



Guide to Applying for a Grant in CJC Grants Management System

This user guide is for existing organization-registered contacts who want to apply for a grant in the CJC Grants Management System.

Step 1: Navigate to the Grants Management System landing page

Navigate to the Delaware Grants Management System landing page at <https://dcjc.smartsimple.com/>. The Grants Management System requires a "My.Delaware.gov" or an "ID.Delaware.gov" account for access. To log in, click the blue "Applicant Login" for non-state users. Click the blue "DE Employee Login" for state users.

Welcome to the Delaware Criminal Justice Council Grants Management System

Applicant: Existing User

If you have previously registered for this system, and are **NOT** a State of Delaware employee, please login using your my.delaware.gov login credentials:

[Applicant Login](#)

State of DE Users

If you have already been provided with access to this system on behalf of your agency, login via id.delaware.gov (this includes all @delaware.gov and @state.de.us email users):

[DE Employee Login](#)

Applicant: New Registration

If you are acting on behalf of an eligible organization seeking to submit a funding request, you must complete the registration process.

- For questions you may contact the Delaware Criminal Justice Council at 302-577-5030, or by email at CJC_grant_support@delaware.gov.

Click the **Applicant Registration** button below for further information and to proceed with registration.

[Applicant Registration](#) [Ref Docs \(PENDING\)](#)

Funding Opportunities

To view a list of current and upcoming Funding Opportunities click the button below.

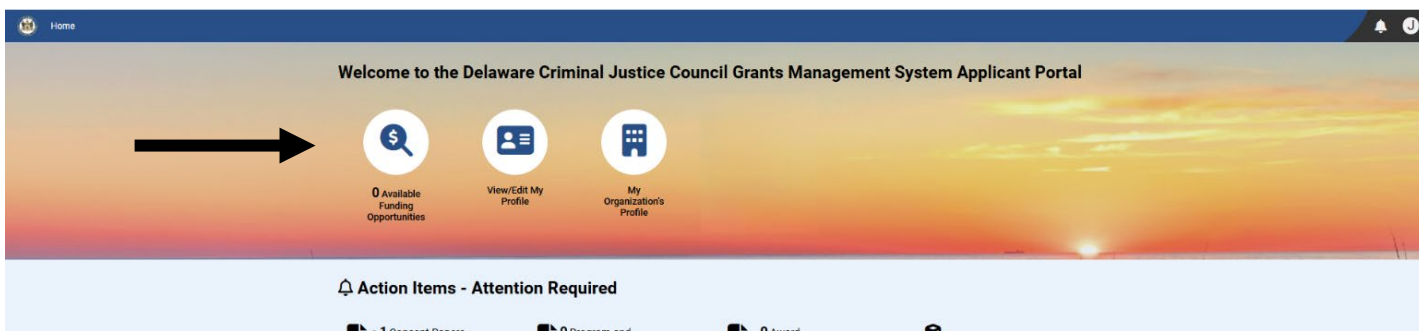
[View Opportunities](#)

Step 2: Sign in to your My Delaware account or ID.Delaware.gov account, and you will be brought to the Grants Management System home screen.

Clicking the blue "Applicant Login" button will bring you to the My Delaware.gov sign in screen. Once you sign in with your credentials, you should be automatically signed into the Grants Management System Home screen.



Step 3: Navigate to “Available Funding Opportunities” menu by clicking the “Available Funding Opportunities” icon.



Organizations who receive a direct invite to apply, opportunities will appear here. Open Competitive Grants will also appear here.

Step 4: Select Funding Opportunity to apply for a grant.

A list of current funding opportunities will appear here. Click the blue “View Details/Apply” button

Available Funding Opportunities

For technical support, please contact the Delaware Criminal Justice Council at 302-577-5030 or by email at CJC_grant_support@delaware.gov

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Funding Opportunity	Description	Submission Deadline	Status
View Details/Apply	FY23 Byrne SCIP - Non-Competitive The Delaware Criminal Justice Council (CJC) has received funding from the United States Department of Justice (USDODJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) to implement a Statewide Gun Violence Reduction Project in Delaware.	10/31/2025 12:00 AM	Open for Applications Click the "View Details/Apply" button to proceed.

Step 5: Review Funding Opportunity

After selecting a funding opportunity, additional information will be available including an overview of the grant project, proposal and evaluation, and invitation details.

Under the “**Overview**” section, shows the general information of the funding opportunity. You can see the Grant Type, Available Amount to apply for, Grant Period, Eligible Applicants, Deadlines to apply, and contact information, any additional requirements to apply, allowable use for funds, and information on supplanting.

Funding Opportunity: FY23 Byrne SCIP - Non-Competitive

OVERVIEW PROPOSAL AND EVALUATION INVITATION DETAILS

Click here to export these details as PDF

View

Request for Proposals

Overview of Grant Project

The Delaware Criminal Justice Council (CJC) seeks applications for funding to prevent or reduce crime and violence, with a particular focus on gun violence and the programs and initiatives that target the risk factors that are likely to lead to this kind of violence. This includes implementing, expanding, and improving the awareness, understanding and utilization of the Extreme Risk Protection Order law.

Grant Type

This is an invitation-only continuation funding grant. Funding will be provided to grant recipients, on a quarterly basis, after expenses have been incurred. Awardees must follow certain procedures that will be outlined in the award document to obtain the reimbursement for project expenses. There is a match requirement.

Available Amount

The total amount of funding available is \$1,200,000.

Grant Period

Projects should be budgeted for a period of 15 months. The federal end date for these funds is 09/30/2026 and projects should conclude prior to that date.

Eligible Applicants

Applicants are limited to state agencies, private schools, and community nonprofit organizations throughout the State of Delaware to develop and implement projects that focus on crisis-intervention and prevention. The total amount available is \$400,000. The CJC anticipates making several awards of varying dollar amounts.



JUMP TO

- Request for Proposals
- Application Process and Deadline**
- Contact Information
- Additional Information and Requirements

Contact Information shows the Funding Coordinator responsible for the state/federal/other parent grant.

Funding Opportunity: FY23 Byrne SCIP - Non-Competitive

OVERVIEW PROPOSAL AND EVALUATION INVITATION DETAILS

Applicants are limited to state agencies, private schools, and community nonprofit organizations throughout the State of Delaware to develop and implement projects that focus on crisis-intervention and prevention. The total amount available is \$400,000. The CJC anticipates making several awards of varying dollar amounts.

Application Process and Deadline

This solicitation will include a single-step application:

Application Submission:

- Eligible applicants will submit a project proposal within this system using the full application format.
- Project proposals are due by Friday 10/31/2025 at 12:00AM. No exceptions will be made.**
- Completed application forms must be submitted via the Delaware Criminal Justice Council Grants Management System (i.e., this system).
- CJC will provide technical assistance to applicants to set up an account and navigate the system as needed.

See the “Proposal and Evaluation” section below for application details, including the proposal requirements, evaluation criteria, and selection process.

Contact Information

If you have questions regarding this solicitation, please contact the funding coordinator: Kimberly Kirk at Kimberly.Kirk@delaware.gov, phone 302-577-8811.

- Released From:** The Criminal Justice Council
- Release Date:** 10/01/2025



JUMP TO

- Request for Proposals
- Application Process and Deadline
- Contact Information**
- Additional Information and Requirements

Technical Support

For technical support, please contact the Delaware Criminal Justice Council at 302-577-5030 or by email at CJC_grant_support@delaware.gov

For Competitive Funding Opportunities, more information on the process will be visible. This includes Step One for submitting a concept paper and Step Two for submitting an application. Non-competitive applications will only include one due date for submitting an application.

Application Process and Deadline

Request for Proposals
Application Process and Deadline
Contact Information
Additional Information and Requirements

This solicitation will include a two-step application:

Step One - Concept Paper:

- Eligible applicants will submit an abbreviated project proposal within this system using the concept paper application format.
- **Project proposals are due by Monday 06/30/2025 at 12:00AM. No exceptions will be made.**
- Completed concept paper forms must be submitted via the Delaware Criminal Justice Council Grants Management System (i.e., this system).
- CJC will provide technical assistance to applicants to set up an account and navigate the system as needed.
- Project proposals will be reviewed by the review committee and select applicants will be invited to submit an application via the Delaware Criminal Justice Council Grants Management System.

Step Two - Application Submission:

- Eligible applicants invited to submit a full application must complete their application via the Delaware Criminal Justice Council Grants Management System within 10/31/2025 of concept paper application approval and invitation to apply.
- Additional information on proposal requirements and evaluation criteria will be provided to applicants invited to submit a full application.

See the "Proposal and Evaluation" section below for application details, including the proposal requirements, evaluation criteria, and selection process.

Contact Information

If you have questions regarding this solicitation, please contact the funding coordinator: Cary Smythe at Cary.Smythe@delaware.gov, phone 302-577-8728.

- **Released From:** The Criminal Justice Council
- **Release Date:** 05/05/2025

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[Apply for Funding Opportunity](#) [Home](#)

Additional Information and Requirements provides a summary of funding background, target population, and any project requirements.

Additional Information and Requirements

Application Process and Deadline
Contact Information
Additional Information and Requirements

Funding Background

This funding is awarded under the Byrne State Crisis Intervention Program (15PBJA-23-GG-00045-BSCI) grant program. On June 25, 2022, President Biden signed the Bipartisan Safer Communities Act of 2022 into law to reduce gun violence and save lives, and to make progress towards keeping guns out of dangerous hands. As authorized by the Bipartisan Safer Communities Act of 2022, Byrne SCIP provides formula funds to implement state crisis intervention court proceedings and related programs or initiatives. These include, but are not limited to, extreme risk protection order (ERPO) programs that work to keep guns out of the hands of those who pose a threat to themselves or others.

During 2018, the State of Delaware enacted two Extreme Risk Protection Order (ERPO) laws that enable individuals who are most likely to notice the warning signs of violence— family and household members, mental health providers and law enforcement officers— to petition a court to remove guns from a person in crisis. Delaware has two types of ERPOs: Lethal Violence Protection Orders ("LVPOs") and Weapon Relinquishment Orders ("WROs") and each has its own process through which firearms are removed from dangerous individuals.

Target Population

The target population for this funding is Delaware residents identified at highest risk for gun violence, either as a victim and/or perpetrator. CJC may request verification that the target population is being served.

Project Requirements

CJC will award grants to eligible applicants to implement new or expand existing gun violence crisis-intervention and prevention projects in Delaware.

The Byrne SCIP Advisory Board has established the follow high-priority areas for this funding:

- Training for ERPO program implementation, including but not limited to, court and other system partners.
- Community education and outreach to raise public awareness surrounding the benefits of ERPO laws and programs.
- Specialized court-based programs, including but not limited to those that specifically accept clients with firearms violations.

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This section also shows general information about Allowable Use for Award Funds and defines Supplanting.

Allowable Use For Award Funds

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

In addition to the unallowable costs identified in the DOJ Grants Financial Guide, **award funds may not be used for: prizes/rewards/entertainment/trinkets or any type of monetary incentive, client/participant stipends, gift cards, vehicles, or food and beverages**, unless expressly permitted by the funding coordinator.

Supplanting

Project Funds may not replace state, local, or federal funds that have been appropriated for the same purpose. Grant funds are to be used to enhance or expand services to individuals, not to substitute (supplant) other funding sources.

In other words, funds presently appropriated for the project may not be decreased due to additional federal funds being made available through the CJC. Grant funds must add to, not replace, what already exists.

In those instances where a question of supplanting arises, the applicant or subgrantee will be required to substantiate that the reduction in non-Federal resources occurred for reasons other than the receipt or expected receipt of federal funds. For example: an agency received \$10,000 from a foundation or corporate funder; during the past year and this year will only be receiving \$5,000, grant funds could be requested to cover costs up to the amount lost-if the applicant can substantiate that funding has been lost.

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Under the **“Proposal and Evaluation Section”**, it outlines what is required in the grant application (for non-competitive grants) or what is required for the grant proposal (competitive grants).

Funding Opportunity: COSSUP 2025

OVERVIEW PROPOSAL AND EVALUATION INVITATION DETAILS

▼ Proposal Requirements

Proposal Requirements

Applicants under this solicitation must address each of the following:

- **Organization Summary:** Provide the organization's mission statement, physical location, service area and existing projects and services. Briefly describe past experience working with the target population and/or providing similar services outlined in the solicitation. Demonstrate the organization's capabilities and competencies in managing the proposed project.
- **Project Design and Summary:** Describe the problem, the goal(s), the evidence-based or evidence-informed approach that will be used, and the results or benefits expected from this project.
- **Target Population:** Describe the individuals the organization intends to serve through this project and/or the individuals receiving the benefits of the project.
- **Service Area:** Describe the service area for this project (i.e., City, County, or neighborhood).
- **Evaluation Summary:** Describe the organization's plans and activities which will be pursued to measure progress toward, and achievement of the goal statement provided in the project summary. Include information on how the organization will track and manage data collected through this project.
- **Budget:** Provide a high-level summary of how funds will be used to implement the project.

▼ Evaluation Criteria

Proposals will be assessed based on the following criteria:

Criteria	Description
Organization Summary	Organization has relevant experience and/or has demonstrated the ability to provide services to the target population.
Project Summary	Organization clearly identifies the problem and the project goal. Organization is using an evidence-based or evidence-informed model.
Target Population	Organization intends to serve the target population as defined in the solicitation.
Service Area	Organization intends to provide services in an area with demonstrated need.
Evaluation Summary	Organization clearly outlines their plans to measure the project's success and collect/manage data.
Budget	The request for funds is reasonable and expenses are deemed allowable as described in the solicitation.

On Non-Competitive grants, Under the **“Invitation Details”** section, it will show the total amount that can be applied for. Click the blue **“Respond to Invitation”** button to proceed.

Funding Opportunity: FY23 Byrne SCIP - Non-Competitive

Funding Opportunity Invitation
Please review the "Invitation Details" tab for additional information, and to accept or decline.

OVERVIEW PROPOSAL AND EVALUATION INVITATION DETAILS

▼ Invitation Details

Invitation Details for Organization: Delawareans, Inc.

Description/Project Title	Invitation Amount	Invitation Decision
Bridget's Byrne Grant	\$400,000	Respond to Invitation

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For Competitive Grants, under **“Grant Requirements”** section, it will show information on Financial Management and System of Internal Control, SAM.gov, and UEIs.

Federal Grant Requirements

Grant Requirements

Financial Management and System of Internal Control: Award subrecipients must, as described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.303:

- Establish and maintain effective internal control over the award that provides reasonable assurance that the subrecipient is managing the award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government", issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- Evaluate and monitor the recipient's compliance with statutes, regulations, and the terms and conditions of Federal awards.
- Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or the recipient considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

System for Award Management (SAM): Applicants invited to submit an application through SmartSimple (Step Two of the application process) must be registered with the System for Award Management (SAM). SAM is the Official U.S. Government system that consolidated the capabilities of CCR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status.

For help with SAM visit the [Federal Service Desk](#).

It is the applicants' responsibility to provide the CJC the status of SAM registration (active, inactive, pending). The CJC can provide technical assistance to applicants to assist them in navigating the SAM system.

Unique Entity Identifier: Applicants invited to submit an application through Delaware Criminal Justice Council Grants Management System (Step Two of the application process) must provide their Unique Entity ID created in SAM.gov.

Additional information can be found at: [Unique Entity Identifier Update | GSA](#).

Applicants should go to [SAM.gov](#) to get their Unique Entity ID and register their entity to do business with the U.S. government. There is no cost to register. The CJC can provide technical assistance to applicants to assist them in navigating the SAM system.

Step 6: Accept or Decline the Funding Opportunity

For Non-Competitive grants, enter the Invitation Decision by selecting Accept or Decline, then select the corresponding green (accept) or red (decline) button. You can return to the Funding Opportunity if you are not yet ready to proceed.

Invitation Details

Funding Opportunity Invitation

Please enter the "Invitation Decision" below.

Then click the appropriate button.

- If declining a "Reason for Declining" must be provided.
- If accepting the application will be initiated.

* Funding Opportunity

COSSUP 2025

* Invited Organization

Delawareans, Inc.

* Invitation Amount

\$300,000

Description/Project Title

COSSUP

* Invitation Decision

Accept Decline

Accept Invitation and initiate Application

Decline Invitation

Return to Funding Opportunity

For Competitive grants, click the green Apply for Funding Opportunity button. You can return to your Home page if you are not yet reading to proceed.

Apply for Funding Opportunity

Home

Step 7: Complete the Eligibility Quiz

You must select your role* as Project Director, Financial Officer, Project Collaborator, or Financial Collaborator. Then confirm that your organization meets the Eligibility Requirements to apply.

Eligibility Quiz - Delawareans, Inc.

Funding Opportunity: FY23 Byrne SCIP - Non-Competitive

[View](#)

* Organization: Delawareans, Inc.

* Please select which role you will be fulfilling in this project:

NOTE: This can be adjusted this later if required.

- Project Director
- Project Collaborator
- Financial Officer
- Financial Collaborator

Eligibility Requirements

Eligibility Requirements

Applicants are limited to state agencies, private schools, and community nonprofit organizations throughout the State of Delaware to develop and implement projects that focus on crisis-intervention and prevention. The total amount available is \$220,500. The CJC anticipates making several awards of varying dollar amounts.

- I confirm that my organization meets the Eligibility Requirements listed above
- My organization does not meet the Eligibility Requirements listed above

[Proceed](#)

[Not Eligible / Withdraw](#)

Step 8: Complete and Submit a Grant Application.

A grant ID will automatically be generated. There are tabs that show each section of the grant application, and you can click to view each section. Add a Project Title. The application tabs and sections do not need to be completed in any particular order.

AR25-90018-TEST - Delawareans, Inc. > ⓘ

* Project Title

Note: The Description/Project Title from the invitation to this FO (provided by CJC) was "COSSUP".

25 words left

GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA EVALUATION BUDGET OTHER

Organization Details

JUMP TO

- Organization Details
- Project Contacts and Collaborators

Organization Details

If any of the read-only details below need to be updated:

- Organization information can be updated using the "My Organization Profile" menu under your name in the top right corner of the page.
- Collaborator Contact information can be updated using the "My Profile" menu under your name in the top right corner of the page, or by accessing the contact record for the relevant contact via the "Contacts" tab on the Organization Profile.

* Organization: Delawareans, Inc.

EIN: 123456789

UE: 123456789111

* Address: 820 N French St

* City: Wilmington

* State: DE

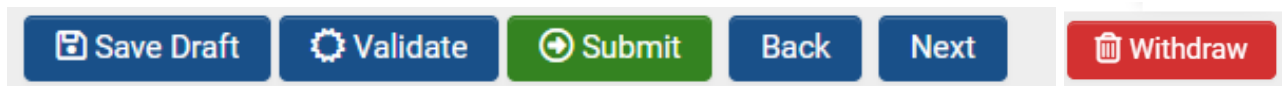
* Zip: 19801-3509

Website Address: delawareansinc.com

* Is all organization information shown above correct?: Yes No

[Save Draft](#) [Validate](#) [Submit](#) [Next](#) [Withdraw](#) [BYPASS: Submit](#)

The buttons at the bottom of the page will help with navigation in the application and will always be viewable. The "Save Draft" button will save the application at any point. The "Validate" button will show any errors within the application. The "Submit" button will fully submit the application and will not work unless all sections are complete and no errors remain. The "Next" and "Back" button will move you to the next and previous section in within the application. The "Withdraw" button will fully withdraw your application. This cannot be undone.



Step 8a: Review Organization Details and Add Contacts

Under the "General" tab, you can confirm that your organization's information is correct. To make changes to your organization's details, you must go to "My Organization Profile" menu. Follow the instructions on the screen to do this.

Add contacts to the grant application. Instructions will appear to add individuals. Applications require one Project Director* and one Fiscal Officer* be assigned. Project Collaborators* and Fiscal Collaborators* can also be assigned here. These roles will continue to have access to the grant application post award.

AR25-90018-TEST - Delawareans, Inc.

GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA EVALUATION BUDGET OTHER

Project Contacts and Collaborators

Contacts listed below are able to collaborate on this application, including editing and submitting.

Collaborators from your Organization

To provide contacts from your organization with access:

- Type the first few letters of their name in the search box below and select the matching contact (or use the **#** Lookup)
 - If the contact cannot be found you may need to create/invite them to the system. (Click **Save Draft** to save your work, then access your organization profile from the menu under your initial in the upper right corner of the portal.)
- Select the relevant role: Project Director, Financial Officer, or Project/Financial Collaborator.
 - Exactly one Project Director, and exactly Financial Officer must be assigned.
 - Each contact can only be assigned once (i.e., the Project Director and Financial Officer cannot be the same person, nor can they also be assigned in one of the Collaborator roles.)
 - The "Project Collaborator" and "Financial Collaborator" roles can be used to provide other contacts with access.
 - If this application is approved, only the Project Director and any Project Collaborators can complete and submit the Program Reports. And only the Financial Officer and any Financial Collaborators can complete and submit the Fiscal Reports.
- Click the **Add Contact** button.

To remove access:

- Select the checkbox next to the contact and click the **Remove** button.
- Warning: if you remove yourself you will lose access to the application.** To change your own assigned role, first assign yourself with the new role, then remove the old role assignment.

Select Contact Select Roles

Add Contact + Add Row @ Advance Lookup

<input type="checkbox"/>	#	Full Name	Title	Phone Number	Email	Role	
<input type="checkbox"/>	Open	1	John Doe	Financial Officer	3025775030	cjcsmartsimpletest+Finance@gmail.com	Financial Officer

Step 8b: Complete the "Organization" section of the application

Your organization's mission statement will be pulled from your Organization's Profile.

You are required to complete all questions in this section. It is split into Organization Summary, Organization Documents, and Organization Experience. Fillable text boxes can be made larger by clicking and holding the bottom right of the text box.

*Please see Guide to Roles and Access to CJC Grants Management System for more definition of user roles on the CJC Website Grants Management page.

Organization Summary

* Provide the organization's mission statement:

Please add the organization's mission statement to the organization profile:
• Organization information can be updated using the "My Organization Profile" menu under your name in the top right corner of the page.

* Describe organization's existing projects and services:

[Empty text box with red circle at bottom right corner]

* Briefly describe past experience working with the target population and/or providing similar services outlined in the solicitation:

[Empty text box with red circle at bottom right corner]

* Demonstrate the organization's capability to implement the project successfully:

[Empty text box with red circle at bottom right corner]

Organization Documents have upload requirements. The grant application will require a most recent Audit report, SAM registration status, and a certification of incorporation (for 501(c)(3) organization's only). These files will be associated with your organization after being attached to the grant application. **Future grant applications will have the option to select and verify previously loaded documents.**

Organization Documents

* Please select an option to provide the organization's most recent Fiscal or Single Audit report:

- Provide as a File Upload
- Provide as a Website Link
- Unable to Provide

* Please select an option to verify the agency's current SAM registration status

- Provide as a File Upload
- Unable to Provide

* Please select an option to provide the organization's 501(c)(3) designation letter, or a copy of the organization's certificate of incorporation that substantiates its nonprofit status:

- Uploaded to the Organization Profile
- Unable to Provide

Organization Experience

* Is your agency subject to the Single Audit Requirement?

The trigger for a Single Audit is: During the fiscal year your agency expends federal funds in excess of \$1,000,000
 Yes No

* Does grant management staff have at least 1 year of fiscal grant experience?

- Yes No

* Does grant management staff have at least 1 year of programmatic grant experience?

- Yes No

* Has your agency experienced key employee turnover of an executive director, financial officer, or program manager/staff within the past year?

- Yes No

Depending on how you answer the questions for "Organization Experience" additional questions may populate.

- If you select “Yes” for “Is your agency subject to the Single Audit Requirement?”, you will need to answer two additional questions that ask “In the past two years has your agency received any other type of financial audit or review” and “Were there findings or recommendations?”
- If you select “Yes” for “*Has your agency experienced key employee turnover of an executive director, financial officer, or program manager/staff within the past year?” you will need to provide details of the key employee turnover within the past year in a separate text box.

Step 8c: Complete the “Project” section of the application

This section includes information on the Project Design and Summary, Project Start and End dates, type of project/program, and adding Goal, Objectives, and Deliverables.

If the application requires you to select a category, choose the most appropriate based on your project. These categories will vary based on the funding source.

BI23-0132 - Delawareans, Inc.

* Project Title

Note: The Description/Project Title from the Invitation to this FO (provided by CJC) was "Bridget's Byrne Grant".

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GENERAL ORGANIZATION **PROJECT** POPULATION SERVICE AREA EVALUATION BUDGET OTHER

Project Design and Summary

* Describe the problem your project seeks to address. Include local data when possible

* Briefly describe your program and how you intend to address the problem in the previous statement:

* Please select a category for this proposal:

- Prevention
- Intervention



Select start and end dates based on allowability of funds. When choosing the type of program, certain responses will trigger additional questions in the system to answer. For **continuation CJC projects**, you will need to provide details of the previous project funded by CJC that is being continued. For **expansion of existing CJC projects**, you will need to provide details of the previous project funded by CJC that is being expanded. For **existing projects that experienced a loss in funding**, you will need to provide details of the previous program, loss amount, and lost funding effective date.

BI23-0132 - Delawareans, Inc.

GENERAL ORGANIZATION **PROJECT** POPULATION SERVICE AREA EVALUATION BUDGET OTHER

i Period of Performance

Project Start and Project End Dates must be within the Period of Performance: 12/01/2024 to 09/30/2026.
Click **Save Draft** after updating the Project Start/End date.

* Project Start Date

mm/dd/yyyy 

* Project End Date

mm/dd/yyyy 

* Project Duration in Months

Calculated automatically based on the Project Start/End Date upon **Save Draft** or **Submit**

* What type of program is this proposal:

- A new program
- Continuation of a previous project funded by CJC
- Expansion of an existing project funded by CJC
- An existing program that experienced a loss in funding

Notes about Building Construction/Renovation and Environmental Impact will be on every grant application. The funding coordinator's contact information will be available regarding any questions.

BI23-0132 - Delawareans, Inc.

GENERAL ORGANIZATION **PROJECT** POPULATION SERVICE AREA EVALUATION BUDGET OTHER

i Note about Building Construction/Renovation

Construction is generally unallowable.

If you have questions or feel any of the proposed project activities may qualify as construction, please contact the coordinator for this funding:

- Kimberly Kirk, Kimberly.Kirk@delaware.gov 302-577-8811

i Note about Projects that Impact the Environment

Any projects that may impact the environment, must complete the federal NEPA checklist.

- These would be items like needle exchange programs or projects that contain the use of chemicals for scientific research.

If you have questions or feel any of the proposed costs may qualify under NEPA, please contact the coordinator for this funding:

- Kimberly Kirk, Kimberly.Kirk@delaware.gov 302-577-8811

To add Goals and Objectives, click the blue buttons labeled **"Add/Edit Project Goals"** and **"Add Edit Project Objectives"**.

▼ Goals, Objectives, and Deliverables

* Enter Project Goals

Please click the **Add/Edit Project Goals** button and enter details of the goals of the project.

Add/Edit Project Goals



* Project Goals

* Enter Project Objectives

Please click the **Add/Edit Project Objectives** button and enter details of the project implementation, performance, and impact objectives.

Add/Edit Project Objectives

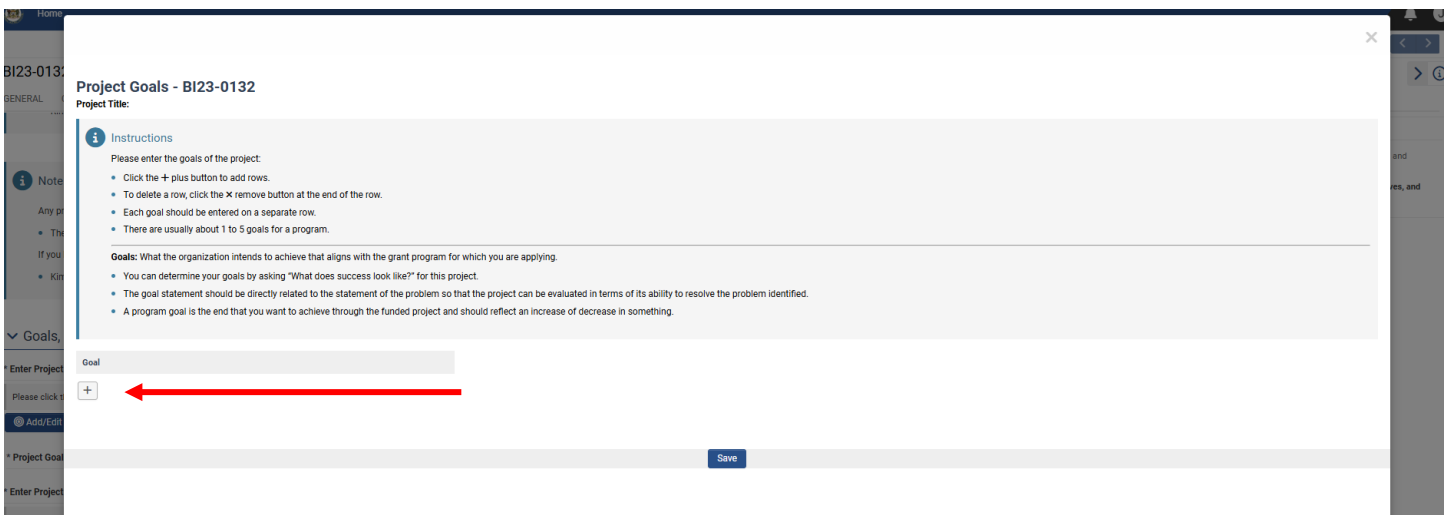


* Implementation Objectives

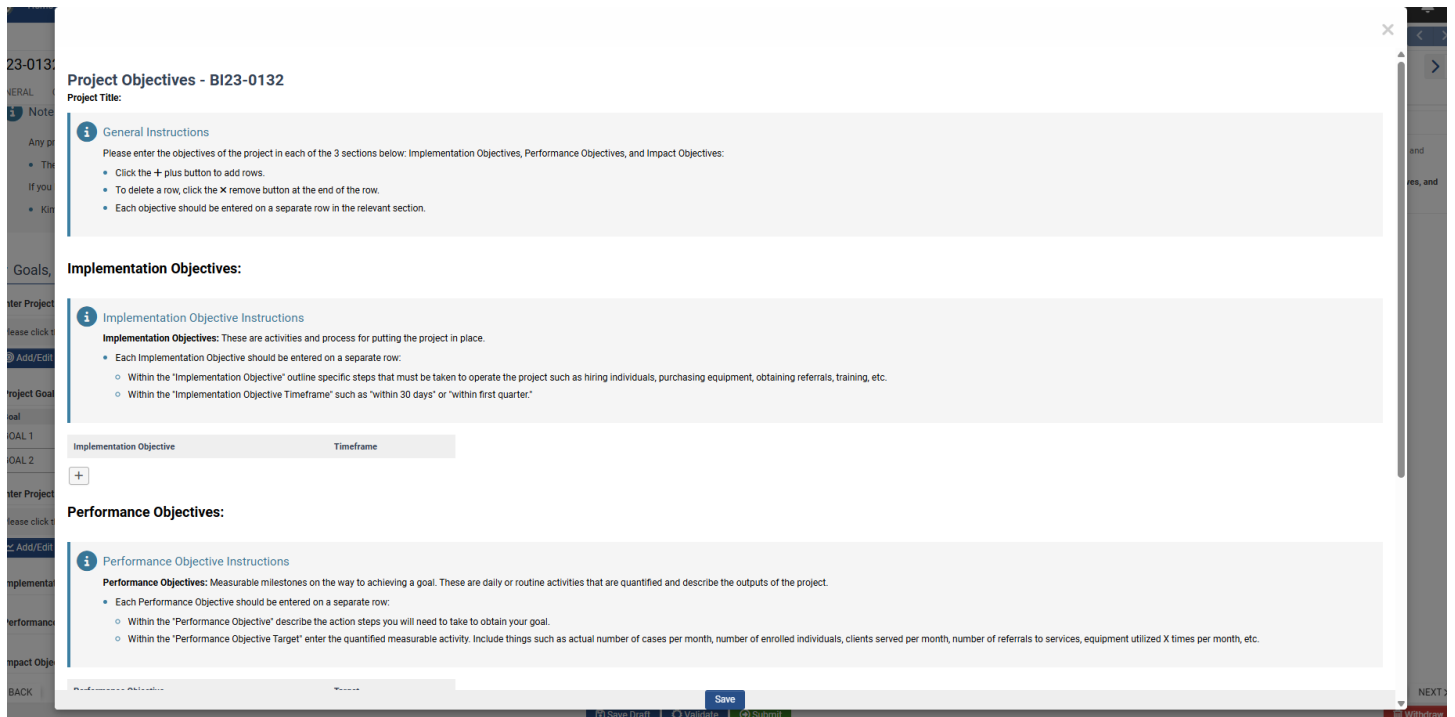
* Performance Objectives

* Impact Objectives

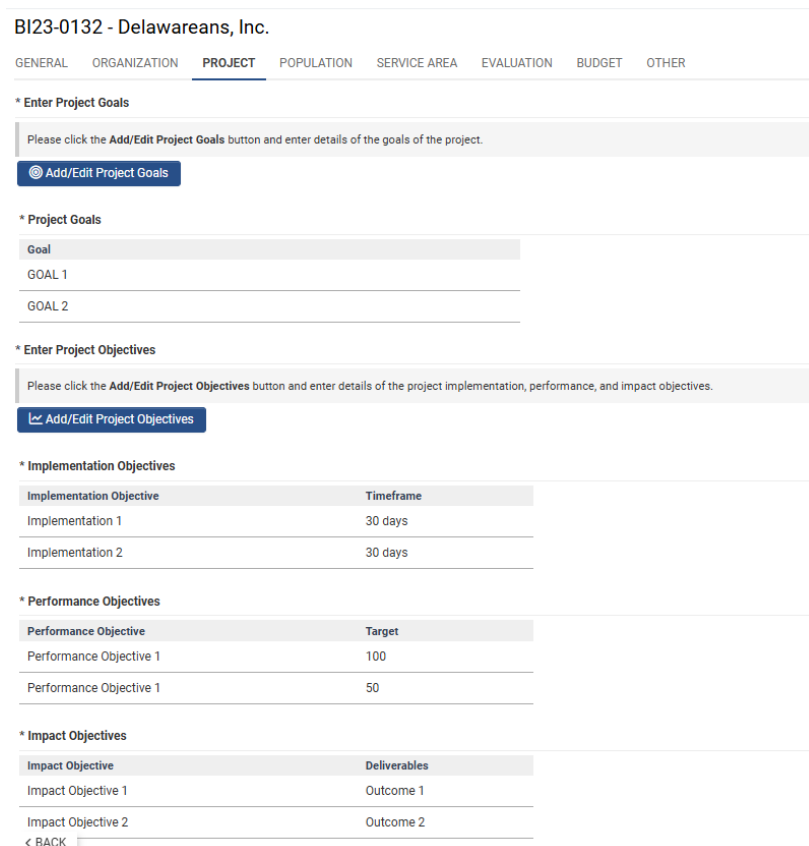
After clicking the **Add/Edit Project Goals** or **Add Edit Project Objectives** button, an additional page will pop up. Follow the instructions on the screen. You can add a goal/objective by clicking the + button. Hit the save button after completing.



When adding objectives, this additional page will pop up. Follow the instructions for each section. These are broken into Implementation Objectives, Performance Objectives, and Impact Objectives. Click Save when completed.



Any Goals and Objectives will now show on the application after saving.



Step 8d: Complete the "Population" section in the application.

The Population tab includes the target population and who will be served. If any activities under the award involve working with minors, an additional section is required to be completed. **Skip to Step 8e if this does not apply.**

* Project Title

Note: The Description/Project Title from the Invitation to this FO (provided by CJC) was "Bridget's Byrne Grant".

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GENERAL ORGANIZATION PROJECT **POPULATION** SERVICE AREA EVALUATION BUDGET OTHER

▼ Target Population

* Estimate the number of individuals that the organization expects to serve through this project:

* Describe the individuals the organization intends to serve through this project:

e.g., age, race, gender, etc.

* Is a purpose of some or all of the activities to be carried out under the subaward to benefit a set of individuals under 18 years of age?

Yes No

All questions under the "Suitability to Interact with Minors Checklist" must be answered. Please review the DOJ requirements. Any individuals interacting with minors under the grant must be listed. Click the "Add/Edit Covered Individuals" button update the necessary information for each individual.

BI23-0132 - Delawareans, Inc.

GENERAL ORGANIZATION PROJECT **POPULATION** SERVICE AREA EVALUATION BUDGET OTHER

▼ Suitability to Interact with Minors Checklist

* Is a purpose of some or all of the activities to be carried out under the subaward to benefit a set of individuals under 18 years of age?

Yes No

* Does your organization have written policies or procedures that implement the subaward condition?

The Award Condition: Determination of Suitability for Covered Individuals Who May Interact with Participating Minors was incorporated into Department of Justice awards starting in federal fiscal year 2019. If the award condition applies to a subaward, the subrecipient must make determinations of suitability before certain individuals may interact with participating minors. Details of this requirement are posted on the Office of Justice Programs website at <https://www.ojp.gov/funding/explore/interact-minors>.

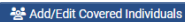
Yes No

* If a fingerprint-based search of criminal history registries is not legally available, has the subrecipient documented the legal prohibition?

Yes No N/A

* Please provide a list of the organization's covered individuals:

Please click the Add/Edit Covered Individuals button and provide the necessary details.

 Add/Edit Covered Individuals

* List of Covered Individuals:

* Were selected determinations made within 6 months of the required searches, and renewed every 5 years?

Yes No N/A

* Has the subrecipient re-examined determinations upon learning of information that reasonably may suggest unsuitability and, if appropriate, modified or withdrawn those determinations?

Yes No N/A

Step 8e: Complete the Service Area section of the grant application.

Service area captures where grant activities will occur. For Senate/House District, this information can be searched following the instructions.

GENERAL ORGANIZATION PROJECT POPULATION **SERVICE AREA** EVALUATION BUDGET OTHER

Service Area

* Describe the service area for this project:

i.e., City, County, or neighborhood

Senate/House District

Senate and House Districts

Please select the Delaware Senate and House Districts that most closely align to the service area of your project.

- Options for "Statewide" and individual counties (New Castle, Kent, and Sussex) are available at the bottom of the dropdown lists, if applicable.
- To find the districts for a specific address use the "Lookup" button.

Use the **Lookup** button to access the Delaware Legislator lookup service (Opens in new window)

Lookup

* Senate District: --Select--

* House District: --Select--

< BACK

Step 8f: Complete the Evaluation section of the grant application.

The Evaluation tab captures how project progress and data will be captured.

* Project Title

Note: The Description/Project Title from the Invitation to this FO (provided by CJC) was "Bridget's Byrne Grant".

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GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA **EVALUATION** BUDGET OTHER

Evaluation Summary

* Describe the organization's plans and activities which will be pursued to measure progress toward and achievement of the goal statement provided in the project summary:

* Include information on how the organization will track and manage data collected through this project:

* Please describe sustainability plan for continuing the project once funding has ended. List leveraged resources and possibilities for incorporating the project into your budget:

This section also has Performance Indicators/Performance Measure Targets (PMTs). Some grant applications will have pre-loaded PMTs. Target numbers are set by the applicant. Click the blue "Add/Edit Targets" to add target numbers. Custom PMT questions may also be an option for you to include.

BI23-0132 - Delawareans, Inc.

GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA **EVALUATION** BUDGET OTHER

* Add/Edit Performance Indicators

Please click the **Add/Edit Targets** button and enter Performance Measure Targets.

 Add/Edit Targets



* Performance Measure Targets

Performance Measure	Project Target
How many individuals were served?	100
How many individuals were trained on ERPOs?	60

Custom Performance Measures (Defined by Subrecipient)

PMT Description	PMT Reporting Question	Project Target
XX	XX	2

After clicking "Add/Edit Targets" a page will pop-up to add Performance Measures. Ones already pre-loaded by CJC will have an editable numerical box. For custom Performance Measures, follow the on screen directions and click the + button to add your own.

Performance Indicators

Instructions

Please enter a Target for each of the Performance Measures.

- You must enter a target for all measures "Established by CJC". The target can be set to zero if appropriate.

Custom Performance Indicators can also be defined within the relevant section below. This is optional.

Performance Measures - Established by CJC

Performance Measure	Project Target
How many individuals were served?	<input type="text"/>
How many individuals were trained on ERPOs?	<input type="text"/>

Performance Measures - Custom (Defined by Applicant)

Instructions

To define your own custom Performance Metrics (optional):

- Click the + button to add rows.
- To delete a row, click the X remove button at the end of the row.

PMT Description: Define the PMT with respect to the duration of the Project.

- i.e., How many XXXs do you plan to YYY during this Project?

PMT Report Question: This will be shown when submitting each Program Report.

- i.e., How many XXXs were YYYY during this Reporting Period?

PMT Description	PMT Reporting Question	Project Target
<input type="text"/>	<input type="text"/>	<input type="text"/>

Step 8g: Complete the Budget section of the application.

The budget tab in the application shows each available Budget Category. To add budget items, click the blue "Add/Edit Budget" button.

BI23-0132 - Delawareans, Inc.

GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA EVALUATION **BUDGET** OTHER

▼ Budget Breakdown

Please click the Add/Edit Budget button and enter details of your request budget.

\$ Add/Edit Budget

Personnel

Employee Benefits

Travel

Equipment

Supplies

Consultants/Contracts

Consultants Travel

Other

Indirect

Summary

Project Totals

After clicking the "Add/Edit Budget" button, a page will pop up to add Budget items. Instructions on the page will include the total amount that can be applied for as well as match requirements. Click the + button to add budget lines in each section. Justification for each budget category is required and should explain each budget line item added.

Application Budget Breakdown - BI23-0132

Project Title:

i Instructions

Provide full details of how funds will be used to implement the project.

- Please add a detailed breakdown of costs in each category below. Each budget item should be entered on a separate row.
 - Click the + plus button to add rows.
 - To delete a row, click the X remove button at the end of the row.
 - If you do not anticipate budgeting for a specific category leave the Justification blank and do not add any rows.
- Matching Funds of 10% are required.
- You have been invited to submit an application with a request budget of **up to \$400,000**.

After updating budget values click the **Save** button.

Personnel

Position	Name	Computation	Request Amount	Match Amount	Match Type
			0	0	

+

Personnel Costs Justification
Include brief explanation of why Personnel costs are necessary to achieve project objectives

Once the budget is saved, the Budget section will update with totals across the categories.

BI23-0132 - Delawareans, Inc.

GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA EVALUATION **BUDGET** OTHER

Summary

Category	Request Amount
Personnel	\$45,750
Employee Benefits	\$11,346
Travel	\$0
Equipment	\$1,000
Supplies	\$0
Consultants/Contracts	\$0
Consultant Travel	\$0
Other	\$0
Indirect	\$7,577
Federal Grant Request	\$65,673

Project Totals

Source	Amount
Federal Grant Request	\$65,673
Cash Match	\$0
In Kind Match	\$7,297
State Match	\$0
Total Match	\$7,297
Total	\$72,970

Step 8h: Complete the 'Other' section of the grant application.

This is the final portion of the application. This section includes providing information on your eSupplier ID, Disclosure of Lobbying Activities, Debarment Certification, and Application Assurances.

An eSupplier ID is required. This will automatically be loaded onto future applications and be visible on your Organization Profile. If your organization does not have an existing eSupplier ID, go to

<https://esupplier.erp.delaware.gov/> to register.

BI23-0132 - Delawareans, Inc.

GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA EVALUATION BUDGET **OTHER**

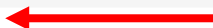
Other

* eSupplier ID

Please enter your organization's eSupplier ID to be used for this project, if awarded.

- eSupplier IDs must be exactly 10 digits in length

IMPORTANT: The eSupplier registration details must match the Organization details on this application.



Additional Supporting Documents

Please include any requested or necessary attachments to accompany the application.

Drop files here or browse files

Maximum file size: 2 GB | Allowed file types: PDF, DOC, DOCX, XLS, XLSX, PPT, PPTX, JPG, JPEG, BMP, GIF, PNG, TIF, TIFF

Disclosure of Lobbying activities is a requirement of applying for grant funds. If you answer "Yes" to "are there any lobbying activities to disclose?"

BI23-0132 - Delawareans, Inc.

GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA EVALUATION BUDGET OTHER

▼ Disclosure of Lobbying Activities

Type of Action: Federal Grant
Status of Action: Initial Award
Report Type: Initial Filing
Name of Reporting Entity (SubAwardee): Delawareans, Inc.
Address of Reporting Entity (SubAwardee): 820 N French St, Wilmington, DE 19801-3509
Name of Prime: Delaware Criminal Justice Council
Address of Prime: Carvel State Office Building, 820 N French St, 10th Floor, Wilmington, DE 19801-3509
Funding Agency: Bureau of Justice Assistance
Grant Name: FY23 Byrne State Crisis Intervention Program
CFDA/Assistance Listing Number: 16.738
Grant Award Number: 15PBJA-23-GG-00045-BSCI

* Are there any lobbying activities to disclose?

Yes No

Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

I certify that the lobbying activity details provided above are correct

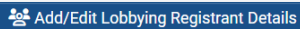
If you answer "Yes" to "Are there any lobbying activities to disclose?" additional information is required. Click the blue "Add/Edit Lobbying Registrants Details" button. A new page will pop-up

* Are there any lobbying activities to disclose?

Yes No

* Enter Lobbying Details

Please click the **Add/Edit Lobbying Registrant Details** button and enter details of the lobbying registrants and individuals performing lobbying services.

 Add/Edit Lobbying Registrant Details



* Name and Address of Lobbying Registrants

* Individuals Performing Services

Information requested through this form is authorized by title 31 U.S.C. section 1352. This disclosure of lobbying activities is a material representation of fact upon which reliance was placed by the tier above when the transaction was made or entered into. This disclosure is required pursuant to 31 U.S.C. 1352. This information will be reported to the Congress semi-annually and will be available for public inspection. Any person who fails to file the required disclosure shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

After clicking "Add/Edit Lobbying Registrants Details", use the + buttons to update the information as necessary.

Lobbying Activity Details - AR25-90018-TEST

Project Title:

- i** Instructions - Lobbying Registrants
Please enter the name and address of the lobbying registrant(s):
- Click the + plus button to add rows.
 - To delete a row, click the X remove button at the end of the row.
- At least one Lobbying Registrant must be provided.

Lobbying Registrants

First Name	Last Name	Address	City	State	Zip
<input data-bbox="250 449 279 478" type="button" value="+"/>					

- i** Instructions - Individuals Performing Services
Please enter the name and address of the individual(s) performing the lobbying services:
- Click the + plus button to add rows.
 - To delete a row, click the X remove button at the end of the row.
- At least one Individual Performing Services must be provided.

Individuals Performing Services

First Name	Last Name	Address	City	State	Zip
<input data-bbox="250 766 279 795" type="button" value="+"/>					

Save

Debarment Certification requires the applicant to agree and certify. Please read through this before clicking the box. This will appear on every grant application.

GENERAL ORGANIZATION PROJECT POPULATION SERVICE AREA EVALUATION BUDGET OTHER

▼ Debarment Certification

Certification Regarding Debarment, Suspension, Excluded Parties List Ineligibility And Voluntary Exclusion

Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 28 CFR Part 67, Section 67.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

- The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.
- Where the prospective lower tier participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Instructions for Certification

- By signing and submitting this proposal, the prospective lower tier participant is providing the certification set out below.
- The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.
- The prospective lower tier participant shall provide immediate written notice to the person to which this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
- The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "proposal," and "voluntarily excluded", as used in this clause, have the meanings set out in the Definitions and Coverage sections of rules implementing Executive Order 12549.
- The prospective lower tier participant agrees by submitting this proposal that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.
- The prospective lower tier participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions," without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
- A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may check the Nonprocurement List.
- Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.
- Except for transactions authorized under paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction. In addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Lobbying

Each person shall file the most current edition of this certification and disclosure form, if applicable, with each submission that initiates agency consideration of such person for an award of a Federal contract, grant, or cooperative agreement of \$100,000 or more, or Federal loan of \$150,000 or more.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by Section 1352, Title 31, and U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000, and not more than \$100,000 for each such failure.

The undersigned certifies, to the best of his or her knowledge and belief, that:

- No Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan or cooperative agreement.
- If any non-Federal funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any Federal agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan or cooperative agreement, the undersigned shall complete and submit Standard Form #LLL, "Disclosure of Lobbying Activities," in accordance with its instructions.
- The undersigned shall require that the language of this Certification be included in the award documents for all subawards at all tiers, and that all subrecipients shall certify and disclose accordingly.

I agree to the debarment certifications listed above and certify them

Application Assurances will appear on every grant application. This requires the applicant to check a box to agree to the assurances and certify. These may be updated overtime.

Application Assurances

The Applicant hereby assures and certifies compliance with all Federal statutes, regulations, policies, guidelines and requirements, including OMB Circulars No. A-21, A-110, A-122, A-128, A-8, E.O. 123 2 and uniform Administrative Requirements for Grants and Cooperative Agreements - 28 CFR Part 66, Common Rule, that govern the application, acceptance and use of Federal funds for this federally assisted project. Also, the Applicant assures and certifies that:

- It possesses legal authority to apply for the grant; that a resolution, motion or similar action has been duly adopted or passed as an official act of the applicant's governing body, authorizing the filing of the application, including all understandings and assurances contained therein, and directing and authorizing the person identified as the official representative of the applicant to act in connection with the application and to provide such additional information may be required.
- It will comply with requirements of the provisions of the uniform Relocation Assistance and Real Property Acquisitions Act of 19 0 (PL 91-646) which provides for fair and equitable treatment of persons displaced as a result of Federal and federally-assisted programs.
- It will comply with provisions of Federal law which limit certain political activities of employees of a State or local unit of government whose principal employment is in connection with an activity financed in whole or in part by Federal grants. (5 USC 1501, et seq.)
- It will comply with the minimum wage and maximum hours provisions of the Federal Fair Labor Standards Act if applicable.
- It will establish safeguards to prohibit employees from using their positions for a purpose that is or gives the appearance of being motivated by a desire for private gain for themselves or others, particularly those with whom they have family, business or other ties.
- It will give the sponsoring agency or the Comptroller General, through any authorized representative, access to and the right to examine all records, books, papers, or documents related to the grant.
- It will comply with all requirements imposed by the Federal sponsoring agency concerning special requirements of law, program requirements, and other administrative requirements.
- It will ensure that the facilities under its ownership, lease or supervision which shall be utilized in the accomplishment of the project are not listed on the Environmental Protection Agency's (EPA) list of Violating Facilities and that it will notify the Federal grantor agency of the receipt of any communication from the Director of the EPA Office of Federal Activities indicating that a facility to be used in the project is under consideration for listing by the EPA.
- It will comply with the flood insurance, purchase requirements of Section 102(a) of the Flood Disaster Protection Act of 1973, Public Law 93-234, 87 Stat. 9 5, approved December 31, 1976. Section 102(a) requires, on and after March 2, 19 5, the purchase of flood insurance in communities where such insurance is available as a condition for the receipt of any Federal financial assistance for construction or acquisition purposes for use in any area that has been identified by the Secretary of the Department of Housing and Urban Development as an area having special flood hazards. The phrase "Federal financial assistance" includes any form of loan, grant, guaranty, insurance payment, rebate, subsidy, disaster assistance loan or grant, or any other form of direct or indirect Federal assistance.
- It will assist the Federal grantor agency in its compliance with Section 106 of the National Historic Preservation Act of 1966 as amended (16 SC 4 0), Executive Order 11593, and the Archeological and Historical Preservation Act of 1966 (16 SC 569a-1 et seq.) by (a) consulting with the State Historic Preservation Office on the conduct of investigations, as necessary, to identify properties listed in or eligible for inclusion in the National Register of Historic Places that are subject to adverse effects (see 36 CFR Part 800.8) by the activity, and notifying the Federal grantor agency of the existence of any such properties and by (b) complying with all requirements established by the Federal grantor agency to avoid or mitigate adverse effects upon such properties.
- It will comply, and assure the compliance of all its subgrantees and contractors, with the applicable provisions of Title I of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, the Juvenile Justice and Delinquency Prevention Act, or the Victims of Crime Act, as appropriate; the provisions of the current edition of the Office of Justice Programs Financial and Administrative Guide for Grants, M 100.1; and all other applicable Federal law, orders, circulars, or regulations.
- It will comply with the provisions of 28 CFR applicable to grants and cooperative agreements including Part 18, Administrative Review Procedure; Part 20, Criminal Justice Information Systems; Part 22, Confidentiality of Identifiable Research and Statistical Information; Part 23, Criminal Intelligence Systems Operating Policies; Part 30, Intergovernmental Review of Department of Justice Programs and Activities; Part 42, nondiscrimination/Equal Employment Opportunity Policies and Procedures; Part 61. Procedures for implementing the National Environmental Policy Act; Part 63, Floodplain Management and Wetland Protection Procedures; and Federal laws or regulations applicable to Federal Assistance Programs.
- It will comply, and all its contractors will comply, with the nondiscrimination requirements of the Omnibus Crime Control and Safe Streets Act of 1968, as amended, 42 SC3789(d), or Victims of Crime Act (as appropriate); Title VI of the Civil Rights Act of 1964, as amended; Section 504 of the Rehabilitation Act of 19 3, as amended; Subtitle A, Title II of the Americans with Disabilities Act (ADA) (1990); Title IX of the Education Amendments of 19 2; the Age Discrimination Act of 19 2; Department of Justice on-Discrimination Regulations, 28 CFR Part 42, Subparts C, D, E, and G; and Department of Justice regulations on disability discrimination, 28 CFR Part 35 and Part 39; Exec. Order No. 132 9 (equal protection of the laws for faith-based and community organizations); Exec. Order o. 13559 (fundamental principles and policymaking criteria for partnership with faith-based and neighborhood organizations); and 28 C.F.R. pt. 38 (U.S. Department of Justice Regulations - Equal Treatment for Faith-Based Organizations).
- In the event a Federal or State court or Federal or State administrative agency makes a finding of discrimination after a due process hearing on the grounds of race, color, religion, national origin, sex, or disability against a recipient of funds, the recipient will forward a copy of the finding to the Office for Civil Rights, Office of Justice Programs.
- It will provide an Equal Employment Opportunity Plan (EEOP) to the Office for Civil Rights, Office of Justice Programs (OCR) and the Criminal Justice Council if it has received a single award of \$500,000 or more. If it receives \$25,000 or more and has 50 or more employees, it will maintain a current EEOP on file and submit an EEOP Certification Form to the OCR, certifying that its EEOP is on file. If receiving less than \$25,000 or a public grantee agency, with fewer than 50 employees, regardless of the amount of the award, it will provide an EEOP Certification Form to the OCR certifying it is not required to submit or maintain an EEOP. Non-profit organizations, Indian Tribes, and medical and educational institutions are exempt from the EEOP requirement but are required to submit the EEOP Certification Form to the OCR to claim the exemption (a copy should also be submitted to the Criminal Justice Council). EEOP Certification Forms are available at: <https://www.ojp.gov/sites/g/files/tyckuh241/files/media/document/cert.pdf>
- It will comply with the provisions of the Coastal Barrier Resources Act (PL 97-348) dated October 19, 1982 (16 USC 3501 et seq.) which prohibits the expenditure of most new Federal funds within the units of the Coastal Barrier Resources System.
- As clarified by Executive Order 13166, Improving Access to Services for Persons with Limited English Proficiency, and resulting agency guidance, national origin discrimination includes discrimination on the basis of limited English proficiency (LEP). To ensure compliance with the Omnibus Crime Control and Safe Streets Act of 1968 and title VI of the Civil Rights Act of 1964, applicant must take reasonable steps to ensure that LEP persons have meaningful access to its programs. The applicant is encouraged to consider the need for language services for LEP persons served or encountered both in developing its budgets and in conducting its program and activities. Additional assistance and information regarding LEP obligations can be found at www.lep.gov.
- All applicants must have a UEI number when applying for Federal funds. Organizations may receive a UEI number at no cost by following this link <https://sam.gov/entity-registration>.
- System for Award Management (SAM): All potential grant recipients must register with the System for Award Management (SAM). SAM is the official U.S. Government system that consolidated the capabilities of COR/FedReg, ORCA, and EPLS. Registrants must update or renew their registration at least once per year to maintain an active status. It is the applicants' responsibility to provide the CJC the status of SAM registration (active, inactive, pending) at <https://sam.gov>. Any selected applicants must be prepared to provide documentation of an active SAM prior to the CJC subgrant award.

As the Applicant, I agree to the assurances listed above and certify them

Step 9: Submit the application.

Once all sections in the application are completed and there are no errors remaining, the Project Director or Financial Officer can click the green "Submit" button.

Prepared By:
State of Delaware
Criminal Justice Council
820 N. French Street, 10th Floor
Wilmington, DE 19801
302-577-5030
[CJC grant_support@delaware.gov](mailto:CJC_grant_support@delaware.gov)

Last updated: February 24, 2026