

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

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FY 2023 Comprehensive Opioid, Stimulant, and Substance Use Site-based Program

Assistance Listing Number # 16.838

Grants.gov Opportunity Number: O-BJA-2023-171527

Solicitation Release Date: January 26, 2023 8:00 AM ET

Step 1: Application Grants.gov Deadline: March 21, 2023 8:59 PM ET

Step 2: Application JustGrants Deadline: March 28, 2023 8:59 PM ET

Overview

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

This solicitation incorporates guidance provided in the [OJP Grant Application Resource Guide](#) which provides additional information for applicants to prepare and submit applications to OJP for funding. **If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.**

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2023-00017-PROD	Category 1a: Local Applications (Urban Area)	23	\$1,600,000	10/1/23 12:00 AM	36
C-BJA-2023-00018-PROD	Category 1b: Local Applications (Suburban Area)	22	\$1,300,000	10/1/23 12:00 AM	36
C-BJA-2023-00019-PROD	Category 1c: Local Applications (Rural or Tribal Area)	22	\$1,000,000	10/1/23 12:00 AM	36
C-BJA-2023-00020-PROD	Category 2: Statewide Applications	5	\$7,000,000	10/1/23 12:00 AM	36

Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), State governments, Other

Other

Category 1: Local Applications

- City or township governments
- County governments
- Other: City, township, or county governments in rural areas (as defined under Eligibility Information)
- Native American tribal governments (federally recognized)

Category 2: State Applications

- Units of state governments

BJA may elect to fund applications submitted under this FY 2023 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and the availability of appropriations.

Contact Information

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

Submission Information

Registration: Before submitting an application, all applicants must register with the System for Award Management (SAM). You must renew and validate your registration every 12 months. If you do not renew your SAM registration, it will expire. An expired registration can delay or prevent application

submission in Grants.gov and JustGrants. Registration and renewal can take up to 10 business days to complete.

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

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

For technical assistance with submitting the SF-424 and a SF-LLL in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, Grants.gov Customer Support, or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

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

OJP encourages applicants to review the "[How To Apply](#)" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training. Applicants should maintain all receipts and confirmations received from SAM.gov, Grants.gov, JustGrants systems.

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Program Description

Overview

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

With this solicitation, BJA seeks to support states, units of local government, and tribal governments to plan, develop, and implement comprehensive efforts that identify, respond to, treat, and support those impacted by the use and misuse of opioids, stimulants, and other substances. BJA's Comprehensive Opioid, Stimulant, and Substance Use Program (COSSUP) funding provides necessary resources that allow communities to respond to this substance use and misuse to reduce overdose deaths, promote public safety, and support access to substance use disorder (SUD) treatment and recovery services in the criminal justice system. The program also promotes cross-system planning and coordination to deliver a broad range of evidence-based, culturally relevant interventions for adults and affected family members at any intercept point of the justice system.

BJA supports a number of other programs that support law enforcement, court, and correctional agencies' ability to respond to individuals with behavioral health disorders, including SUDs, who come in contact with or are in the justice system. These programs include the Connect and Protect: Law Enforcement Behavioral Health Response Program, Justice and Mental Health Collaboration Program, Adult Treatment Court Program, Veterans Treatment Court Program, Residential Substance Use Treatment Program for State Prisoners, and Improving Substance Use Disorder Treatment and Recovery Outcomes for Adults in Reentry. Not all entities are eligible for all programs. BJA encourages applicants to review the solicitations in their entirety to determine their eligibility, if they fit their proposal, and if taking advantage of another funding opportunity could further enhance a comprehensive approach to supporting individuals with mental health and/or substance use treatment and recovery support needs that have come in contact with the justice system. Samples of previous, successful applications can be found at <https://bjia.ojp.gov/program/cossap/overview#examples-of-successful-applications-from-past-years>.

Statutory Authority

Department of Justice Appropriations Act, 2023 (Pub. L. No. 117-328).

Specific Information

Initially declared a public health emergency in October 2017, the opioid crisis remains a significant public health emergency. This crisis continues to take a devastating toll on the lives of individuals, families, and communities across the Nation. In recent years, the increase in synthetic opioids in the Nation's drug supply has only served to exacerbate and expand the reach of this devastation with over 100,000 drug overdose deaths in 2021, an increase of almost 15 percent from the prior year. Centers for Disease Control and Prevention data also show that overdose deaths disproportionately impact Black and American Indian/Alaska Native people.

To combat the morbidity and mortality of overdose and the chronic disease of opioid use disorder (OUD), it is critical that individuals with OUD have access to evidence-based, FDA-approved treatments. The Biden-Harris Administration has made addressing the overdose epidemic a priority, including increasing access to evidence-based treatment—namely, medications for opioid use disorder (MOUD)—across all settings.

In April 2022, the Department of Justice'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 be able to continue taking doctor-prescribed MOUD. Recent agreements with [state and county correctional facilities](#) resolved [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.

In addition to the impacts of substance use and misuse on individuals, families, and communities, this crisis

also impacts first responders, the criminal justice system, child welfare and foster care, and behavioral health systems. COSSUP resources are designed to support efforts that respond to, treat, and support those impacted by this crisis, particularly those who have been historically underserved, marginalized, and adversely affected by persistent poverty and inequality. These efforts can include community-based prevention, harm reduction, and emergency response programs, diversion from the criminal justice system through law enforcement and other first responder-based responses and court-based programs, as well as treatment and recovery support programming in jails and prisons. All of these strategies also seek to improve access to substance use disorder treatment and recovery support services, including peer recovery.

COSSUP furthers the Biden–Harris Administration’s drug policy priorities, listed as follows, to support communities across the Nation:

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

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

Goals, Objectives, and Deliverables

Goals

COSSUP’s goals are to reduce the impact of the use and misuse of opioids, stimulants, and other substances on individuals and communities, including a reduction in the number of overdose fatalities, as well as to mitigate the impacts on crime victims by supporting comprehensive, collaborative initiatives.

Objectives

An applicant should address all the objectives that are relevant to their proposed program/project in the Goals, Objectives, Deliverables and Timeline web-based form.

Category 1: Local jurisdictions

The objectives of Category 1 are to:

- Encourage and support the development of comprehensive, locally, or tribally driven responses to the use and misuse of opioids, stimulants, and other substances that expand access to treatment and recovery support services across the criminal justice system.
- Support law enforcement and first responder deflection as well as pretrial prosecutor and court diversion programs for persons with substance use disorders.
- Promote education and prevention activities.
- Address the needs of children impacted by substance use.

Category 1 Allowable Uses/Activities

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

- Identifiable and accessible prescription drug take-back programs for unused, controlled substances found in the home and used by hospital, long-term care, and other facilities.
- Law enforcement and other first responder deflection and diversion programs. A variety of

multidisciplinary overdose prevention, response, and diversion and referral models (including mobile crisis units and co-responder models), led by law enforcement and other first responders, have emerged in communities throughout the Nation.

- Comprehensive, real-time, regional information collection, analysis, and dissemination that promote the use of data for both real-time and comprehensive planning and response to overdoses and emerging drug trends. These types of activities may include the use of data dashboards, the Overdose Detection and Mapping Application Program, the Overdose Fatality Review, and forensic epidemiologists and technologies.
- Naloxone for law enforcement, first responders, jail staff, and other justice system practitioners.
- Substance use education and prevention programs to connect law enforcement agencies with K-12 students.
- Pre-arrest or post-arrest treatment alternative-to-incarceration programs, such as pretrial, prosecutor, and court diversion or intervention programs, that serve individuals at high risk for overdose or substance use disorder. Note: Funding is available under other BJA and OJP's Office of Juvenile Justice and Delinquency Prevention solicitations to implement or enhance an adult treatment court, juvenile drug court, and/or a veterans treatment court. As such, implementing or enhancing these court models is not an allowable funding activity under COSSUP.
- Court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose, as well as services for children and youth impacted by their parents' or other family members' substance use.
- Evidence-based substance use disorder treatment related to opioids, stimulants, and other drugs such as medication-assisted treatment, contingency management, and motivational interviewing, as well as harm reduction activities and recovery support service engagement with the pre-trial and post-trial populations in and leaving local or regional jails or secure residential treatment facilities. Coordination should demonstrate a comprehensive approach to services delivering both place-based care and teleservices.
- Transitional or recovery housing and recovery support services, including peer recovery. Note: No more than 30 percent of total grant funds may be used for transitional or recovery housing.
- Embedding social workers, peers, and/or persons with lived experience at any intercept of the Sequential Intercept Model to assist persons with justice involvement and their families navigate the justice system and to increase their connection to treatment and recovery support services. This includes law enforcement, pretrial and probation agencies, prosecutor-led programs, legal defense agencies, child welfare agencies, courts, and jails to support community re-entry.
- Field-initiated projects that bring together justice, behavioral health, and public health practitioners to implement new or promising practices, which may not yet have a research base, in addressing the impact of opioids, stimulants, and other substances on individuals and communities at risk of or having justice system involvement. This includes the application of evidence-based strategies from other fields such as health initiatives that have not yet been fully examined in the justice context. **Applications for field-initiated projects must include a research partner.**

Category 2: Applications from states on behalf of county, local, municipal, or tribal communities

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

The state may retain up to \$1,600,000 of the total proposed budget (not annually) for administrative purposes (to include overall project coordination, subaward management, training and technical assistance to subawardees, and coordination of data collection and evaluation activities), to support the mandatory deliverables, and to support an independent evaluation of the project's activities across the sites. No more than \$800,000 of the \$1,600,000 may be retained for administrative purposes detailed above and to support the mandatory deliverables. Likewise, no more than \$800,000 of the \$1,600,000 may be retained for the evaluation activities. The balance of funds must be subawarded to the six or more selected jurisdictions.

Deliverables

Deliverables for Category 1

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

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

All applicants should also strongly consider formally partnering with a researcher at the outset of the proposed project. These researcher-practitioner partnerships assist with ongoing problem analysis using data, identification of evidence-based responses, strategic planning of interventions, implementation assessment, and conducting an impact evaluation. Note: No more than 25 percent of total grant funds may be used for research and evaluation. For assistance on research partnerships, applicants may wish to access the Center for Research Partnerships and Program Evaluation at <https://bjajoinc.org/program/crppe/overview> and the Justice Community Opioid Innovation Network CONNECT at <https://connect.jcoinctc.org/>.

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

Deliverables for Category 2

- Grantees **must** develop an action plan within the first 6 months of the grant award. The action plan must be developed with the identified researcher and must contain a description of the problem and the data that led to its identification, a logic model that identifies the solution(s) to be tested and the project's result(s), and the plan for an impact evaluation.
- Select and provide subawards to a minimum of six geographically diverse jurisdictions within the state within the first 9 months of the grant award.
- Implement one or more of the allowable activities detailed under Category 1. The approach should include a robust planning period for the subawardees, if needed, to support implementation efforts at each site. The grantee should also plan to coordinate cross-site training and peer-to-peer learning.
- Develop an implementation manual that includes the policies, procedures, forms, and other relevant project materials to be compiled upon completion of the proposed project.
- In collaboration with an independent researcher, conduct an evaluation of all grant-funded activities and provide a copy of the annual, interim, and final evaluation reports prior to the close of the grant period.
- Separate from the required evaluation reports, the state will also prepare an annual summary of each project and describe each subawardee's project accomplishments.

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

maintenance and use of a listserv to share information.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed in the "Application and Submission Information" section.

Evidence-Based Programs or Practices

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

Information Regarding Potential Evaluation of Programs and Activities

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

Priority Areas

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

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

In support of this [Executive Order](#), OJP will provide priority consideration when making award decisions to the following:

A. Applications that propose project(s) that are designed to promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential racial inequities and contribute to greater access to services and opportunities for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of those communities and populations disproportionately impacted by crime, violence, and the criminal justice system overall. Examples addressing this requirement include, but are not limited to, the following: budgeted project planning and/or implementation meetings with community stakeholders representing historically underserved and marginalized communities; outreach and/or public awareness campaigns specifically tailored to historically underserved and marginalized communities to encourage participation in the proposed project(s); budgeted incorporation of members representing historically underserved and marginalized communities in program evaluation, surveys, or other means of project feedback; and partnership with organizations that primarily serve communities that have been historically underserved, marginalized, and adversely affected by inequality.

B. 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%** of the requested award funding, as demonstrated in the Budget Web-Based Form) identify as a *culturally specific organization*.

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

Culturally specific organizations are defined for the purposes of this solicitation as private nonprofit or tribal organizations whose primary purpose as a whole is to provide culturally specific services to racial and ethnic

groups, including, among others, Black people, Hispanic and Latino people, Native American and other Indigenous peoples of North America (including Alaska Native, Eskimo, and Aleut), Asian Americans, Native Hawaiians, and/or Pacific Islanders.

2. Additional priority considerations:

OJP will also give priority consideration to applications in Category 1 that include a research partner. Research partnerships in Category 2 are **required**.

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

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

Federal Award Information

Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
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C-BJA-2023-00020-PROD	Category 2: Statewide Applications	5	\$7,000,000	10/1/23 12:00 AM	36

Awards, Amounts and Durations

Anticipated Number of Awards

72

Anticipated Maximum Dollar Amount of Awards

Category 1a: \$1,600,000; Category 1b: \$1,300,000; Category 1c: \$1,000,000; Category 2: \$7,000,000

Period of Performance Start Date

10/1/23

Period of Performance Duration (Months)

36

**Anticipated Total Amount to be Awarded
Under Solicitation**
\$120,400,000

Continuation Funding Intent

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

Availability of Funds

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

Type of Award

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

Financial Management and System Controls

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

Budget Information

The budget must be for 36 months and explicitly describe how the proposed budget items directly apply to the program's design and will assist the applicant in meeting the program's objectives.

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

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

BJA anticipates one national meeting will occur annually for which applicants must budget for travel expenses (airfare, hotel, per diem, and group transportation). Additionally, all applicants should budget for a minimum of two staff to attend two face-to-face meetings during the award period. Each meeting should be budgeted for 3 days each, using Washington, D.C., expenses as a guide and assuming that air travel will be required. The purpose of this travel may vary according to the funding category and specific project objectives; however, BJA

wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups. Category 2 applicants must require that all subrecipient sites budget to have a minimum of two staff members attend the annual national meetings as well.

Submit a 36-month budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) and includes the required meetings budgeted for each year. The budget narrative should generally demonstrate how the applicant will maximize the cost effectiveness of grant expenditures. The budget narrative should also demonstrate cost effectiveness in relation to potential alternatives and the project's objectives.

Include an appropriate percentage 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 percentage; however, the budget should be adequate to fund the activities outlined in the application. The budget narrative should explain how the amount dedicated to these activities is adequate to support the proposed activities. Additional funds may be used for proposed or required research and evaluation activities as detailed below.

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

- Purchase vehicles

- Food and beverages

For all categories, the use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV) and/or any accompanying accessories to support UAS or UAV devices/systems, is unallowable.

Category 1: Local applicants

Applicants should heed the budget restrictions associated with their subcategory, based on the project site's population size. Additionally, no more than 25 percent of the total budget may be used to support research or evaluation services.

Category 2: State applicants

Applicants should heed the following budget restrictions associated with the number of proposed project sites. The state may retain up to \$1,600,000 of the total proposed budget (not annually) for administrative purposes (to include overall project coordination, subawardee management, TTA delivery to subawardees, and coordination of data collection and evaluation activities), to support the mandatory deliverables, and to support an independent evaluation of the project's activities across the sites. No more than \$800,000 of the \$1,600,000 may be retained for administrative purposes detailed above and to support the mandatory deliverables. Likewise, no more than \$800,000 of the \$1,600,000 may be retained for the evaluation activities. The balance of funds must be awarded to the subawarded sites. States that have no county or local government-managed addiction service systems may subaward funds directly to providers at the community level.

Cost Sharing or Matching Requirement

This solicitation does not require a match.

Pre-agreement Costs (also known as Pre-award Costs)

See the [OJP Grant Application Resource Guide](#) for information on pre-agreement costs (also known as pre-award costs).

Limitation on Use of Award Funds for Employee Compensation: Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

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

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

Costs Associated with Language Assistance (if applicable)

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

Eligibility Information

For eligibility information, see the solicitation cover page.

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

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

Subcategory 1a – An urban area or large jurisdiction with a population greater than 500,000

Subcategory 1b – A suburban area or medium-size jurisdiction with a population between 100,000 and 500,000

Subcategory 1c – A jurisdiction is considered rural if the applicant is all or part of a county that is either entirely rural or is an urban or suburban county that contains rural census tracts as identified by the [Rural Health Grants Eligibility Analyzer](#). Municipalities other than counties, such as towns or cities, must enter the county the municipality resides within to search the analyzer. If the analyzer identifies the county entered as rural, then the applicant is eligible to apply within this subcategory. All jurisdictions that are not designated as rural via the analyzer but have a population of less than 100,000 should apply in subcategory 1b. All federally recognized Indian tribes must apply under this subcategory.

Category 2 applicants are limited to SAAs responsible for directing criminal justice planning, the State Alcohol and Substance Use Agency, or other state agencies appropriate for the scope of the project. In addition, they must apply for funding on behalf of at least six localities, tribal entities, or areas within the state and assist with implementing projects at those sites.

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

Notice regarding law enforcement agencies: State, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2023 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws, and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards

for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

Application and Submission Information

Content of Application Submission

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

- Proposal Abstract
- Proposal Narrative
- Budget Web-Based Form (The web-based form includes the budget details and the budget narrative.)
- Timeline/Time Task Plan

If OJP determines that an application does not include these elements, it will neither proceed to peer review, nor receive further consideration.

Information to Complete the Application for Federal Assistance (SF-424) in Grants.gov

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

The "Standard Applicant Information" section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to add ZIP codes for areas affected by the project; confirm their Authorized Representative; and verify and confirm the organization's unique entity identifier, legal name, and address.

Proposal Abstract

A Proposal Abstract (no more than 400 words) summarizing the proposed project — including its purpose, primary activities, expected outcomes, the service area, intended beneficiaries, and subrecipients (if known) — must be completed in the JustGrants web-based form. This abstract should be in paragraph form without bullets or tables, written in the third person, and exclude personally identifiable information. Abstracts will be made publicly available on the OJP and USASpending.gov websites if the project is awarded.

The abstract should also include specific language that indicates which of the allowable uses/activities under Category 1, as listed below, the project will address along with its approximate percentage of the budget. The table below will not apply to the 400-word count limit.

Planned activities/allowable uses	Select all that apply	Percentage of the budget
Identifiable and accessible prescription drug take-back programs for unused, controlled substances found in the home and used by hospital, long-term care, and other facilities		
Law enforcement and first responder deflection and diversion		
Real-time data collection		
Naloxone for law enforcement and first responders		
Education and prevention programs to connect law enforcement agencies with K-12 students		
Pre-booking or post-booking treatment alternative-to-incarceration programs		
Family court programming to prioritize and expedite treatment and recovery services for individuals at high risk for overdose as well as services for children and youth impacted by their parents' or other family members' substance use		
Evidence-based substance use disorder treatment related to opioids, stimulants, and other drugs, such as MAT, as well as harm reduction activities and recovery support services for pre-trial and post-trial populations leaving jail or residential treatment programs		
Transitional or recovery housing and peer recovery support services		
Embedding social workers, peers, and/or persons with lived experience at any intercept of the Sequential Intercept Model		
Field-initiated projects that bring together justice, behavioral health, and public health practitioners		

In addition, the applicant must include a list of all active BJA grants in their jurisdiction for activities that are related to those listed in the proposed application, including the grant number.

Also, the applicant must complete the table below to detail the annual and total budget amounts requested for the project.

Time Period	Budget Amount
Year 1	
Year 2	
Year 3	
Total Request (all years)	

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

Proposal Narrative

The Proposal Narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 20

numbered pages. Pages should be numbered and submitted as an attachment. If the Proposal Narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The Proposal Narrative must include the following sections:

a. Description of the Issue

Clearly identify the applicant entity and the state or region(s) or communities, including whether the proposed service area is urban, suburban, tribal, rural, or a combination.

Provide information that documents the impact of opioids, stimulants, and other substances within the proposed service area, including fatal and nonfatal overdoses. The applicant must provide verified sources for the data used to support the description of the issue.

Identify any specific challenges motivating the applicant's interest to apply for this grant.

Explain the applicant's inability to fund the proposed project without federal assistance and describe any existing funding or resources that are being leveraged to support the proposed project.

Category 1: Local applicant

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

b. Project Design and Implementation

Describe which areas the proposed project will address (refer to the "Category 1 Allowable Uses/Activities" section) and how the proposed project addresses one or more of the allowable uses.

For each of the activities you propose to implement, describe how you plan to implement the activity, including potential barriers and any strategies that will be used to overcome those barriers. Be as specific as possible and identify how the activities link to your project goals.

Provide specific details about how the proposed project will be coordinated with existing BJA Comprehensive Opioid Abuse Site-based Program (COAP)- and/or former Comprehensive Opioid, Stimulant, and Substance Abuse (COSSAP)-funded sites in the applicant's jurisdiction (either local or state) and how the proposed project will not be duplicative of current efforts. (Search for past COAP/COSSAP awards by grantee at: [Awards | Bureau of Justice Assistance \(ojp.gov\)](#).)

If an evaluation is proposed (Category 1) or required (Category 2), articulate how it will provide meaningful insights into identifying and solving local, state, or regional challenges while contributing to the national body of knowledge with respect to best practices. Describe how the evaluation results will be used to inform future programming and services, including replication of grant-funded activities. In addition, include details on if and how the researcher-practitioner partnership will be sustained after the grant period ends (Category 2).

If the proposed project involves the delivery of MAT, please specify which forms of medication will be provided, whether it will include continuing and/or inducting individuals onto medication, and describe the coordination between in-custody and community-based MAT treatment programs.

If the proposed project involves supporting peer recovery services, describe the type of peer training offered (formal/informal), the type of training certification peers will possess, the peer supervision structure, and the manner in which peer support services will be evaluated and measured.

If the proposed project involves serving children impacted by substance use disorder, describe the types of services to be provided.

If the proposed project includes a multidisciplinary coordinating body, describe the current and/or intended composition of this entity, its mission, and how long it has been in existence. Include a description of how the entity will be supported and sustained after the grant period ends.

If the proposed project includes a field-initiated component, provide a detailed description of the proposed activities as well as the supporting promising or evidence-based practices that are the basis for it.

Attach a timeline/time task plan that outlines when activities or project milestones are to be accomplished that support the project's design outlined in this section.

The funds requested in the budget must be clearly connected to and support the project's design and be reasonable in cost.

Describe the applicant's plan to sustain the proposed project activities after grant funding ends.

Articulate the applicant's agreement to work closely with a researcher selected by BJA who may conduct a site-specific or cross-site evaluation in future years.

Describe the commitment to maintain a working relationship with the BJA-supported COSSUP training and technical assistance providers.

Category 2: State applicants

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

- Indicate the number of proposed implementation project sites, and provide their location, if known.
- Describe the needs of the selected sites and the reason these particular sites were selected.
- State whether any of the proposed sites are current BJA COAP or COSSAP-funded sites. BJA prefers to fund implementation projects in sites that are not current BJA-funded sites unless funding is for a completely separate initiative and a strong justification is provided.
- If there are no preselected sites, describe how the state will select the sites.
- Describe how the state will assist with training the sites, collect performance data from the sites, provide ongoing training and technical assistance, and provide subawardee monitoring and oversight.
- Describe how the state applicant agency will work with the sites to implement the project and develop the mandatory deliverables, including an implementation manual that includes the policies, procedures, forms, and other relevant project materials to be compiled upon completion of the proposed project. Separate from the required evaluation reports, the state will also prepare an annual summary of each project and describe each subawardee's project accomplishments.
- Describe the process for identifying the research partner and the nature of the research that will be conducted. Note that the evaluation requirement will not be fulfilled with activities that are limited to data collection and performance reporting, though those activities may be conducted or supported by the research partner.
- Describe how the required action plan will be developed, including the roles of the state applicant, the subawardee sites, and the research partner. The plan must contain a description of the problem and the data that led to its identification, a logic model that identifies the solution(s) to be tested and the project's result(s), and the plan for an impact evaluation.

If the applicant (under Category 1 or Category 2) is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project(s) will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, and identify how the project design and implementation will specifically incorporate the input or participation of these communities.

c. Capabilities and Competencies

Describe the management structure and staffing, specifically identifying the key person (or people) responsible for carrying out program or project activities. Demonstrate the capability to implement the project successfully.

Identify each partner agency that has demonstrated commitment to this effort. Discuss any previous collaboration that occurred that will help to achieve the objectives and describe any existing partnership agreements. Attach a memorandum of understanding (MOU) and/or letter of support from each key team member, outlining their commitments to the project.

Describe how effective communication and coordination among the team members will be implemented throughout the program period.

For applications involving a research component, describe the qualifications of the research partner and their prior experience with action research, including prior work with drug monitoring and treatment agencies and other partners. Describe the roles and responsibilities of the research partner and how the applicant will ensure that the research partner will have access to relevant agency data, personnel for interviews, and the ability to monitor operations that are relevant to the evaluation of the initiative. Discuss what data sources will be used and any legal, policy, or other barriers to gaining access to the data and how those barriers will be addressed.

Note: Researchers should be experienced in several different data collection methodologies and in both quantitative and qualitative research methods. It is preferable that they have several years of evaluation research experience and have experience with oral and written presentations of research results. Research partners should be able to conduct scientifically rigorous evaluations and be well versed in evaluation methods.

Describe who will serve as the project coordinator, the project coordinator's project-related duties, the amount of time this position will dedicate to the project per week, and which agency will house the project coordinator. If the project coordinator will be hired after the award is made, please provide a job description.

Indicate a willingness to work closely with a BJA-identified evaluator who may conduct a site-specific or cross-site evaluation in future years, and identify who would serve as a liaison with this person.

If the applicant is seeking priority consideration under Priority 1(B), it should describe within this section how being a culturally specific organization (or funding a culturally specific subrecipient organization at a minimum of 40% of the project budget) will enhance its ability to implement the proposed project(s), should also specify which populations are intended or expected to be served or have their needs addressed under the proposed project(s), and should include the website address (if applicable) and formal or informal mission statement or principles of the culturally specific organization.

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

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.

Note: An applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as a notification that award recipients will be required to submit performance data as part of each award's reporting requirements. Some measures are presented as examples, while others are the exact measures that every recipient will be expected to address.

OJP will require each award recipient to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" discussion. Applicants can visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

A list of performance measure questions for this program can be found at [Comprehensive Opioid, Stimulant, and Substance Abuse Program \(ojp.gov\)](http://www.ojp.gov/performance).

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

Note on Project Evaluations

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

Goal, Objective and Deliverables

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

Goals. The applicant should describe the project's intent to change, reduce, or eliminate the problem noted in the previous section and outline the project's goals.

Program Objectives. The applicant should explain how the program will accomplish its goals. Objectives are specific, quantifiable statements of the project's desired results. They should be measurable and clearly linked to the goal.

Deliverables. Project deliverables refer to outputs—tangible or intangible—that are submitted within the scope of a project.

Budget and Associated Documentation

For Categories 1 and 2, no more than 30 percent of total grant funds may be used for transitional or recovery housing.

For Category 1, no more than 25 percent of total grant funds may be used for research and evaluation.

For Category 2, the state may retain up to \$1,600,000 of the total proposed budget (not annually) for administrative purposes (to include overall project coordination, subawardee management, TTA to subawardees, and coordination of data collection and evaluation activities), to support the mandatory deliverables, and to support an independent evaluation of the project's activities across the sites. No more than \$800,000 of the \$1,600,000 may be retained for administrative purposes and to support the mandatory deliverables. Likewise, no more than \$800,000 of the \$1,600,000 may be retained for the evaluation activities. The balance of funds must be awarded to the subrecipient sites. States that have no county or local government-managed addiction service systems may subcontract funds directly to providers at the community level.

BJA anticipates one national meeting will occur during each year of the grant for which applicants must budget travel. In addition, 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 each year of the grant's life. Each meeting should be budgeted for 3 days each in Washington, D.C. The purpose of this travel may vary according to funding category and specific project objectives; however, BJA wants to ensure that all grantees have the opportunity to present their work and collaborate with their peers and other national and federal stakeholder groups. Category 2 applicants must also require that all subawardee sites budget to have a minimum of two staff attend the national meeting each year.

Budget Worksheet and Budget Narrative (Web-based Form)

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

If the applicant is seeking priority consideration under Priority 1(A) and has proposed activities (such as community or stakeholder meetings, community outreach or public awareness campaigns, community participation in project design, implementation, or evaluation, etc.) to incorporate the input and participation of communities that have been historically underserved, marginalized, and adversely affected by inequality, 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 1(B) based on the identification of at least one proposed subrecipient as a culturally specific organization, the proposed funding for the subrecipient in the web-based budget form **must reflect a minimum of 40% of award funding**. The budget narrative must also describe how the activities that will be funded with the (minimum) 40% of award funding provided to the subrecipient **specifically relate to the priority consideration requested** and described in the Capabilities and Competencies section of the application.

Pre-agreement Costs (also known as Pre-award Costs)

See the section on Costs Requiring Prior Approval in the [DOJ Grants Financial Guide Post Award Requirements](#) for more information.

Indirect Cost Rate Agreement (if applicable)

If applicable, the applicant will upload their indirect cost rate agreement as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for more information on indirect costs.

Consultant Rate

See the [DOJ Grants Financial Guide](#) for information on the consultant rates which require prior approval from OJP.

Employee Compensation Waiver

See the [OJP Grant Application Resource Guide](#) for information on the Limitation on Use of Award Funds for Employee Compensation for Awards over \$250,000; Waiver.

Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)

The applicant will download the questionnaire, complete it, and upload it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for the link to the questionnaire and additional information.

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will upload a description of the process used to determine executive compensation as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

Memoranda of Understanding (MOUs) and Other Supportive Documents

Applicants should include for each named partner, a signed Memorandum of Understanding (MOU), Letter of Intent, or subcontract that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. For applications submitted from two or more entities, applicants are encouraged to develop and submit signed MOUs or signed Letters of Intent that provide a detailed description of how the agencies will work together to meet project requirements.

Each MOU or Letter of Intent should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Subcontracts, MOUs, or Letters of Intent should be submitted as one separate attachment to the application.

Category 2 applicants should provide letters of intent when the research partner is specifically identified in the application. Applicants must attach required MOUs by uploading the documents as attachments in JustGrants.

Additional Application Components

The applicant will attach the additional requested documentation in JustGrants.

Curriculum Vitae or Resumes

Provide resumes of key personnel.

Tribal Authorizing Resolution

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 [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

Timeline Form

Applicants must attach a time task plan (with an estimated start date of October 1, 2023) with each project objective, activity, expected completion date, and responsible person or organization. Applicants will submit the time task plan by uploading the document as an attachment in JustGrants.

Letters of Support

Applicants should include, for each named partner entity, a signed Letter of Support that confirms the partner's agreement to support the project through commitments of staff time, space, services, or other project needs. Applications submitted from two or more entities are encouraged to submit signed Letters of Support that provide a detailed description of how the agencies will work together to meet project requirements.

Each Letter of Support should include the following: (1) names of the organizations involved in the agreement; (2) scope of the direct service(s) and other work to be performed under the agreement; (3) duration of the agreement. Letters of Support should be signed and then submitted as one separate attachment to the application.

Research and Evaluation Independence and Integrity Statement

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

Human Subjects Protection

Applicants conducting evaluation activities that involves collecting information from or about human subjects must 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.

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

Complete and submit the SF-LLL in Grants.gov. Once the applicant submits in Grants.gov, this information will pre-pend into JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

DOJ Certified Standard Assurances

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

Applicant Disclosure of Duplication in Cost Items

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

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

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

How to Apply

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

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

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

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

Within 24 hours after receipt of confirmation emails from Grants.gov, the individual in Section 8F of the SF-424 will receive an email from DIAMD-NoReply@usdoj.gov with instructions on how to create a JustGrants account. Register the Entity Administrator and the Application Submitter with JustGrants as early as possible but no later than 48-72 hours before the JustGrants deadline. Once registered in JustGrants, the Application Submitter will receive an emailed link to complete the rest of the application in JustGrants. The Entity Administrator also will need to log into JustGrants to review and invite the applicant's Authorized Representative(s) before an application can be submitted.

Submit the complete application package in JustGrants at least 24 – 48 hours prior to the JustGrants deadline. Some of the application components will be entered directly into JustGrants, and others will require uploading attached documents. Therefore, applicants will need to allow ample time before the JustGrants deadline to prepare each component. Applicants may save their progress in the system and revise the application as needed prior to hitting the Submit button at the end of the application in JustGrants.

For additional information, see the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by March 21, 2023 8:59 PM ET

The **full application** must be submitted in JustGrants by March 28, 2023 8:59 PM ET

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates with sufficient time to correct any errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline. Failure to begin the SAM.gov, Grants.gov, or JustGrants registration process in sufficient time (i.e., waiting until the date identified in this solicitation) is not an acceptable reason for late submission.

Experiencing Unforeseen Technical Issues Preventing Submission of an Application

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

If an applicant misses a deadline due to unforeseen technical issues with SAM.gov, Grants.gov, or JustGrants, the applicant may request a waiver to submit an application after the deadline. However, the waiver request will not be considered unless it includes a tracking number generated when the applicant contacts the

applicable service desks to report technical difficulties. Tracking numbers are generated automatically when an applicant emails the applicable service desks; and for this reason applicants are encouraged to email the appropriate service desk, even if they also intend to call the service desk for phone support. Experiencing wait times for phone support does not relieve the applicant of the responsibility of getting a tracking number.

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

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

If an applicant has technical issues with SAM.gov or Grants.gov, 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,
- 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 who does not provide documentation of a technical issue or who 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 [OJP Grant Application Resource Guide](#).

Application Review Information

Review Criteria

Merit Review Criteria

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

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (25%) - evaluate the applicant's administrative and technical capacity to

successfully accomplish the goals and objectives.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. 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 [insert PO] include geographic diversity, strategic priorities (specifically including, but not limited to, those priority areas already mentioned, if applicable), available funding, past performance, [insert any additional programmatic review criteria that will be used to make funding decisions], and the extent to which the Budget Web-Based form accurately explains project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

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

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant entity that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

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

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and 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 30th. See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

Administrative, National Policy, and Other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions and all applicable requirements of federal

statutes and regulations, including the applicable requirements referred to in the assurances and certifications executed in connection with award acceptance. For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for 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 typically must submit quarterly financial reports, quarterly performance reports, final financial and performance reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

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

Federal Awarding Agency Contact(s)

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

Other Information

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

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

Provide Feedback to OJP

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

Application Checklist

BJA FY 2023 Comprehensive Opioid, Stimulant, and Substance Use Site-based Program

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

Pre-Application

Before Registering in Grants.gov:

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

Register in Grants.gov

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Business Point of Contact (E-Biz POC) (see [OJP Grant 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 Opportunity ID
- Access the funding opportunity and application package (see Step 7 in the [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at <https://www.ojp.gov/funding/financialguidedo/iii-postaward-requirements#6g3y8> (see [OJP Grant Application Resource Guide](#))

Review the Overview of Post-Award Legal Requirements

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

Review the Scope Requirement

- The federal amount requested is within the allowable limit(s) of:
 - *Category 1 a: \$1,600,000*
 - *Category 1 b: \$1,300,000*
 - *Category 1 c: \$1,000,000*
 - *Category 2: \$7,000,000*

Review Eligibility Requirement:

- Review the Eligibility section on the cover page and Eligibility Information section in the solicitation.

Application Step 1

Submit the **SF-424** and **SF-LLL** in Grants.gov

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

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

- a submission receipt
- a validation receipt
- a grantor agency retrieval receipt
- an agency tracking number assignment

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

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

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

- Proceed to Application Step 2 and complete application in JustGrants

Application Step 2

Submit the following information in JustGrants:

Application Components

- Standard Applicant information (SF-424 information from Grants.gov)
- **Proposal Abstract***
- **Proposal Narrative***

Budget and Associated Documentation

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

Additional Application Components

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))
- **Timeline***
- Memorandum of understanding (if applicable)
- Résumés of key personnel (if applicable)

Disclosures and Assurances

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

****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 following elements, 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 [OJP Grant Application Resource Guide](#) for additional information.

Standard Solicitation Resources

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

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

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

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

[Virtual Q&A Sessions](#) are advertised here and provide opportunities for users to receive topic-specific training, direct technical assistance and support on JustGrants system functionality.