(s) will meaningfully address identified inequities **and** contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization. The applicant should also identify how the project design and implementation will specifically incorporate the input and/or participation of these communities.

If the applicant is seeking consideration under Priority 2, describe the how access to medications for substance use disorders, counseling, and behavioral therapies (sometimes called MAT) will be implemented or expanded under the proposed program, including which MOUDs will be offered, at what point in the programming.

c. Capabilities and Competencies

Use the bulleted items below to describe the capabilities (what the applicant brings to the project such as resources, experience, expertise) and competencies (the unique skills and abilities of the applicant) required to accomplish the goals and objectives of the project.

- Describe the organizational structure and capabilities and competencies of the applicant and key partners. Include a description of the management structure and staffing of the program, identifying the agency responsible for the program and the grant coordinator.
- Describe the competencies of the individuals who will provide substance use treatment and recovery support services, including their certifications and licensure (see appendix A).
- If applicable, describe the qualifications of an evaluation partner and their roles and responsibilities. Describe how the applicant will address any legal or other barriers to providing access to relevant agency data and personnel to monitor and document the program's implementation and/or measure recidivism and other relevant outcomes.
- If the applicant is a nonprofit organization, discuss the history of collaboration with correctional agency partners. (Note the requirement to submit a **signed** MOA/MOU with the application.)

Note: The extent to which a nonprofit applicant is able to demonstrate a collaborative partnership with institutional and/or community corrections agencies, access to participants within facilities prior to release, and partnerships with institutional and/or community corrections agencies to share data for performance measurement purposes will be key factors in assessing the strength of the application.

If the applicant is seeking priority consideration under Priority 1B, it should: (1) describe within this section how being a population specific organization (or funding a population specific subrecipient organization at a minimum of 40% of the project budget) will enhance its capabilities and competencies to implement the proposed project; (2) specify which populations are intended or expected to be served, have their needs addressed, and/or be affected by the proposed project; and (3) include information to confirm that the population specific organization is specifically designed to serve communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization (examples of such information include, but are not limited to, the website address, charter, mission statement, or operating principles of the population specific organization).

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

Use the bulleted items below to describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and

how the information will be used to guide and evaluate the project's impact. Describe the process to accurately report data.

- Describe the plan to collect and report on the required performance metrics and track recidivism for at least 12 months following the release of the participants from incarceration. Include the applicant's approach for capturing unique identifiers of all participants and include how, by whom, and the type of recidivism data that will be tracked and reported for program participants at the end of the project period (see appendix B).
- If applicable, describe which outcomes will be tracked by an evaluation partner and how frequently, what data will be collected for either a control or comparison group, as well as how program implementation will be documented, monitored, and evaluated.
- Describe how the program will be sustained after federal funding ends.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included to provide notice that award recipients will be required to submit performance data as part of each award's reporting requirements.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the solicitation goals and objectives identified in the "[Goals and Objectives](#)" section. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for more information on performance measurement activities.

A list of performance measure questions for this program can be found at <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SCA-SubsUseDisorder-Measures.pdf>.

Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

BJA will require award recipients to submit performance measure data and performance reports in JustGrants. BJA will provide further guidance on the post-award submission process, if the applicant is selected for award.

[Note on Project Evaluations](#)

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

[Application Goals, Objectives, Deliverables, and Timeline Web-Based Form](#)

The applicant will submit the project's goals, objectives, deliverables, and timeline in the JustGrants web-based form. This is a summary of the goals, objectives, deliverables, and timeline that relate to the proposal narrative. The applicant will also enter the projected fiscal year and quarter that each objective and deliverable will be completed. Please refer to the [Application Submission Job Aid](#) for step-by-step directions.

- **Goals:** The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the proposal narrative.

- **Program Objectives and Timeline:** The applicant should include objectives to accomplish its goals. Objectives are specific, measurable actions to reach the project's desired results. Timelines should reflect program objectives.

Applicants are invited to propose grant projects that will improve substance use treatment and recovery outcomes for a specific subgroup (“target population”) of adults in reentry. Applicants may propose one or more of the following:

- Implement policies and procedures to support universal screening for substance use at intake using validated screeners.
 - For example, training on screening tool; developing intake procedures to ensure screening occurs; ensuring people who screen positive are assessed.
- Implement policies and procedures to support substance withdrawal management.
 - For example, training staff on signs and symptoms of withdrawal; developing procedures for monitoring individuals for symptoms of withdrawal, implementing or expanding access to MOUD.
- Implement collaborative case planning that incorporates results of assessments for SUD and co-occurring mental health disorders and criminogenic risks and needs.
 - For example, expand stakeholder representation in the case planning process; provide training on evidence-based treatment, access to medications, using results of risk needs assessments to inform case planning; developing processes to share data across stakeholder groups; developing processes to update plans and document progress.
- Implement or expand access to evidence-based SUD treatment services during incarceration and continue access to treatment services upon reentry.
 - For example, partnering with community-based behavioral health provider, hiring clinical personnel, purchase medications (MOUD, psychotropic drugs).
- Implement a prison-based family SUD treatment program for incarcerated parents of minor children and pregnant/postpartum women.
 - For example, provide training on gender responsive curricula; develop treatment plans that are responsive to the strengths and needs of the parent and their extended family; establish an area separate from the general population for programming; develop partnerships and/or hire staff to expand programming to include SUD treatment, early child intervention services, family counseling, legal services, medical care, mental health services, parenting skills training, pediatric care, GED classes, and vocation training; establish processes to ensure uninterrupted care for participants that are transferred to different correctional facilities.
- Implement or expand pre- and post-release recovery planning services,
 - For example, hiring reentry coordinators, partnering with community-based reentry providers, establishing or partnering with a peer specialist program, establishing processes to enroll or reenroll in Medicaid and other public benefits; establishing procedures to support continued access to medications; providing transportation vouchers, partnering with transitional or recovery housing programs.
- Document and assess the efficacy of the grant-funded intervention as part of a practitioner–researcher partnership.

- For example, establishing a partnership with a local researcher; identifying how the local researcher will partner with the program; developing a data sharing agreement; developing an outline and drafting the final report.

Projects may naturally address more than one of the objectives above and do not have to mirror the provided examples.

- **Deliverables and Timeline:** Project deliverables refer to outputs—tangible (for example, a report or a website) or intangible (for example, greater feelings of safety reported by the community)—that are documented and submitted within the scope of a project. Timelines should include program deliverables.

Deliverables Expected by Successful Applicants

Grantees will deliver:

- An action plan consisting of a problem analysis summary, a summary of strategies and intended outcomes, and an initial evaluation plan within 6 months of the award. The assigned TTA provider will supply the action plan and assist grantees to complete it.
- A final report, written with the research partner, if applicable, that documents the intervention, outcomes, and lessons learned.

Program objectives and deliverables, including action plan, final performance measures, and final report should be included in one timeline.

Budget and Associated Documentation

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

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

All applicants should budget for travel expenses (airfare, hotel, per diem, and group transportation) for a minimum of two staff to attend one face-to-face meeting during the award period each year. Each meeting should be budgeted for 3 days in Washington, D.C.

In addition, applicants proposing to work with a local evaluator should allocate no more than 25 percent of the total budget to support evaluation services. Applicants should also include an appropriate percent of the total grant award for performance measurement. (See "Plan for Collecting the Data.") There is no minimum or maximum requirement regarding what constitutes an appropriate percent; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities.

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

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

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

Funding Restrictions

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

Budget Detail and Narrative Web-Based Form

The applicant will complete the JustGrants web-based budget form, which includes both detailed calculations and budget narrative sections.

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.

If the applicant is seeking priority consideration under Priority 1A and has proposed activities to incorporate the input and participation of communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence and victimization, financial support for the identified activities and participation must be reflected in the web-based budget form.

If the applicant is seeking priority consideration under Priority 1B based on the identification of a proposed subrecipient as a population specific organization, the proposed funding for the subrecipient must **reflect a minimum of 40 percent of the total award funding** within the web-based budget form. The budget narrative must also describe how the **activities that will be funded** with the (minimum) 40 percent of award funding provided to the subrecipient **specifically relate to the proposed project** that will meaningfully address identified inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, adversely affected by inequality, and disproportionately impacted by crime, violence, and victimization.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the [Application Resource Guide](#) for information on prior approval, planning, and reporting of conference/meeting/training costs.

[Costs Associated With Language Assistance \(if applicable\)](#)

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. See the [Application Resource Guide](#) for information on costs associated with language assistance.

[Unmanned Aircraft Systems](#)

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

[Budget/Financial Attachments](#)

[Pre-Agreement \(Pre-Award\) Costs \(if applicable\)](#)

Pre-agreement costs are defined as costs requiring approval incurred by the applicant prior to the start date of the period of performance of the federal award. OJP does not typically approve pre-agreement costs. If a successful applicant, in anticipation of the Federal award, but before the start date of the period of performance, incurs costs which are necessary for efficient and timely performance of the funded project, those costs may not be charged to the award. See the “Costs Requiring Prior Approval” section in the [DOJ Grants Financial Guide Post-Award Requirements](#) for more information.

[Indirect Cost Rate Agreement \(if applicable\)](#)

Indirect costs are costs of an organization that are not readily assignable to a particular project, but are necessary to the operation of the organization and the performance of the project. Examples of costs usually treated as indirect include those incurred for facility operation and maintenance, depreciation, and administrative salaries. 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. If applicable, an applicant with a current federally approved indirect cost rate agreement will upload it as an attachment in JustGrants. See the [DOJ Financial Guide](#) for additional information on [Indirect Cost Rate Agreement](#).

[Consultant Rate \(if applicable\)](#)

Costs for consultant services require prior approval from OJP. If the proposed project expects to fund consultant services, compensation for individual consultant services is to be reasonable and consistent with that paid for similar services in the marketplace. See the [DOJ Grants Financial Guide](#) for information on the consultant rates, which require prior approval from OJP.

[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 made under a funding opportunity, an award 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. 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)

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees. If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the “Application Attachments” section of the [Application Resource Guide](#) for information.

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.

Tribal Authorizing Resolution (if applicable)

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

Memoranda of Understanding (MOUs) (for community-based nonprofit applicants only)

All community-based nonprofit applicants should include for each corrections agency partner a signed Memorandum of Understanding (MOU) that clearly demonstrates an established collaborative relationship between the applicant and the correctional agencies that (1) oversee the specific facility or facilities from which the applicant proposes to recruit the target reentering population and (2) oversee community corrections (probation and/or parole) for the target population. See the “Objectives” section for more detail on what information should be included in the MOA/MOU.

The MOA/MOU must include the following information:

- The roles and responsibilities of staff from both agencies involved in the program.
- Terms of access to the correctional facility or facilities for program staff. (If applicants are unable to conduct in-reach into correctional facilities, the application should explain the reason(s) why such access is not practicable and identify alternative strategies that will be implemented in lieu of in-person access.)
- Information on prerelease programming and interventions provided by the correctional agency to each participant.
- The data elements and performance measures that the partnering agencies will provide—or assist grantees in obtaining—for the purpose of measuring the impact of grant activities.

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

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](#).

Human Subjects Protection (if applicable)

Applicants proposing to conduct evaluation activities that involves collecting information from or about human subjects must obtain Institutional Review Board approval and provide a privacy certificate describing how they will protect the privacy of the individuals who may be included in any project or program evaluation and the confidentiality of the data that is collected as the result of evaluation activities.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

The SF-LLL attachment that was completed and submitted in Grants.gov is attached to this section.

Applicant Disclosure of Duplication in Cost Items

To ensure funding coordination across grant making agencies, and to avoid unnecessary or inappropriate duplication among grant awards, the applicant will disclose if it has any pending applications for federal funding, including pending applications for subawards of federal funds. Complete the JustGrants web-based 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 Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing

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

Applicant Disclosure and Justification – DOJ High-Risk Grantees

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

Application Review Information

Review Criteria

Basic Minimum Review Criteria

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within any stated programmatic funding limits or boundaries.

- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

Merit Review Criteria

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

- Description of the Issue (10%): evaluate the applicant's understanding of the program/issue to be addressed.
- Project Design and Implementation (40%): evaluate the strength of the proposal, including information provided in the goals, objectives, timelines, and deliverables web-based form.
- Capabilities and Competencies (25%): evaluate the applicant's administrative and technical capacity to successfully accomplish the goals and objectives.
- Plan for Collecting the Data Required for This Solicitation's Performance Measures (15%): evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
- Budget (10%): evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

Other Review Criteria/Factors

Other important considerations for OJP include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, and the extent to which the Budget web-based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. Costs are allowable when they are reasonable, allocable to, and necessary for the performance of the federal award, and when they comply with the funding statute and agency requirements (to include the conditions of the award), including the cost principles set out in the [Uniform Requirements 2 C.F.R. Part 200, Subpart E](#).

Risk Criteria/Factors

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM.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.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above. Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

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

Evidence-Based Programs or Practices

OJP strongly encourages the use of data and evidence in policymaking and program development for criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices (programs or practices that have been evaluated as effective), see the [Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

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

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 it from discriminating on the basis of race, color, national origin, sex, religion, or disability in how the recipient delivers its program’s services or benefits and in its employment practices. The civil rights laws that may be applicable to the award include Title VI of the Civil Rights Act of 1964 (Title VI), the nondiscrimination provisions of the Omnibus Crime Control and Safe Streets Act of 1968 (Safe Streets Act), and Section 504 of the Rehabilitation Act of 1973. These and other federal civil rights laws are discussed in greater detail here: [“Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards”](#) under the “Civil Rights Requirements” section, and additional resources are available from the [OJP Office for Civil Rights](#).

Part of complying with civil rights laws that prohibit national origin discrimination includes recipients taking reasonable steps to ensure that people who are limited in their English

proficiency (LEP) because of their national origin have meaningful access to a recipient's program and activity. An LEP person is one whose first language is not English and who has a limited ability to read, write, speak, or understand English. To help recipients meet this obligation to serve LEP persons, DOJ has published a number of resources, including a language access assessment and planning tool, which are available at <https://www.lep.gov/language-access-planning>. Additional resources are available at <https://www.ojp.gov/program/civil-rights-office/limited-english-proficient-lep>. If the award recipient proposes a program or activity that would deliver services or benefits to LEP individuals, the recipient may use grant funds to support the costs of taking reasonable steps (e.g., interpretation or translation services) to provide meaningful access. Similarly, recipients are responsible for ensuring that their programs and activities are readily accessible to qualified individuals with disabilities. Applicants for OJP funding must allocate grant funds or explain how other available resources will be used to ensure meaningful and full access to their programs. For example, grant funds can be used to support American Sign Language (ASL) interpreter services for deaf or hard of hearing individuals or the purchase of adaptive equipment for individuals with mobility or cognitive disabilities. For resources, see <http://www.ADA.gov> or contact OJP.

Financial Management and System of Internal Controls

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

Information Technology Security Clauses

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

General Information About Post-Federal Award Reporting Requirements

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

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

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

Federal Awarding Agency Contact(s)

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

Other Information

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

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

Provide Feedback to OJP

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

Performance Measures

A list of performance measure questions for this program can be found <https://bja.ojp.gov/sites/g/files/xyckuh186/files/media/document/SCA-SubsUseDisorder-Measures.pdf>.

Appendix A: Mandatory Treatment Service Provider Certification: Provider Licensing/Accreditation/Certification Documentation Requirement

As the authorized representative of [*insert name of applicant organization*], I assure the Bureau of Justice Assistance the following:

All collaborating service provider organizations listed in this application meet applicable licensing, accreditation, and certification requirements.

As the authorized representative, I also understand that the following information is required to receive funding, and these materials have been included with the application materials:

- Letter of commitment that specifies the nature of the participation and what service(s) will be provided from every service provider organization listed in the application that has agreed to participate in the project.
- Documentation that all service provider organizations collaborating on the project have been providing relevant services for a minimum of 2 years prior to the date of the application in the area(s) in which services are to be provided. Official documents definitively establish that the organization has provided relevant services for the last 2 years.
- Documentation that all collaborating service provider organizations are in compliance with all local (city, county), state, and tribal requirements for licensing, accreditation, and certification or official documentation from the appropriate agency of the applicable state, tribal, county, or other governmental unit that licensing, accreditation, and certification requirements do not exist.

Note: Official documentation is a copy of each service provider organization's license, accreditation, and certification. Documentation of accreditation will not be accepted in lieu of an organization's license.

A statement by, or letter from, the applicant organization or from a provider organization attesting to compliance with licensing, accreditation, and certification, or that no licensing, accreditation, certification requirements exist, does not constitute adequate documentation.

Signature of Authorized Representative

Date

Appendix B: Mandatory Chief Executive Assurance to Collect and Report Recidivism Indicator Data

I hereby assure that, if awarded grant funds under the Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry Program, my organization will collect unique identifiers and recidivism indicator performance data for each program participant and will aggregate all such data and submit them via Just Grants as required upon grant closeout. I understand that the inability or refusal to submit such data after an award is made may impact my organization's ability to receive future Bureau of Justice Assistance competitive grant funding.

Signature

Title

Date

Application Checklist

BJA FY24 Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry

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

Pre-Application

Before Registering in Grants.gov

- Confirm your entity's registration in the [System Award Management \(SAM.gov\)](#) is active through the solicitation period; submit a new or renewal registration in SAM.gov if needed (see [Application Resource Guide](#))

Register in Grants.gov

- 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](#))

Find the Funding Opportunity

- Search for the funding opportunity in Grants.gov using the opportunity number, assistance listing number, or keyword(s)
- Select the correct Competition ID O-BJA-2024-172030
- Access the funding opportunity and application package (see Step 7 in the [Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#) (about [browser compatibility and special characters in file names](#))
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2024 Awards](#)" in the [OJP Funding Resource Center](#).

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of \$833,000.

Review Eligibility Requirement

- Review the "Eligibility" section in the Synopsis and "Eligibility Information" section in the solicitation.

Application Step 1

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

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

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

- A submission receipt
- A validation receipt
- A grantor agency retrieval receipt
- An agency tracking number assignment

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

- Contact BJA or Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov regarding technical difficulties (see “[Application Resource Guide](#)” section on Experiencing Unforeseen Technical Issues).

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

- Proceed to Application Step 2 and complete application in JustGrants.

Application Step 2

Submit the following information in JustGrants:

Application Components

- Entity and User Verification (First Time Applicant)
- Standard Applicant information (SF-424 information from Grants.gov)
- Proposal Abstract*
- Proposal Narrative*
- Application Goals, Objectives, Deliverables, and Timeline web-based form*

Budget and Associated Documentation

- Budget Detail Narrative and web-based form*
- Financial Management and System of Internal Controls Questionnaire (see [Application Resource Guide](#))
- Indirect Cost Rate Agreement (if applicable) (see [Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation (if applicable) (see [Application Resource Guide](#))

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (if applicable) (see [Application Resource Guide](#))
- Human Subjects Protection (if applicable)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [Application Resource Guide](#))
- List of Proposed Subrecipients and Contracts*
- Proof of 501(c)(3) Status (Nonprofit Organization Only)
- Correctional Partner Memorandum of Agreement/Understanding (**nonprofit applicants only**)*
- Resumes of key personnel

- Chief Executive Assurance to Collect and Report on Recidivism Indicator Data (**all applicants**)*
- Treatment Service Provider Certification: Provider Licensing/Accreditation/Certification Documentation Requirement (**all applicants**)*

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (see [Application Resource Guide](#))
- DOJ Certified Standard Assurances (see [Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing (see [Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High-Risk Grantees (if applicable) (see [Application Resource Guide](#))

****Note: Items designated with an asterisk must be submitted for an application to meet the basic minimum requirements review. If OJP determines that an application does not include the designated items, it will neither proceed to peer review, nor receive further consideration.***

Review, Certify, and Submit Application in JustGrants

- Any validation errors will immediately display on screen after submission.
- Correct validation errors, if necessary, and then return to the “Certify and Submit” screen to submit the application. Access the [Application Submission Validation Errors Quick Reference Guide](#) for step-by-step instructions to resolve errors prior to submission.
- Once the application is submitted and validated, a confirmation message will appear at the top of the page. Users will also receive a notification in the “bell” alerts confirming submission.

If no JustGrants application submission confirmation email or validation is received, or if error notification is received—

- Contact the JustGrants Service Desk at 833-872-5175 or JustGrants.Support@usdoj.gov regarding technical difficulties. See the [Application Resource Guide](#) for additional information.

Standard Solicitation Resources

[Application Resource Guide](#) provides guidance to assist OJP grant applicants in preparing and submitting applications for OJP funding.

[DOJ Grants Financial Guide](#) serves as the primary reference manual to assist award recipients in fulfilling their fiduciary responsibility to safeguard grant funds and to ensure funds are used for the purposes for which they were awarded. It compiles a variety of laws, rules and regulations that affect the financial and administrative management of DOJ awards. This guide serves as a starting point for all award recipients and subrecipients of DOJ grants and cooperative agreements in ensuring the effective day-to-day management of awards.

[JustGrants Resources Website](#) is an entryway into information about JustGrants and the grants management system itself. Through this portal both award recipients and applicants can access training resource and user support options, find frequently asked questions, and sign up for the [JustGrants Update e-newsletter](#).

[JustGrants Application Submission Training page](#) offers helpful information and resources on the application process. This training page includes e-learning videos, reference guides, checklists, and other resources to help applicants complete an application.

[Weekly Training Webinars](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance, and support on JustGrants system functionality.