

U.S. Department of Justice
Office of Justice Programs
Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking



SMART FY 2022 Invitation to Apply — Keep Young Athletes Safe Program

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Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Office of Sex Offender Sentencing, Monitoring, Apprehending, Registering, and Tracking](#) (SMART) seeks an application for funding under the SMART FY 2022 Invitation to Apply – Keep Young Athletes Safe Program to support the ongoing implementation of prevention measures to safeguard amateur athletes from sexual, physical and emotional abuse in the athletic programs of the United States Olympic & Paralympic Committee (USOPC) and each national governing body. This program furthers OJP's priority of strengthening public safety by promoting best practices in preventing abusive behaviors and protecting the public from sexual violence.

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Eligible Applicants:

Other

Other

U.S. Center for SafeSport

In general, OJP expects that a prospective applicant that is sent an OJP Invitation to Apply Letter will be eligible to receive funding as described in the invitation. Under certain circumstances, however, OJP ultimately may determine that an invited applicant is not, in fact, legally eligible to receive an award.

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

The SMART Office will consider applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees). For additional information on subawards, see the [OJP Grant Application Resource Guide](#).

Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF) 424 and a

Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

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

For assistance with any other requirements of this solicitation, contact Samantha Opong, Program Specialist, at 202-514-9320 or at Samantha.Opong@usdoj.gov.

Submission Information

Applications will be submitted to DOJ in two steps.

Step 1: The applicant must [register with Grants.gov](#) and submit the required Application for Federal Assistance standard form (SF-424) and a Disclosure of Lobbying Activities (SF-LLL) form in Grants.gov. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

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

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Program Description

Overview

The purpose of the Keep Young Athletes Safe (KYAS) program is to support the ongoing implementation of prevention measures to safeguard amateur athletes from sexual, physical and emotional abuse in the athletic programs of the United States Olympic & Paralympic Committee (USOPC) and each national governing body. Under the KYAS program, a grantee designs and implements measures to protect young athletes through the development of educational materials, training programs and policies to help prevent abuse, and the necessary tools and policies to address identified abuse. Additionally, the grantee develops background screening policies for new and existing USOPC organizational staff, including coaches, instructors and volunteers; and oversees regular and random audits to ensure that, once implemented, the policies and procedures to prevent and identify amateur athlete abuse are followed correctly. The KYAS program requires reporting of any allegations of sexual and physical abuse, following applicable state and federal reporting requirements.

Statutory Authority: This program is authorized pursuant to the Keep Young Athletes Safe Act of 2018, 36 U.S.C. § 220531; and funded pursuant to the Consolidated Appropriations Act, 2022, Pub. L. No. 117-103, 136 Stat. 49, 127.

Specific Information

In 2018, Congress passed the Keep Young Athletes Safe Act (KYAS), to help prevent the occurrence of abuse and to protect young athletes from abuse in sports by funding an entity to develop necessary educational materials, investigatory tools, training programs and policies that can help prevent abuse, and work to address abuse, once identified.

Specifically, through the KYAS program, new training materials are developed and tested to identify, investigate and educate about the prevention of sexual, physical and emotional abuse in amateur athletic programs, and ongoing and comprehensive training is provided. Additionally, through KYAS, policies and standards are developed to safeguard athletes from sexual, physical and emotional abuse occurring as a result of participation in amateur athletic programs, including background screening policies, and training and abuse prevention policies and standards at national, statewide and local levels are implemented. To ensure policies and procedures are followed correctly, regular and random audits are conducted and evidence-based practices and procedures to document and demonstrate effectiveness are identified and implemented. Through the program, information about safeguarding amateur athletes against abuse is disseminated. Finally, the KYAS program requires reporting of any allegations of sexual and physical abuse, following applicable state and federal reporting requirements.

Goals, Objectives, Deliverables, and Timeline

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

Goals

The goal of the KYAS program is to assist athletic programs of the United States Olympic & Paralympic Committee and each national governing body.

Objectives

The objective of the KYAS program is to help prevent the occurrence of abuse and to protect young athletes from abuse in sports.

Deliverables

The KYAS program deliverables include the development and dissemination of the necessary educational materials, investigatory tools, training for athletic program personnel and model policies for athletic programs and conducting audits and compliance reviews that can prevent abuse, and work to address abuse, once identified.

Grantees must report allegations of sexual and physical abuse and comply with applicable state and federal reporting requirements regarding child abuse, including sexual abuse.

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's [Evidence-Based Programs or Practices](#).

Information Regarding Potential Evaluation of Programs and Activities

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

Federal Award Information

General Guidance for Federal Award

Total number of awards SMART expects to make: 1
Maximum dollar amount for each award: \$2,248,126
Total amount to be awarded under solicitation: \$2,248,126
Period of performance start date: October 1, 2022
Period of performance duration: 12 months

Availability of Funds

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

Solicitation Categories

This solicitation does not include Solicitation Categories.

Types of Awards

The SMART Office expects to make awards under this solicitation as grants. See the OJP Grant Application Resource Guide's [Administrative, National Policy, and Other Legal Requirements section](#) 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 of Internal Controls

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

Budget Information

This award is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

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 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 matching requirements, see the "[Federal Award Information](#)" section.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process, to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit [the Executive Order on Safe Policing for Safe Communities page](#) to access the [Principles on Safe Policing and Use of Force](#), [Implementation Fact Sheet](#) and [List of Credentialing Bodies](#).

Application and Submission Information

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

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

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

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

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

Standard Applicant Information (JustGrants 424 and General Agency Information)

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

Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the

project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, use a standard 12-point font, have no less than 1-inch margins, and not exceed 35 pages. Pages should be numbered. If the proposal narrative fails to comply with these length restrictions, the SMART Office may consider such noncompliance in its final award decision.

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

a. Description of the Issue

Applicants must describe the existing challenges and complexities involved in fully understanding and mitigating sexual, emotional and physical abuse in youth athletic programs to safeguard amateur athletes, as well as in investigating reports of abuse in these programs. They must demonstrate an understanding of the issue and relevant project management expertise. Discussion should highlight the issues associated with working with this population and in overseeing the development and implementation of policies and procedures to be used by the USOPC and each national governing body to prevent and investigate reports of abuses.

b. Project Design and Implementation

Applicants must describe the goals of the proposed project and clearly identify its objectives and outcomes. Applicants must detail how the project will operate during the funding period, how it will align resources to implement the proposed project design effectively and efficiently, and describe the strategy it will use to implement the proposed project. This section should illustrate what phases and activities are proposed for the project. Applicants should describe their ability to convene experts to discuss and review findings and make recommendations on future directions. Applicants should propose a dissemination plan to reach broad audiences and professions. Applicants should include a project timeline and identify staff responsible for each major task. The key staff performing these responsibilities and percentages of time that they dedicate to these activities should be clearly noted in the budget detail worksheet.

c. Capabilities and Competencies

Applicants must document their experience and capabilities to implement the project and the competencies of the staff assigned to the project. This section should include the following: a description of the management structure and staffing of the project, including information that describes the roles and responsibilities of key organizational and functional components and personnel. This section must describe the experience and capability of the applicant and any contractors implementing projects of similar design and magnitude, particularly those that focus on the same issue/problem. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the project work plan. Position descriptions and résumés for key positions and personnel must be submitted as an attachment.

d. Plan for Collecting Required Performance Measure Data

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 impact of the project. Describe the process to accurately report data.

Note: The applicant is **not** required to submit performance data with the application. Rather, performance measure information is included as an alert that each successful applicant will be required to submit performance

data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified in the "Goals, Objectives, and Deliverables" section. The applicant can also visit OJP's [Performance Measurement page](#) for an overview of performance measurement activities at OJP.

See the [SMART FY 2021 Keep Young Athletes Safe](#) solicitation for a list of performance measure questions for this program.

The SMART Office will require award recipients to submit performance measure data and performance reports in JustGrants on a semiannual basis, and directly to the SMART Office on an ad hoc basis. Further guidance on the post-award submission process will be provided, if selected for award.

Note on Project Evaluations

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

Goals, Objectives, Deliverables, and Timeline

The applicant will submit the KYAS goals, objectives, deliverables, and timelines in the JustGrants web-based form. Submit these as an attachment with each project goal, related objective, activity, expected completion date and responsible person or organization. Please use the actual calendar months and year in the program timeline.

Budget and Associated Documentation

Budget Worksheet and Budget Narrative (Web-based Form)

The applicant will complete the JustGrants web-based form. See the OJP Grant Application Resource Guide for additional information on [Budget Preparation and Submission Information](#).

Indirect Cost Rate Agreement (if applicable)

Indirect Cost Rate Agreement (if applicable)

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

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

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

Disclosure of Process Related to Executive Compensation

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the [Disclosure of Process Related to Executive Compensation](#) section of the OJP Grant Application Resource Guide for information.

Additional Application Components

Applicants should submit the following information as attachments to the application in JustGrants.

Curriculum Vitae or Resumes

Curriculum Vitae or Résumés

Attach position descriptions and/or résumés or biographical sketches of all key staff or other individuals who will be significantly involved in substantive aspects of the project.

To assist OJP in assessing actual or apparent conflicts of interest (including conflicts on the part of prospective reviewers), include a complete list of the individuals named or otherwise identified anywhere in the application (including in the budget or in any other attachment) who will or may work, advise or consult on the proposed project. **This applies to all individuals, including any proposed subrecipient, entities contractors and consultants.**

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. Applicants will submit a description of their research and evaluation independence and integrity by uploading the document as an attachment in JustGrants. For additional information, see the [Research and Evaluation Independence and Integrity Statement](#) in the OJP Grant Application Resource Guide.

List of Procurement Contracts

If the application (including the budget) identifies any proposed noncompetitive agreements that are or may be considered procurement “contracts” (rather than subawards) for purposes of federal grants administrative requirements, the applicant also must list the entities with which the applicant proposes to contract. Applicants should provide this list as a separate sheet entitled “Proposed noncompetitive procurement contracts.” Visit the OJP Grant Application Guide for more information on [proposed procurement contracts](#).

Organizational Chart

Applicants should attach an organizational chart showing the applicant’s internal structure, positions and hierarchy.

Disclosures and Assurances

The applicant will address the following disclosures and assurances.

Disclosure of Lobbying Activities

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

DOJ Certified Standard Assurances

Successful applicants will review and accept this document prior to receiving award funds. See the [Administrative, National Policy, and Other Legal Requirements](#) in the OJP Grant Application Resource Guide for more information.

Applicant Disclosure of Duplication in Cost Items

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

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

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See [Administrative, National Policy, and Other Legal Requirements](#) in the [OJP Grant](#)

[Application Resource Guide](#) for more information.

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

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

How to Apply

Step 1: The applicant must [register in Grants.gov](#) and submit the SF-424 and an SF-LLL in Grants.gov.

Step 2: The applicant must then submit the **full application**, including attachments, 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

Step 1: The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 9 a.m. ET, September 2, 2022.

Step 2: The **full application** must be submitted in JustGrants by 5 p.m. ET, September 7, 2022.

- Note that the time of submission in JustGrants has been moved up to 5 p.m. ET to help ensure the availability of JustGrants Support Desk help, if needed.

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

Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline.

Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.

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

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

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the SMART Office contact (listed on page 2) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must—

- Describe the technical difficulties experienced;
- Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond);
- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's unique entity identifier (UEI) and any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants support desk ticket numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the [Experiencing Unforeseen Technical Issues](#) section in the [OJP Grant Application Resource Guide](#).

Application Review Information

Review Process

OJP reviews each application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation. For invited applications, OJP reviews for consistency with the invitation letter and invited applicant guidance. See the [OJP Grant Application Resource Guide](#) for information on the application review process.

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions and may consider SMART Office recommendations and other factors as indicated in this section.

Federal Award Administration Information

Federal Award Notices

See the OJP Grant Application Resource Guide for information on [federal award notices](#).

Administrative, National Policy, and Other Legal Requirements

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

Information Technology (IT) Security Clauses

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

General Information about Post-Federal Award Reporting Requirements

In addition to the deliverables described in the “Goals, Objectives, Deliverables and Timeline” 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, and semiannual 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 [General Information about Post-Federal Award Reporting Requirements](#), including performance measure data.

Federal Awarding Agency Contact(s)

For SMART Office contact information, see page 2.

For contact information for Grants.gov and JustGrants, see page 2.

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 \(5 U.S.C. §§ 552 and 552a\)](#).

Provide Feedback to OJP

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

Performance Measures

See the [SMART FY 2021 Keep Young Athletes Safe](#) solicitation for a list of performance measure questions for this program.

Application Checklist

SMART FY 2022 Invitation to Apply – Keep Young Athletes Safe 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](#).

What an Applicant Must Do:

Before registering in Grants.gov:

- Confirm your entity' [System Award Management \(SAM\)](#) registration information (see [OJP Grant Application Resource Guide](#))

To register in Grants.gov:

- Acquire Authorized Organization Representative (AOR) and a Grants.gov username and password (see step 3 in the [OJP Application Submission Steps](#))
- Acquire AOR confirmation from the E-Business Point of Contact (see step 4 in the [OJP Application Submission Steps](#))

To find the Funding Opportunity:

- Search for the Funding Opportunity in [Grants.gov using the Opportunity Number, Assistance Listing or keyword\(s\)](#)
- Access the Funding Opportunity and Application Package (see step 7 in the [OJP Application Submission Steps](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Grants.gov Information](#)
 - Read [OJP policy and guidance on conference approval, planning and reporting](#) (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

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

Review Scope Requirement:

- The federal amount requested is within the allowable limits of \$2,248,126.

Review Eligibility Requirement:

- See title page for eligibility information

Application Step 1. Register and submit the SF-424 and SF-LLL in Grants.gov.

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

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

- Documents have been received in Grants.gov
- Documents have either been successfully validated or rejected with errors

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

- Contact the SMART Office 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 page 2).

Upon receipt of email notification of successful validation of SF-424 and SF-LLL:

- 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 info from Grants.gov)
- Proposal Abstract
- Proposal Narrative

Budget and Associated Documentation

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

Additional Application Components

- Timeline
- Memorandum of understanding (if applicable)
- Résumés of key personnel
- List of [procurement contracts](#)
- Organizational chart
- [Research and Evaluation Independence and Integrity assurance or mitigation plan \(if applicable\)](#)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

Disclosures and Assurances

- [Disclosure of Lobbying Activities \(SF-LLL\)](#)
- [Applicant Disclosure of Pending Applications \(Duplication in Cost Items\)](#)
- DOJ Certified Standard Assurance (see [Administrative, National Policy, and Other Legal Requirements](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [Administrative, National Policy, and Other Legal Requirements](#))
- [Applicant Disclosure and Justification — Grantees Designated as High Risk by DOJ](#)

Submit application in JustGrants:

- Receive green notification in JustGrants (“Thank you! The next step in this case has been routed appropriately.”)
- Receive email confirmation that application has been successfully submitted in JustGrants.

If error notification is received or confirmation email is not received:

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