The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Smart Prosecution Initiative. This program furthers the Department's mission by assisting state and local jurisdictions in preventing and reducing crime.

Smart Prosecution Initiative
FY 2014 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to state, local, and tribal prosecutor agencies or a government agency acting as fiscal agent for the applicant.

Note: This solicitation includes a two-step process:

> **Step 1—Concept Paper: Applicants must apply through Grants.gov.**
> **Step 2—Full Application: Selected applicants only, as outlined in this solicitation, will be invited to apply through OJP's Grants Management System (GMS).**

It is recommended that applicants ensure registration is complete and up to date for both Grants.gov and GMS.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

For Step 1—Concept Paper Submission: Grants.gov
Applicants must register with [Grants.gov](#) prior to submitting a Concept Paper. Concept papers are due by 11:59 p.m. eastern time on April 22, 2014. (See "Deadlines: Registration and Application," page 4.)

For Step 2—Full Application Submission for Selected Applicants Only: GMS
Applicants must register in [OJP's Grants Management System](#) prior to submitting a full application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See "How To Apply," page 18.) All registrations and applications are due by 8:00 p.m. eastern time 30 days from the date applicants receive e-mail notification to submit full applications. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this **[Important Notice: Applying for Grants in Grants.gov](#).**

Contact Information

Step 1—Concept Paper: For technical assistance with submitting a concept paper, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

Step 2—Full Application: For technical assistance with submitting a full application (invited applicants only), contact the Grants Management System Support Hotline at 888-549-9901, option 3 or via e-mail at GMS.HelpDesk@usdoj.gov. The GMS support hotline hours of operation are Monday–Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1–877–927–5657, via e-mail at JIC@telesishq.com, or via live web chat at www.justiceinformationcenter.us. The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to announcement: BJA-2014-3835

Release Date: March 24, 2014

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Smart Prosecution Initiative
(CFDA #16.825)

Overview

The Smart Prosecution Initiative, administered by BJA, is part of BJA's "Smart Suite" of crime fighting programs—Smart Policing, Smart Supervision, and now Smart Prosecution. BJA established the first program within this Smart Suite over 4 years ago with the launch of the Smart Policing Initiative (SPI). SPI supports law enforcement agencies in building evidence-based, data-driven law enforcement tactics and strategies that are effective, efficient, and economical. Smart Policing represents a strategic approach that brings more "science" into police operations by leveraging innovative applications of analysis, technology, and evidence-based practices. The goal of the SPI is to improve policing performance and effectiveness while containing costs; an important consideration in today's fiscal environment. For more information on SPI, see the program's most recent fact sheet, available at:
www.smartpolicinginitiative.com/sites/all/files/SPI_One_Pager_2013.pdf

BJA's Smart Prosecution Initiative is designed to promote effective data-driven, research-based approaches to prosecution and prosecutor-led justice systems innovations and reforms. The Smart Prosecution model will build off of the lessons learned from BJA's "Smart Suite" of crime-fighting programs described above. Smart Prosecution will seek to pair an operational, results-focused researcher with a prosecutor's office to develop data-driven solutions which create effective, efficient, and just prosecution strategies which will ultimately improve public safety. It will provide other valuable resources to equip a prosecutor's office to access data across various criminal justice and non-criminal justice information systems to improve results for communities. BJA hopes that the lessons learned will develop a rich body of evidence for use by prosecutors nationally as they seek to work with communities to solve chronic problems and fight violent crime.

Deadlines: Registration and Application (Concept Paper and Full Application)

For Step 1—Concept Paper Submission: Grants.gov
Applicants must register with Grants.gov in order to submit a Concept Paper. OJP encourages applicants to **register several weeks before** the application submission deadline. The deadline to submit concept papers under this announcement is 11:59 p.m. eastern time on April 22, 2014. See "How To Apply: Grants.gov" on page 8 for details.

For Step 2—Full Application Submission for Selected Applicants Only: GMS
Applicants must register in GMS prior to submitting a full application for this funding opportunity. The deadline to register in GMS is 8:00 p.m. eastern time 30 days from the date applicants receive e-mail notification to submit full applications, and the deadline to apply for funding under this announcement is 8:00 p.m. eastern time 30 days from the date applicants receive e-mail notification to submit full applications, 2013. See "How To Apply: GMS" on page xx for details.

Timeline
- **April 22, 2014:** Deadline to submit concept papers in Grants.gov.

- **May 6, 2014:** Concept paper review completed by OJP.
- **By May 13, 2014:** Selected applicants will be notified via e-mail to submit full applications by **June 11, 2014.**

Eligibility

Refer to the title page for eligibility under this program.

Smart Prosecution—Specific Information

Prosecutors are key decisionmakers and policymakers in the criminal justice system. They represent the community, strive to control crime, and ensure that justice prevails. The local prosecutor ensures that justice is done in a fair, effective, and efficient manner and is focused on three goals: 1) to promote the fair, impartial, and expeditious pursuit of justice; 2) to ensure safer communities; and 3) to promote integrity in the prosecution profession and effective coordination in the criminal justice system.[1]

As prosecutors begin to use innovative, best practice or evidenced-based approaches to address the goals listed above, there is a need to research and evaluate those efforts. Smart Prosecution seeks to encourage exploration of new solutions to public safety concerns, as well as internal operations and organizational structure, while employing a research partner at the problem definition stage through assessment of strategies and solutions. Some creative solutions developed by prosecutors around the country range from minor changes in how their organizations prioritize cases, using zone/geographic prosecution, to using tools such as gun reduction programs, nuisance abatement, crime prevention through environmental design, drug-free and prostitute-free zones, restorative justice, community courts, truancy abatement, diversion programs, and graffiti cleanup to improve neighborhood safety. Prosecutors are becoming partnership builders and bringing the police, the community, and other criminal justice and local agencies together to find ways they can work together to solve problems in their jurisdictions.

Amount and Length of Awards

BJA anticipates that it will make approximately 4 awards of up to $450,000 for a 24-month project period.

All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Resources

Examples of research on police and crime reduction are available through the Evidence-Based Policing Matrix, available at http://cebcp.org/evidence-based-policing/the-matrix/. The Matrix is a research-to-practice translation tool that categorizes and visualizes all experimental and quasi-experimental research on police and crime reduction.

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[1] "Prosecution in the 21st Century: Goals, Objectives and Performance Measures," National District Attorneys Association; American Prosecutors Research Institute; February 2004.

Resources, publications, and case studies on Community Prosecution are available at www.apainc.org/default.aspx/MenuItemID/113/MenuGroup/Programs.htm.

Reports by the National Institute of Justice documenting successful researcher-practitioner collaborations are available at http://content.govdelivery.com/accounts/USDOJOJP/bulletins/98e619.

Goals, Objectives, and Deliverables

The goal of Smart Prosecution is to develop a body of knowledge about data-driven strategies—innovative, best practice, or evidenced-based—as they are implemented by prosecutors. BJA is seeking applications from state, local, or tribal prosecutor agencies interested in testing data-driven approaches that address one or more of the three goals listed on page 5. Smart Prosecution applicants will identify a problem to be addressed and enlist a local research partner to help assess the effectiveness of their Smart Prosecution effort. **Smart Prosecution applications require a research partner/organization as part of the application.**

Areas of focus for this application include, but are not limited to, applying best or evidenced-based practices to contemporary crime problems and criminogenic circumstances; developing innovative data-driven approaches to contemporary crime problems and criminogenic circumstances; or inculcating innovative, best, or evidence-based approaches in local offices.

To help achieve these important outcomes, Smart Prosecution grantees will work closely with BJA and BJA's competitively selected training and technical assistance (TTA) partner to assist agencies incorporate innovative or evidence-based prosecution strategies as a fundamental element in ensuring public safety. Through a separate grant announcement, the selected TTA provider will work directly with BJA in hosting grantee meetings, facilitating peer-to-peer exchanges of information, administering targeted subject matter expertise that is relevant to specific Smart Prosecution sites, and producing reports on the lessons learned from the Smart Prosecution community.

Applications for the FY 2014 Smart Prosecution Initiative solicitation will be processed through a **two-step process:**

Step 1—Submission of a Concept Paper

Step 2—Submission of a Full Application *(invited applicants only)*

Instructions on how to submit both a concept paper and a full application are outlined in the next section. Note: Step 2 will only be applicable to selected applicants who will receive an e-mail inviting them to submit a full application following systematic review of Concept Papers submitted during Step 1 of the selection process.

Step 1—Submission of a Concept Paper: What a Concept Paper Should Include

BJA's decision to request a concept paper recognizes limitations on available funding and the substantial time and effort necessary for agencies to submit full applications. Applicants should

expect that failure to submit a concept paper that contains all of the specified requirements outlined below will negatively affect the review of the concept paper.

This is expected to be a highly competitive solicitation, and it is possible that a limited number of concept papers will be invited to proceed to the full application stage or be selected for funding due to limitations in available grant funding.

Concept Paper Requirements

1. **Page limit:** The concept paper narrative should not exceed 5 pages.

2. **Narrative**: Applicants should include the following items in the concept paper:
    a. Agency information: contact name and all key personnel, including associated position title assigned to the project, if known.
    b. A preliminary description of the problem that will be addressed, using data to describe the issue and justify why it requires increased attention.
    c. Steps the agency will take to better understand and define the nature of the problem.
    d. A description of the evidenced-based or innovative strategy or solution the agency is proposing to test to address the problem.
    e. A description of the available data, records system, and analytical capability of the agency to support the project.
    f. A brief biographical statement about the proposed research partner's qualifications in conducting field research and their roles and responsibilities in informing the Smart Prosecution project.

3. **Budget**: Applicants must provide cost estimates for major budget categories (i.e., salaries, contracts, etc., to include anticipated budget for research partner).

Concept Paper Review and Selection Process

Concept papers will be reviewed by OJP staff with subject matter expertise. OJP staff will pay particular attention to the qualifications, experience, and involvement of the research partner; the proposed strategy's transferability and relevance to other prosecution agencies; and the analytical capacity of the applicants.

Concept papers will be rated on the following criteria:

1. Is the applicant a prosecutor agency? (Government agencies acting as fiscal agents also meet this definition.)
2. Is the problem addressed likely to be confronted by other prosecutor agencies in the United States?
3. Does the applicant sufficiently document data collection, management, and analytical expertise (e.g., record management system, established analysis function, executive support)?
4. Does the applicant express willingness to test innovative or evidenced-based practices, technologies, or strategies?
5. Does the proposed research partner have sufficient experience in conducting field research?

6. Is the role of the researcher sufficiently defined and integrated into the agency's Smart Prosecution strategy?

All decisions relating to the application process, and specifically regarding invitations to submit full applications (step 2); will be made by, and within the sole discretion of, BJA. All applicants will be notified of the outcome of the Concept Paper review process.

How To Apply: Grants.gov (Concept Papers ONLY)

Applicants must submit concept papers through Grants.gov. Applicants must register in Grants.gov in order to submit a concept paper through Grants.gov, a "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606–545–5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP's Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (__)	Comma (,)	Semicolon (;)	Apostrophe (')
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign ($)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

In addition, BJA recognizes that Grants.gov includes a "Program Narrative" descriptor, but not a "Concept Paper" descriptor. As outlined in this solicitation, only concept papers will be reviewed

during the first step of the application process. Applicants may submit "Concept Papers" as "Program Narratives" in Grants.gov.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

   Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.825, titled "Smart Prosecution Initiative," and the funding opportunity number is BJA-2014-3835.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

   Click here for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications
If an applicant submits multiple versions of an application, BJA will review <u>only</u> the most recent valid version submitted.

Experiencing Unforeseen Grants.gov Technical Issues
Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA *does not* automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:
- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Step 2—Submission of a Full Application (selected applicants only): What a Full Application Should Include

Following the systematic review of the Concept Papers as outlined in Step 1, BJA will formally invite selected applicants, via e-mail, to submit a full application in response to this solicitation. Invitations to submit a full application will be sent to the official points of contact listed on the

applicant's SF-424 form. Applications will be processed and reviewed following the standard OJP competitive review process.

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that applicants include resumes in a single file.

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Project Abstract**
   Applicants should provide an abstract identifying the applicant's name, title of the project, dollar amount requested. The abstract should include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans.

   Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

   * written for a general public audience.
   * submitted as a separate attachment with "Project Abstract" as part of its file name.
   * single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

   As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

   All project abstracts should follow the detailed template available at
   www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. **Program Narrative**
The program narrative must respond to the Selection Criteria 1-5in the order given. Applications are peer reviewed and scored on answers to the Selection Criteria. The program narrative should be double-spaced, using standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 15 pages. Number pages "1 of 15", "2 or 15" etc. If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

   a. Statement of the Problem

   b. Project Design and Implementation

   c. Capabilities and Competencies

   d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
   BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

   e. Sustainment

4. **Budget Detail Worksheet and Budget Narrative**

   a. **Budget Detail Worksheet**
   A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative
The budget narrative should thoroughly and clearly describe <u>every</u> category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated <u>all</u> costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold
If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at $150,000 the application should address the considerations outlined in the OJP Financial Guide.

5. Indirect Cost Rate Agreement (if applicable)
Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)
Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance

under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. **Additional Attachments**

   a. **Timeline**
   Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (provide title and agency).

   b. **Applicant Disclosure of Pending Applications**
   Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation <u>and</u> will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will subaward federal funds).

   OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

   Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
   - the federal or state funding agency
   - the solicitation name/project name
   - the point of contact information at the applicable funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

   Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., "[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.").

   c. **Research and Evaluation Independence and Integrity**
   If a proposal involves research and/or evaluation, regardless of the proposal's other

merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. **Accounting System and Financial Capability Questionnaire**
   Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years must download, complete, and submit this [form](#).

Full Application Selection Criteria

The following six selection criteria will be used by peer reviewers to evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 15 percent of the entire score in the application review process.

1. **Statement of the Problem (15 percent of 100)**

   a) Identify the specific problem the applicant seeks to address, using data to support the problem definition. Describe the process used to define the problem.

2. **Project Design and Implementation (25 percent of 100)**

   a) Describe the development of the strategy to address the problem based on thoughtful, thorough analysis.

   b) Describe specifically how the project will accomplish expected outcomes by providing the objectives and the performance measures applicable to the project. Include a comprehensive timeline that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity (as an attachment).

   c) Describe the qualifications of the Smart Prosecution research partner and the prior experience of the researcher with "action research," including prior work with criminal justice partners.

   d) Describe the roles and responsibilities of the research partner in the Smart Prosecution Initiative and how the role of the research partner is integrated into the strategy. At a minimum, the research partner should: assist in problem description and definition; participate in solution development; provide ongoing analysis, monitoring, and assessment of the solution(s) impact; and prepare a final report that thoroughly assesses the results of the project.

   e) Describe and provide evidence of the types and quality of data sources available to the agency to conduct appropriate analysis. For example:
   - Does the agency have access to multiple sources of data (both internal and external to the agency) specific to the identified problem?

   - Does the agency have the ability to integrate data from different sources?

3. **Capabilities and Competencies (25 percent of 100)**
   Discuss organizational capabilities and competencies that will directly enable the applicant to successfully implement the proposed project. Identify personnel who are critical to the project's successful implementation and discuss their roles, responsibilities, and qualifications.

   The involvement of a research partner is indispensable to this project. Research partners should be able to conduct scientific research and be well versed in evaluation methods. Describe the following for the research partner.

- Describe previous experience working with criminal justice agencies or organizations.
- Describe policy, program, or organization evaluation experience. Justice system experience is required.
- Describe criminal justice research experience, including oral and written presentations of research results and data collection methodologies used.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (20 percent of 100)**
   Describe the process for measuring project performance. Identify who will collect and report the data, how the data will be stored, and how it will be used to guide and evaluate the impact of the program. Describe how the program's performance data will be shared with customers and stakeholders.

5. **Sustainment (5 percent of 100)**
   Outline a strategy for sustaining the Smart Prosecution strategy when the federal grant ends.

6. **Budget (10 percent of 100)**
   Provide a proposed budget and budget narrative for the entire project that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to the goals and objectives of the project.[2]

   Applicants should budget travel/lodging expenses for four-person teams of agency and research partner representatives to attend two 2-day meetings during the 24-month project period. The meetings may be held in the Washington, D.C. area or other like regions of the country.

Full Application Review Process

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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[2] Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

How To Apply: GMS (Invited Applicants ONLY)

Full applications will be submitted through GMS.

Applicants must submit applications through the Grants Management System (GMS), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity.** Although the registration and submission deadlines are the same, OJP urges applicants to **register immediately**, especially if this is their first time using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP recommends that applicants **register immediately** to prevent delays in submitting an application package by the deadline.

Note: GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire a GMS username and password**. New users must create a GMS profile by selecting the "First Time User" link under the sign-in box of the GMS home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.

4. **Verify the SAM registration in GMS, formerly CCR registration.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Select "Bureau of Justice Assistance" and the "Smart Policing Initiative— Full Proposal."

6. **Register by selecting the "Apply Online" button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the "Apply Online" button in the "Action" column to register for this solicitation and create an application in the system.

7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information and submit the form in GMS. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields. Access the form at www.ojp.gov/funding/forms/disclosure.pdf.

8. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before they can submit an application. OJP urges applicants to submit the application **at least 72 hours prior** to the due date of the application.

Note: Duplicate Applications
If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen GMS Technical Issues
Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline, must e-mail BJA Justice Information Center (see page 2 for contact information) **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant

application, the applicant's DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are <u>not</u> valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with GMS, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Other Important Information

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and programming in criminal justice. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates;
- Integrating evidence into program, practice, and policy decisions within OJP and the field; and
- Improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver
With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds

where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)
If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement
This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures: Full Applications ONLY

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Identify and address a new solution to a specific public safety concern, internal operation or organizational structure, using an analysis-driven/innovative approach.	Percent of program goals and objectives completed that are directly linked to grant funding and address a specific problem	Number of program tasks that were completed during the reporting period that are directly linked to grant funding (Task: a grant activity defined in application project plan) Number of total program tasks (complete or incomplete) that are directly linked to grant funding
	Number of new solutions employed	Number of new solutions employed during the current reporting period
	Percent increase in frequency of data collection	Number of times data were collected during the six months prior to grant funding Number of times data are collected for the current reporting period
	Percent increase in scheduled data collection series and special analysis to be conducted	Number of statistical data analyses conducted (e.g. cluster, link, time-series, etc.) to inform decision-making, devise solutions, and measure results during the 6 months prior to grant funding Number of statistical data analyses conducted (e.g. cluster, link, time-series, etc.) to inform decision-making, devise solutions, and measure results for the current reporting period
	Number of research projects initiated	Number of new research-based initiatives since grant reporting period began Number of research or evidence-based tools or solutions deployed in six months prior to grant funding.
	Percent increase in number of research or evidence-based tools, or solutions deployed	Number of research or evidence-based tools, or solutions deployed during current reporting period
Support and sustain evidence-based prosecution and public safety strategies.	Percent increase in cost savings as a result of new initiative implemented	Total amount of non-grant dollars expended by the agency to implement new initiative during the six months prior to grant funding Total amount of non-grant dollars expended by the agency to implement new initiative during the

		current reporting period
	Number of new or revised policies created that outline the use or demonstrate the value of research as part of agency strategic decision making	Number of new or revised polices created that outline the use or demonstrate the value of research as part of agency strategic decision making
	Percent increase in staff able to perform a specific skill	Number of staff hired during this reporting period to perform analysis or coordinate research-based efforts
		Number of current staff trained to perform analysis or coordinate research-based efforts
	Number of partnerships established with other criminal justice organizations or agencies	Number of formal agreements signed with new research partnerships during the reporting period (e.g. MOUs, LOAs, other formal agreements)
		Number of new partnerships formed with other criminal justice organizations or agencies during the reporting period
	Number of public/community briefings or trainings promoting evidence-based practices	Number of briefings or outreach to the public/community about evidence based practices
		Type of briefings or outreach to the public/community about evidence based practices

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 10 for additional information.

Note on Project Evaluations
Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute "research" for purposes of applicable DOJ human subjects' protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP's performance measure data reporting requirements likely do not constitute "research." Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, "a systematic investigation, including research development, testing, and evaluation,

designed to develop or contribute to generalizable knowledge" 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the "Research and the Protection of Human Subjects" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that web page.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Non-profit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act (FFATA) of 2006

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Active SAM Registration

- Policy and Guidance for Conference Approval, Planning, and Reporting

- OJP Training Guiding Principles for Grantees and Subgrantees

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This e-mail is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or e-mail listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist: Full Application

FY 2014 Smart Prosecution Initiative

This application checklist has been created to assist in developing an application.

What an Applicant Should Do:

Prior to Registering in GMS:
_____ Acquire a DUNs Number (see page 18)
_____ Acquire or renew registration with SAM (see page 18)
To Register with GMS:
_____ For new users, acquire a GMS username and password* (see page 19)
_____ For existing users, check GMS username and password* to ensure account access
 (see page 19)
_____ Verify SAM registration in GMS (see page 19)
_____ Search for correct funding opportunity in GMS (see page 19)
_____ Register by selecting the "Apply Online" button associated with the funding opportunity
 title (see page 19)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP or the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

_____ Review "Other Requirements" web page

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of $450,000.

Eligibility Requirement: Eligible applicants are limited to state, local, and tribal prosecutor agencies or a government agency acting as fiscal agent for the applicant.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 11)
_____ Project Abstract (see page 11)
_____ *Program Narrative (see page 12)
_____ *Budget Detail Worksheet (see page 12*)*
_____ *Budget Narrative (see page 13)
 _____ Employee Compensation Waiver request and justification (if applicable) (see
 page 20)
 _____ Read OJP policy and guidance on "conference" approval, planning, and reporting
 available at www.ojp.gov/funding/confcost.htm (see page 21)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 19)
_____ Indirect Cost Rate Agreement (if applicable) (see page 13*)*

_____ Tribal Authorizing Resolution (if applicable) (see page 13)
_____ Additional Attachments (see page 14)
    _____ Project Timeline
    _____ Position Descriptions/Resumes
    _____ Applicant Disclosure of Pending Applications
    _____ Research and Evaluation Independence and Integrity
_____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 15)

*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive funding from BJA.