The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is pleased to announce that it is seeking applications for BJA's National Justice Information Sharing (JIS) Initiative. This program furthers the Department's mission by contributing to the development of policies and technology to support key national initiatives and facilitate direct services to criminal justice practitioners.

National Justice Information Sharing (JIS) Initiative FY 2012 Competitive Grant Announcement

Eligibility

Eligible applicants are national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

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 in future years.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 23.) All applications are due by 11:59 p.m. eastern time on April 19, 2012. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606–545–5035 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via email to JIC@telesishq.com, or by live web chat. 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.

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National Justice Information Sharing (JIS) Initiative
CFDAs #16.751 and 16.738

Overview

The Bureau of Justice Assistance (BJA) seeks to enhance the ability of justice agencies to share information in order to support critical public safety and criminal justice activities. BJA plans to address this nationwide need by developing and implementing national policy and best practices, creating national consensus standards and guidelines in support of information sharing and interoperability, and delivering training and technical assistance (TTA) services. Through this solicitation, BJA is seeking to enable the nation's criminal justice community to improve information sharing through advanced technology and tools that increase efficiency, enhance operations, and promote cost savings and reuse. BJA's National Justice Information Sharing (JIS) Initiative works collaboratively with key stakeholders and national partner organizations to identify critical issues and problems, and provide resources in response to emerging challenges in law enforcement, courts, corrections, community corrections, offender reentry, criminal justice-involved human/social services, and tribal justice.

This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Authorized by Pub. L. No.112-55, div. B, title II, 125 Stat. 552, 615, the Byrne Competitive Program helps communities improve the functioning and capacity of their state and local criminal justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local, state and tribal needs. Funds may not be used for the acquisition of land, construction projects, or security enhancements or equipment to non-governmental entities not engaged in law enforcement, law enforcement support, criminal or juvenile justice, or delinquency prevention. The JAG Program (42 U.S.C. 3751(a) *et seq.*) is the primary provider of federal criminal justice funding to state, local, and tribal jurisdictions, and JAG funds support all components of the criminal justice system. The JAG Program authorization also provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 ("Omnibus") may be granted, among other reasons, for one or more of the purposes specified in Section 501 of Title I, Part E, Subpart 1 of Omnibus upon a determination that it is necessary" to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime" (42 U.S.C. 3756(b)(1)). Furthermore, the Department of Justice Appropriations Act, 2012, Pub. L. No. 122-55, div. B, title II, 125 Stat. 552, 621, provides that up to 3 percent "of funds made available to the Office of Justice Programs for grant or reimbursement programs may be used by such Office to provide training and technical assistance."

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on April 19, 2012. Note on the date submissions are due, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the title page for more

information about BJA's Justice Information Center). See the "How To Apply" section, page 23 for more details.

Eligibility

Refer to the title page for eligibility under this program.

National JIS Initiative—Specific Information

BJA seeks to strengthen the criminal justice system by soliciting applications in the nine specific categories described below, which collectively support BJA's National JIS Initiative. To ensure the effectiveness of this and other grant programs, BJA supports: the delivery of high-quality TTA to state, local, and tribal criminal justice agencies; the establishment of collaborative partnerships across the bounds of agency, discipline, and jurisdiction; and the implementation of policies, practices, and technology solutions to criminal justice system problems that can be replicated in jurisdictions across the nation.

Each proposed project should leverage BJA's JIS program and DOJ's Global Justice Information Sharing Initiative (Global). Successful applicants must demonstrate effective procedures for collaboration and coordination among stakeholders at the local, state, tribal, and federal levels, and understand the relationships between the proposed activities and other complementary initiatives across the country. Applicants must be willing and able to participate in, and contribute to, the national dialogue regarding effective strategies for the use of information sharing and technology to improve criminal justice outcomes.

For more information regarding current BJA JIS national programs and DOJ's Global-supported products and solutions, including activities described in the categories below, see www.it.ojp.gov. Also see the BJA web site for the latest information regarding funding opportunities and solicitations, including frequently asked questions or other solicitation-specific guidance that may be posted.

Goals, Objectives, and Deliverables

Specific objectives and deliverables for each category are described below. Whenever possible, BJA encourages the use of technology to enhance evidence-based strategies. Applicants should describe processes for measuring the outcomes and costs-benefits of proposed JIS programs. Performance measures are also required to document the outcomes that result from the use of federal funds.

Successful JIS grantees will also be expected to participate in a collaboration process working with BJA staff to focus on proactive strategic communication and development of deliverables that can be replicated nationally by jurisdictions to enhance efficiency and effectiveness.

Evidence-Based Programs or Practices

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.

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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.

Award Amount, Length, and Categories

Each application should explicitly state the category number and title being addressed in the abstract and first page of the program narrative (see "What an Application Should Include," page 25). A single application may not be intended to address more than one category; however, an organization may submit multiple applications, provided that each application addresses a different category.

In order to be eligible, applicants must submit proposals that describe projects that are national in scope. For the purpose of this solicitation, "national in scope" is defined as projects whose direct beneficiaries include criminal justice agencies and organizations throughout the country, their personnel, and the citizens they serve, without restriction to geographic areas. For example, a proposal to develop a technology training program that is available to students on a nationwide basis meets the definition; a training program that is limited to one agency or unit of government does not meet the definition.

The period of performance for awards made under this solicitation shall be 12 months (with the exception of Category 7, which shall be 24 months) and the project start date should be on or after October 1, 2012. The maximum budget request that will be accepted is unique to each category. There is no minimum budget requirement in any category, but applicants should be realistic in their budget proposals. The amount budgeted will be evaluated against the benefits and deliverables specified in the proposal to ensure efficient use of resources, and will be an important criterion used during proposal evaluation (see "Selection Criteria," page 28).

Note: As described above, applications must explicitly state the category and program title being addressed. Applications that do not respond to the specific requirements of the identified category will not be peer reviewed or considered for funding under this solicitation.

Award Information and Requirements
Awards made under this solicitation shall be in the form of cooperative agreements. BJA uses cooperative agreements to reflect the relationship between BJA and an eligible recipient when (1) the principal purpose of the relationship is the transfer of money or anything of value to accomplish a public purpose of support or stimulation authorized by federal statute, and (2) BJA anticipates substantial involvement with the recipient during performance of the contemplated activity.

BJA TTA projects (labeled as "TTA" in the category names below) are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). At the time this solicitation was posted, the precise requirements and protocols were still under development, but once completed the successful applicant will be required to comply with these protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to modify these protocols at any time with reasonable advance notice provided to the grantee prior to execution.

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

CATEGORY 1: NATIONAL INFORMATION EXCHANGE MODEL. Competition ID: BJA-2012-3194

BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $900,000. The project must be national in scope, as defined in the "Award Amount, Length, and Categories" section on page 5.

The National Information Exchange Model (NIEM) is a program designed to enable effective and efficient sharing of information between justice and partnering agencies. A partnership of the Departments of Justice, Homeland Security, and Health and Human Services, as well as countless state, local, tribal and private sector stakeholders, NIEM represents the foundation of hundreds of information sharing projects at all levels of government. NIEM is comprised of a data model, tools, and training and technical support services that assist implementers in adopting standards-based approaches to sharing data, and is supported by a robust governance structure that incorporates practitioner involvement from all NIEM user domains. Through this category, BJA is soliciting an applicant to provide software development, data modeling/architecture, and advanced-level technical assistance to support ongoing NIEM program operations.

The successful applicant will be responsible for maintaining the NIEM data model (currently version 2.1) and all related tools and specifications. The data model is represented in eXtensible Markup Language (XML), with a number of NIEM-specific modeling constructs (see the NIEM Naming and Design Rules for details). The data model is segmented into domains, each of which has an independent but coordinated governance process. The applicant must facilitate domain decision making by assessing proposed changes, managing the domain model update process, managing reconciliation and harmonization of data elements across domains, and tracking issues or bugs as they are identified (currently done through the NIEM Configuration Control Tool, or NCCT). The applicant shall deliver new releases of the NIEM model as determined by the NIEM Executive Steering Council, and support the NIEM governance process which identifies requirements, proposes technical solutions, recommends updates of tools and specifications, and subsequently informs improvements of the model.

The applicant will also maintain, update, and develop new specifications that institutionalize the technical direction provided by NIEM governance. These include the Naming and Design Rules (NDR), the Model Package Description (MPD) Specification, the Tools Architecture, the NIEM Versioning Architecture, and any others required to facilitate NIEM program management and implementer-oriented information exchange development processes.

The applicant will be responsible for developing, hosting, maintaining, and enhancing tools that may be necessary to support NIEM model management, vendor adoption (such as through publication of application program interfaces (APIs) and web services), or information exchange specification (Information Exchange Package Documentation, or IEPD) and Service Specification development. New tool development must be accomplished through consultation and coordination with BJA and the NIEM Program Management Office prior to execution.

Lastly, the applicant will provide technical assistance as needed to all NIEM governance committees, domains, and other stakeholder groups as required to carry out the above tasks. Priority will be given to those stakeholders associated with the justice domain (Justice) and the children, youth, and family services (CYFS) domain and their immediate exchange partners. All activities performed under this cooperative agreement must be done in consultation with BJA and the NIEM Program Management Office prior to execution.

For additional detail on current NIEM activities and resources, visit:
- www.niem.gov
- tools.niem.gov/
- www.it.ojp.gov/default.aspx?area=nationalInitiatives&page=1012

Responsibilities and deliverables, at a minimum, include:
- Hosting and maintaining the NIEM data model (to include all previous versions) and all related specifications and guidelines.
- Developing new NIEM releases as required, including all relevant tool and specification development/updates, and supporting any required cross-domain data element harmonization/reconciliation.
- Developing tools to simplify information exchange implementation.
- Serving as tier 3 technical support to the NIEM help desk, and providing subject matter expertise as needed to NIEM stakeholders and governance groups.
- Supporting the XML Structure Task Force (Justice domain) and the Children, Youth, and Family Services (CYFS) domains, and any related activities designated by BJA to enable implementation of information sharing capacity within and across these communities.

CATEGORY 2: FEDERATED IDENTITY, PRIVILEGE MANAGEMENT AND TECHNICAL PRIVACY IMPLEMENTATION. Competition ID: BJA-2012-3195

BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $600,000. The project must be national in scope, as defined in the "Award Amount, Length, and Categories" section on page 5.

The Global Federated Identity and Privilege Management (GFIPM) program is a critical element of BJA's information sharing strategic action plan to ensure that information is always shared securely and with trusted partners. The collection of agencies that agree upon a common framework to share data among distributed systems using GFIPM is known as a Federation. A program developed in partnership with DOJ's Global, GFIPM solves numerous interoperability challenges, such as single sign-on, fine-grained access control, and technical privacy enforcement, all while preserving local control over all data.

The successful applicant will be responsible for development and maintenance of all GFIPM specifications, tools, and reference implementations. Many of these resources are nearing maturity but critical work remains, for example, to enhance the normative use of web services and the Global Reference Architecture within a GFIPM-based solution. The GFIPM metadata specification forms the core of Federation interoperability and must continue to mature and be refined through continued integration of GFIPM concepts with those of the technical privacy framework. These improvements, for example, will leverage use of eXtensible Access Control Markup Language (XACML) to enable data element-level access and fine-grained authorization rules.

The applicant will also support emerging Federation partnerships that implement GFIPM through targeted delivery of technical assistance to support operational implementation of federations such as the National Information Exchange Federation (NIEF). The applicant will maintain a reference federation to facilitate conformance and interoperability testing, and broadly support efforts to replicate success and expedite field adoption. The applicant will also be responsible for appropriate technical assistance for both practitioners seeking to implement GFIPM, and to relevant Global working groups and task teams to ensure the evolution of GFIPM standards and guidelines stay consistent and coordinated with the Global Standards Package (GSP) working through the Global Standards Council (GSC).

For more information on the GFIPM program and current products, visit:
- www.it.ojp.gov/default.aspx?area=nationalInitiatives&page=1179
- www.gfipm.net/

Responsibilities and deliverables, at a minimum, include:
- Hosting, maintaining, and developing all GFIPM specifications, software, documentation, and reference implementations to support GFIPM adoption nationwide.
- Providing in-depth technical assistance to DOJ, national stakeholder organizations, justice agencies, and solution providers on leveraging federated identity and privilege management tools and concepts to improve information sharing securely and effectively.
- Assisting jurisdictions in implementing the Global technical privacy framework, and promoting the use of XACML-based policy enforcement in conjunction with GFIPM-based access control methods.
- Supporting the NIEF as an operational body, ensuring that policy meets practice with respect to implementation of GFIPM in the field.

CATEGORY 3: JIS ARCHITECTURE AND IMPLEMENTATION SUPPORT (TTA).
Competition ID: BJA-2012-3196
BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $750,000. The project must be national in scope, as defined in the "Award Amount, Length, and Categories" section on page 5.

Criminal justice professionals understand that information sharing is a critical element to better serve the public. However, they are not always knowledgeable regarding the latest technology, best practices, and tools in order to implement information sharing in a comprehensive way. To address this need, BJA is seeking support to offer justice agencies essential technical assistance services to educate and guide jurisdictions on the application of DOJ's Global Information Sharing Standards Toolkit (GISST) and, in particular, facilitate adoption of information sharing architectures according to the Global Reference Architecture (GRA). Leveraging these concepts will enable information sharing capability in the short term and ensure agencies remain agile and poised for future enhancements as well as minimize future costs associated with policy and technology changes.

The successful applicant will be responsible for delivery of a range of technical assistance services to the field, from remote communication consisting of a phone call or e-mail, to comprehensive onsite assistance potentially requiring research of the problem and generation of a recommendations report. All technical assistance engagements should be carried out in such a way as to benefit not only the requesting agency, but also to document outcomes and share best practice solutions to help move the broader community toward using evidence-based practices, data-driven strategies, and smart-on-crime solutions.

The applicant will also support DOJ's Global and related efforts to develop national best practices with respect to information sharing standards, guidelines, and tools by serving on the Global Standards Council (GSC), GSC task teams, and other working groups as required to ensure adequate coordination between the work of Global and the needs of the practitioner community. In doing so, the applicant may also be required to develop publications or communications materials that fill in the "gaps" between Global guidelines and practical implementation requirements.

Lastly, the applicant will also support development of tools that improve the ability of justice practitioners to govern information sharing projects, and translate exchange business requirements into technical specifications that enable automated information sharing to occur. First and foremost, this includes the Justice Information Exchange Model (JIEM) tool, but may include others as the maturity of the GRA and the propagation of architectures in non-criminal justice fields must be addressed.

Responsibilities and deliverables, at a minimum, include:
- Delivering a minimum of 12 in-depth technical assistance engagements, to include documentation of outcomes and best practices for replication.
- Supporting DOJ's Global, BJA, and other relevant working groups by serving as a point of coordination between standards-based information sharing efforts and the needs of the field.
- Developing publications and tools as necessary, including leveraging of JIEM, to improve the ability of justice practitioners to proactively engage in information sharing that serves both immediate needs and future scalability.
- Coordinating all TTA service engagements with BJA's NTTAC as described in the "Award Information and Requirements" section on page 5.

CATEGORY 4: JIS TRAINING AND TECHNOLOGY ASSISTANCE (TTA). Competition ID: BJA-2012-3197

BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $850,000. The project must be national in scope, as defined in the "Award Amount, Length, and Categories" section on page 5.

While the collective work of DOJ's Global and numerous partners have delivered critical tools to share information effectively, the use of these tools can often be confusing or unclear to new adopters. The National Information Exchange Model (NIEM), for instance, is an extremely powerful tool for sharing data in a commonly-understood format; however, its optional and over-inclusive philosophy toward data modeling means that there are a great many choices left to the implementer with respect to how they use NIEM to facilitate the exchange. Therefore, maintaining a comprehensive training program is essential for efficient and effective adoption nationwide.

The successful applicant will be responsible for delivery of training courses on justice information sharing-related topics. Currently, this consists primarily of the NIEM practical implementers course, but this will soon be expanded to cover training on Global Reference Architecture (GRA), Global Federated Identity and Privilege Management (GFIPM), and others. The applicant will develop and maintain the training curricula and all related materials to include presentations, handouts, practical exercises, and online (distance) learning tools. The applicant

will also maintain a roster of certified trainers equipped to perform on-site training delivery and technical assistance, including train-the-trainer functions and mentoring.

The training is anticipated to be delivered primarily by leveraging private industry partners who are subject matter experts in XML, Service Oriented Architecture (SOA), etc., but the trainer pool should include experts from any sector provided that they meet the minimum criteria for training delivery. There must also be an evaluation component that measures the impact of training both immediately afterward and long-term. The precise vetting process for trainers and the strategy for collecting evaluation data will be recommended by the applicant post-award and approved by BJA prior to execution.

The applicant shall participate in planned activities to develop new training curricula, at a minimum, for GRA and GFIPM training modules, and will be directly responsible for pilot testing the new materials with the field. The end result will be a comprehensive JIS training curriculum consisting of several modules, each of which will be delivered on-demand as needed to requesting jurisdictions and on a periodic, rotating basis across the country.

Responsibilities and deliverables, at a minimum, include:
- Delivering at least 12 discrete training events including a blend of both in-person and online training, to be distributed across the country and based on requests from criminal justice jurisdictions.
- Maintaining the trainers pool, developing new trainers, and fostering collaboration among trainers to promote consistent, high-quality training.
- Supporting development of new training modules for GRA and GFIPM, and incorporating into the JIS training curriculum for delivery.
- Providing technical assistance as needed to support the education and training of justice agencies in the use of Global information sharing tools and techniques (including help desk support).
- Coordinating all TTA service engagements with BJA's NTTAC as described in the "Award Information and Requirements" section on page 5.

CATEGORY 5: BJA's GLOBAL SUPPORT FOR NATIONAL POLICY, PRACTICE, AND TECHNOLOGY (TTA). Competition ID: BJA-2012-3198

BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $2,500,000. The project must be national in scope, as defined in the "Award Amount, Length, and Categories" section on page 5.

Through the work of DOJ's Global Justice Information Sharing Initiative (Global), there has been immeasurable progress made toward improving the way justice and public safety agencies collaborate and share information. While success stories abound, it remains true that many of the advancements have occurred in pockets, within particular lines of business, and focused on single business problems. The technology solutions in use today have reached a point of maturity where it is now necessary to examine the criminal justice system as a whole, and develop strategic ways to fundamentally change how justice agencies collect, share, and use information.

The Program Manager for the Information Sharing Environment (PM-ISE) recently circulated a vision paper titled "Reinventing Our Nation's Justice and Public Safety Business Model Through Information Sharing." In doing so, PM-ISE has set forth a roadmap for transformation—one

which requires the support of BJA, DOJ's Global, and additional stakeholders in order to become reality. In pursuit of this goal, Global has proposed several guiding principles:

1. Develop consistent government-wide, national approaches to sharing information.
2. Demand interoperability through the use of common standards and coordination between government networks.
3. Focus on outcomes that inform and improve justice and public safety decision making.
4. Promote responsible information sharing policies, practices, and values that foster a "need to share" mentality while preserving privacy and civil liberties protections.

The successful applicant will propose a TTA and implementation strategy that will meet the goals of PM-ISE and DOJ's Global in Transforming the Justice and Public Safety Business Model. The applicant will be responsible for working closely with BJA to support DOJ's Global and related efforts, as well as coordinating with PM-ISE and all public and private stakeholders in order to inform project activities and evaluate outcomes.

It is suggested that applicants focus both on meeting the broad TTA needs of the field, while also focusing specific attention on certain high priority issues. These may include:

- Support development of national, industry standards for sharing officer deconfliction data to improve officer safety and cross-agency coordination of investigations to include:
  - Leveraging national, industry standards for identity and access management.
  - Incorporating the sharing and use of geospatial data.
- Identify issues and provide solutions to advance investigations of Medicare and Medicaid fraud cases, and pilot more effective ways of enabling fraud task forces to analyze healthcare data without compromising personal information to include:
  - Exploring advanced data aggregation methods that protect personal privacy rights and civil liberties.
  - Use advanced data access and tagging methodologies, via attribute-based access control, to enable privacy policy automation.
- Support establishment of uniform, industry standards for pawnshop data collection and sharing with law enforcement officials.
- Identify opportunities and propose solutions for broader adoption of handheld (mobile) devices among public safety officers to improve access to critical information in the field.
- Identify pilot sites for the above, with particular emphasis on cloud-based shared services that meet the needs of local public safety and/or law enforcement agencies to improve efficiencies and reduce implementation costs.

While applicants are encouraged to address the above issues in their proposal, BJA also anticipates that applicants will propose additional topics that warrant particular focus for which improved information sharing strategies and techniques can improve criminal justice and public safety outcomes.

In support of these activities, the applicant will be responsible for identification of issues, coordinating collaborative partnerships, supporting working groups/committees, producing products and tools, developing documentation and reports, and facilitating community outreach and communication. All project activities, including TTA engagements, must be conducted in coordination with BJA and other partners as required.

Responsibilities and deliverables, at a minimum, include:

- Supporting BJA and DOJ's Global in developing and promoting solutions that advance the field and holistically improve the function of the criminal justice and public safety communities.
- Providing TTA services that promulgate strategic deployment of evidence-based practices in information sharing and technology.
- Identifying major information gaps that impair justice and public safety decision making (including those above) and propose implementation solutions.
- Support BJA-approved pilot site implementations to enable field adoption and promote timely outcomes.
- Coordinating all TTA service engagements with BJA's NTTAC as described in the Award Information and Requirements section on page 5.

CATEGORY 6: IMPROVING CORRECTIONAL AGENCY INFORMATION SHARING (TTA)
Competition ID: BJA-2012-3199

BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $600,000. The project must be national in scope, as defined in the "Award Amount, Length, and Categories" section on page 5.

BJA is seeking applicants to support technical assistance (TA) and pilot site implementation to state, local, and tribal jurisdictions that result in justice information sharing enhancements which increase the effectiveness of offender management efforts. The applicant should propose and engage in collaborative partnership with appropriate organizations that have expertise in offender management strategies, in the translation of the contemporary justice research and literature into effective policies and practices, and in the implementation of strategies that leverage information sharing technology conforming with DOJ's Global standards and tools.

The successful applicant will be required to:
- Define and implement a comprehensive, objective process to identify state, local, and/or tribal jurisdictions with whom to work to improve offender management through the implementation of information sharing technology that supports complementary policies and practices that are evidence-based, smart on crime, and/or data driven. It is expected that one or more of the sites will focus specifically on enhancing offender reentry policies and practices and leverage BJA's current pilot site initiatives at the state and county levels. In addition, consideration should be given to jurisdictions that are past or current Second Chance Act, Evidence-Based Decision Making (EBDM), and/or Justice Reinvestment Initiative (JRI) sites.
- Establish within the application budget a specific, significant percentage (e.g., 75 percent of the requested funds) to directly support site-based implementation of technical solutions at the identified project sites).

This initiative is specifically designed to support projects with the capacity to engage collaboratively with peer and national partners to demonstrate results through evaluation for subsequent replication. The applicant's proposal should include coordination with law enforcement, corrections, community corrections, and other appropriate practitioners in the field, as well as established national leadership organizations, such as the American Probation and Parole Association (APPA) and the Association of State Correctional Administrators (ASCA).

Responsibilities and deliverables, at a minimum, include:
- Working with BJA and stakeholders to select project sites and identify implementation needs including technical assistance requirements.

- Enabling project success through delivery of policy guidance, technology assistance, implementation support, and promulgation of evidence-based strategies built on emerging work and research in the justice community.
- Developing solutions leveraging DOJ's Global-supported tools including the National Information Exchange Model (NIEM), Global Federated Identity and Privilege Management (GFIPM), and the Global Reference Architecture (GRA).
- Documenting positive results and providing technical assistance to other jurisdictions as needed to replicate project successes.
- Coordinating all TTA service engagements with BJA's NTTAC as described in the Award Information and Requirements section on page 5.

CATEGORY 7: BUILDING A NATIONWIDE CRIME ANALYSIS CAPABILITY (TTA)
Competition ID: BJA-2012-3200
BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $1,600,000 and for a project period of 24 months. The project must be national in scope, as defined in the "Award Amount, Length, and Categories" section on page 5.

Many innovations in law enforcement over recent years have been rooted in improvements in data collection, new software such as crime mapping and analytic tools, and the propagation of the Internet and social networking sites, which have collectively enabled greater identification of crime patterns and trends, sharing criminal incident data, and ultimately solving crimes. Many jurisdictions have harnessed these evolving capabilities by developing local and regional Crime Analysis Centers (CACs) which analyze crime data real-time to enhance the ability of law enforcement agencies to prevent, reduce, and solve crimes.

This project will convene a subject matter expert (SME) panel comprised of stakeholders from existing analysis centers and law enforcement agencies to describe the current successes and challenges within a crime analysis environment with particular emphasis on the products and benefits of the CAC from a local law enforcement perspective. The successful applicant will propose a TTA program that will leverage the expertise across current CAC implementations to 1) develop an Implementation Guide to recommend evidence-based practices for the creation or enhancement of an analysis center; 2) provide funding to support at least 4-6 pilot sites to use, evaluate, and refine the guide to replicate best practices in other jurisdictions; and 3) provide hands-on TTA support to those sites as well as any other jurisdiction requesting assistance in implementing a crime analysis capability.

The CAC Implementation Guide should highlight core elements associated with policy, operations, technology, and address the following aspects of crime analysis, at minimum:
- Designing technical solutions that enable real-time sharing of crime data and analytical products on a local, regional, and statewide basis.
- Emphasizing regional collaboration to address particular crime needs including distance learning tools and communication.
- Informing fusion centers regarding what products and services would assist the mission of CACs and, in turn, enable CACs to provide better support to local law enforcement agencies in fighting crime.
- Promoting consistent technology architecture to ensure stakeholder agencies are able to fully leverage CAC resources.
- Ensuring CAC staff members utilize available training programs, particularly for analysts, and adhere to national guidelines and best practices for law enforcement analytical capabilities.

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Upon completion of the Implementation Guide, the applicant shall use a competitive process to select at minimum 4-6 pilot sites that propose to establish or enhance a crime analysis capability. These sites will validate best practices in real-world settings and provide feedback for enhancement of the content of the Implementation Guide. Pilot sites will also receive critical start-up funding for initializing or improving their local crime analysis program. Site selection criteria shall be determined in accordance with BJA policy and final selections may only be made with the concurrence of BJA. The applicant should propose a strategy for allowing selected sites to collaborate on a peer-to-peer basis, as well as with the project team and SME panel to coordinate activities, share innovative concepts, and validate approaches. Each pilot site, once approved, will receive resource support to carry out proposed activities in the form of a subgrant. For this purpose, the applicant should reserve at minimum 60 percent of the total amount requested for the disbursement of subgrants. For example, if the requested amount is $1,600,000, then no less than $960,000 should be set aside for site-based subgrants. To continue the example, if four pilot sites are proposed, then each site would receive approximately $240,000 for implementation. The precise figures would vary in practice based on the amount proposed for subgrants and the number of successful applicants. Each pilot site will be required to document project outcomes and lessons learned in a site report that will be shared with BJA and the field.

The applicant shall also serve as a TTA provider to both the pilot sites as well as other jurisdictions requesting assistance nationwide. Requests may encompass a wide range of activities, such as planning, governance, policy development, operations, and technology deployment/integration. All requests for assistance and supported TTA engagements must be coordinated with BJA's National Training and Technical Assistance Center (NTTAC). The Implementation Guide, documented pilot outcomes, and all other project deliverables shall be developed for dissemination through BJA's NTTAC beyond the life of the cooperative agreement to ensure BJA's ability to sustain support to CACs in the future.

Responsibilities and deliverables, at a minimum, include:
- Identifying a panel of SMEs and facilitating collection of stakeholder feedback to identify challenges faced by CACs of different size and scope, as well as common best practices and successes.
- Developing and disseminating an Implementation Guide that features data-driven strategies for successful CAC operation. The Guide should include an emphasis on identifying existing and potential analytical products created by fusion centers that can be harnessed by the CAC to assist local and state crime fighting efforts.
- Conducting a competitive selection process and providing subgrants to at least 4-6 pilot sites to support those jurisdictions in implementing crime analysis capabilities as well as validating best practices and informing content for the Implementation Guide.
- Coordinating TTA service engagements with BJA's NTTAC as described in the "Award Information and Requirements" section on page 5.

CATEGORY 8: STATE CRIMINAL JUSTICE TECHNOLOGY COORDINATION AND ENHANCEMENT (TTA). Competition ID: BJA-2012-3201
BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $300,000. The project must be national in scope, as defined in the Award Amount, Length, and Categories section on page 5.

The success of criminal justice information technology (IT) projects often depends on strong leadership and coordination at the state level. Without it, projects can become fragmented, as diverging priorities and budget factors may outweigh a more strategic approach that meets state and national needs for information sharing and interoperability. Advancements in technology enable agencies at all levels of government to improve operations and save costs, but the full adoption of national standards and evidence-based practices is essential to realize the full benefits of those advancements.

This project will promote the use of evidence-based practices in data sharing, privacy protection, security, and interoperability at the state level through engagement of the State Administering Agency (SAA) community, and foster state leadership and coordination of IT investments that support justice information sharing. The project will not only help improve implementation strategies for information sharing at the local, county, state, and tribal levels, but also maximize the impact of BJA grant funding to those jurisdictions, as well as ensure that national policy efforts are being adequately informed by stakeholders across the justice system.

The SAA is an agency within a state and designated by the Governor to have the authority to accept criminal justice funding on behalf of that state. The SAA has a unique role to identify criminal justice issues, coordinate programs, conduct planning activities, develop policy, and support implementation initiatives. The successful applicant must demonstrate past history in the successful ability to work in close partnership with the SAA of each state and territory to inform project activities and validate outcomes.

Responsibilities and deliverables, at a minimum, include:
- Delivering TTA products that promote replication of information sharing best practices at an executive/policy level, targeted at state leaders and IT managers.
- Delivering monthly webinars and/or conference calls to provide state leaders with timely information on policy, technology, and grant-related developments.
- Coordinating all TTA service engagements with BJA's NTTAC as described in the "Award Information and Requirements" section on page 5.

CATEGORY 9: IMPLEMENTING PRIVACY AND CIVIL LIBERTIES PROTECTIONS FOR INFORMATION SHARING PRACTITIONERS (TTA). Competition ID: BJA-2012-3202
BJA anticipates making one award under this category through a cooperative agreement, in an amount not to exceed $800,000. The project must be national in scope, as defined in the "Award Amount, Length, and Categories" section on page 5.

The ability of criminal justice and intelligence professionals to collaborate and share information is the foundation of effective public safety and counter terrorism initiatives. Access to actionable information can mean the difference between effective decision making and prevention, and the type of intelligence failures that culminated in the September 11, 2001 attacks. However, as the breadth of information available to practitioners increases, so does the inherent risk of compromising the privacy, civil rights, and civil liberties (PCRCL) of private citizens. Therefore, a comprehensive, national strategy is needed in order to promote not only effective information sharing, but controlled, responsible sharing as well.

Section 1016(d) of the Intelligence Reform and Terrorism Prevention Act of 2004 called for the issuance of guidelines that would establish the Information Sharing Environment (ISE) in a manner that protects and preserves individual PCRCL while enabling broader information sharing and collaboration. In December 2005, a Presidential directive was issued that reinforced

this requirement and instructed the development of further guidelines to address the acquisition, access, use, and storage of personally identifiable information (PII) within the ISE. To meet these mandates, the ISE Privacy Guidelines were released by the Program Manager for the Information Sharing Environment (PM-ISE) in December 2006 and are currently being adopted and implemented by federal, state, local, and tribal agencies and private sector entities participating in the ISE.

The successful applicant will demonstrate the ability to support the ISE and related initiatives in the full implementation of the ISE Privacy Guidelines. The applicant will be responsible for supporting the ISE Privacy and Civil Liberties subcommittee of the Information Sharing and Access Interagency Policy Committee (ISA IPC) and updating the guidelines as required based on committee direction. The applicant will also implement a TTA program that will assist agencies and national programs on PCRCL methods of adoption including Memoranda of Understanding (MOU), Privacy Act routine uses, and technology support/automation. The TTA program will enable adoption of appropriate PCRCL protections that are at least as comprehensive as the ISE Privacy Guidelines primarily among federal agencies, fusion centers, and private sector entities participating in the ISE.

The successful applicant must demonstrate subject matter expertise in both development and practical execution of privacy policies. The applicant must also demonstrate the capacity to provide research, legal analysis, and support for development and implementation of PCRCL related national policy. Expected areas of programmatic support include, but are not limited to, preparation and logistical needs for staffing committees meetings, strategic planning focus groups, trainings, and technical assistance engagements which support the mission of PM-ISE and BJA.

Responsibilities and deliverables, at a minimum, include:
- Establishing and operating a comprehensive TTA program to develop, review, and implement the ISE Privacy Guidelines and ensure PCRCL protections are adopted consistently across the ISE.
- Providing administrative support to the PM-ISE Privacy and Civil Liberties subcommittee of the Information Sharing and Access Interagency Policy Committee (ISA IPC), maintaining the ISE Privacy Guidelines and related materials, and providing up-to-date content for the PM-ISE privacy web site.
- Supporting training events and technical assistance meetings through delivery of TTA and logistical services.
- Coordinating all TTA service engagements with BJA's NTTAC as described in the "Award Information and Requirements" section on page 5, and serving as a direct responder to inquiries for information and requests for assistance from federal, state, local, and tribal government agencies and private sector entities in collaboration with BJA and PM-ISE.

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, federal funds may not be used 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 2012 salary table for SES

employees is available at www.opm.gov/oca/12tables/indexSES.asp. 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its 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 being provided, 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 to be done.

Minimization of Conference Costs
No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be obtained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

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 by individuals with limited English proficiency may be allowable costs. 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 (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, the match amount incorporated into the OJP-approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its 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 must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, 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
Categories 1, 2 Provide support for information sharing programs (NIEM and GFIPM) that improve the availability of advanced technology and tools to enable effective and efficient sharing of justice information among the nation's criminal justice community	Percent increase in the number of normative standards/specifications that improve interoperability between information systems	• Number of specifications that are normative at the start of reporting period • Number of specifications that are non-normative at the start of reporting period • Number of specifications that are normative at the end of reporting period
	Percent increase in the number of developer tools that speed adoption and implementation of information sharing solutions	• Number of tools available to developers at the start of the reporting period • Number of tools available to developers at the end of the reporting period • Number of tools that implement open API's to enable large scale adoption • Number of tools that are reused by third party vendors through API or open source
	Percentage of standards/software development issues resolved	• Number of standards/software development issues identified at the start of the reporting period • Number of standards/software development issues identified at the end of the reporting period • Number of standards/software development issues resolved during the reporting period
Provide practical information and guidance in the form of technical assistance that enables effective decision making among program leaders resulting in services and tools that are responsive to the needs of the field	Number of technical assistance requests received Percent of technical assistance requests completed Percent increase in number of technical assistance activities/events that result in improved program committee decision making	• Number of technical assistance requests received • Number of technical assistance activities/events supported • Number of program committee events/decision points • Number of technical assistance activities/events in support of committee activities

	Percent of technical assistance activities/events that result in improved implementation of technical solutions	• Number of program committee decisions directly supported by information derived from technical assistance activities/events • Number of technical assistance activities/events that directly result in influencing local implementation decision
Categories 3 and 4 Increase the knowledge of criminal justice practitioners and policymakers through training and technical assistance	Number of trainings conducted Number of participants who attend the training Percentage of participants who successfully completed the training Percentage of participants who rated the training as satisfactory or better Percentage of participants trained and subsequently demonstrated performance improvement	For the current reporting period: Number of trainings conducted Number of individuals who: • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed a pre-and post-training course test • Had an improved post-test score over their pre-test score
Provide practical information and guidance to assist criminal justice practitioners and policymakers in their day-to-day work	Percentage of clients receiving technical assistance who rated services as satisfactory or better in terms of timeliness and quality. Percentage of clients receiving technical assistance that are implementing changes in policies and/or practice as a result of the assistance	For the current reporting period: • Number of technical assistance requests completed Number of clients who: • Completed an evaluation • Rated the services as satisfactory or better in terms of timeliness and quality • Implemented one or more of the report recommendations (changes in policies and/or practices) • Indicate that the information provided will not assist them in their day-to-day work • Indicate that the information provided will assist them in their day-to-day work • Identified one or more examples of the specific ways in which the information provided will assist them in their day-to-day work
Categories 5, 6, and 7 Implement information sharing solutions through use of Evidence-Based	Percent increase in the number of jurisdictions that implement effective JIS strategies	• Number of jurisdictions that implemented EBP, DD and/or SC at the start of reporting period

Practices (EBP), data-driven strategies (DD), and/or smart on crime (SC) solutions that result in direct benefits to justice agencies, including cost savings, efficiency, and improved outcomes		• Number of jurisdictions that implemented EBP, DD and/or SC at the end of reporting period • Number of jurisdictions reporting • Number of jurisdictions that report cost savings as a result of implementation • Number of jurisdictions that report improved efficiency as a result of implementation • Number of jurisdictions that report improved criminal justice outcomes and decision making as a result of implementation
	Percent increase in the number of jurisdictions that demonstrate positive outcomes of implemented solutions	
	Percentage of implementers rating developed guidelines and tools as satisfactory or better	• Number of implementers completing an evaluation • Number of implementers rating the guidelines and tools as satisfactory or better
Develop guidelines and tools that enable agencies to proactively address local needs through the implementation of information sharing technology	Increased percentage of jurisdictions utilizing developed guidelines and tools for implementation purposes	• Number of jurisdictions implementing EBP, DD and/or SC at start of reporting period • Number of jurisdictions implementing EBP, DD, and/or SC at end of reporting period • Number of jurisdictions that cited developed guidelines and tools as enabling implementation of EBP, DD, and/or SC
	Number of agencies provided with technical assistance	During this reporting period: • Number of agencies provided with technical assistance • Number of agencies that completed an evaluation of services • Number of agencies that rated the services as satisfactory or better • Number of agencies that implemented one or more recommendations
	Percentage of agencies that rated services as satisfactory or better Percentage of agencies that implemented one or more recommendations	
Category 8 Enhance an agency's ability to solve problems and/or modify policies and practices by promoting the use of evidence-based practices in data sharing, privacy protection, security, and interoperability	Number of trainings conducted	For the current reporting period: Number of trainings conducted
	Number of participants who attend the training	Number of individuals who: • Attended the training (in-person) or started the training (web-based)
	Percentage of participants who successfully completed the training	• Completed the training • Completed an evaluation at the conclusion of the training
	Percentage of participants who rated	• Completed an evaluation and rated

	the training as satisfactory or better Percentage of participants trained and subsequently demonstrated performance improvement Percentage of clients receiving technical assistance who rated services as satisfactory or better in terms of timeliness and quality. Percentage of clients receiving technical assistance that are implementing changes in policies and/or practice as a result of the assistance	the training as satisfactory or better • Completed a pre-and post-training course test • Had an improved post-test score over their pre-test score For the current reporting period: • Number of technical assistance requests completed Number of clients who: • Completed an evaluation • Rated the services as satisfactory or better in terms of timeliness and quality • Implemented one or more of the report recommendations (changes in policies and/or practices) • Indicate that the information provided will not assist them in their day-to-day work • Indicate that the information provided will assist them in their day-to-day work • Identified one or more examples of the specific ways in which the information provided will assist them in their day-to-day work
	Number of meetings and/or conference calls Percentage of training and technical assistance clients implementing an evidence based program or practice	Number of webinars and/or conference calls providing state leaders with timely information Number of training and technical assistance clients Number of training and technical assistance clients implementing an evidence based program or practice
Category 9 Provide training and technical assistance and administrative support to assist federal agencies, fusion centers, and private sector entities in implementing the ISE Privacy Guidelines	Number of trainings conducted Number of participants who attend the training Percentage of participants who successfully completed the training Percentage of participants who rated the training as satisfactory or better Percentage of participants trained and subsequently demonstrated performance improvement Percentage of clients receiving technical assistance who rated	For the current reporting period: Number of trainings conducted Number of individuals who: • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed a pre-and post-training course test • Had an improved post-test score over their pre-test score For the current reporting period: • Number of technical assistance requests completed

		services as satisfactory or better in terms of timeliness and quality.	Number of clients who: • Completed an evaluation • Rated the services as satisfactory or better in terms of timeliness and quality • Implemented one or more of the report recommendations (changes in policies and/or practices) • Indicate that the information provided will not assist them in their day-to-day work • Indicate that the information provided will assist them in their day-to-day work
	Percentage of clients receiving technical assistance that are implementing changes in policies and/or practice as a result of the assistance		Identified one or more examples of the specific ways in which the information provided will assist them in their day-to-day work
	Number of clients served by training and technical assistance		Number of clients served by training and technical assistance
	Percentage of deliverables that meet expectation		Number of deliverables to include but not limited to: • TTA Program • ISE Privacy Guidelines • PM-ISE privacy web site Number of deliverables that meet expectation

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Applicants may also propose new or modified measures that may more accurately convey project outcomes. Refer to the section "What an Application Should Include" on page 25 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.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

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 renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of 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. Obtain a DUNS number by calling Dun and Bradstreet at 866–705–5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial

assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.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 there can be more than one AOR for the organization.

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 (CFDA) numbers for this solicitation are 16.751 and 16.738, titled "Edward Byrne Memorial Competitive Grant Program" and the "Edward Byrne Memorial Justice Assistance Grant (JAG) Program," and the funding opportunity number is BJA-2012-3193.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

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

8. **Submit an 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 validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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."

<u>**Note: Duplicate Applications**</u>

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

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must email the BJA Justice Information Center contact identified in the Contact Information section on the cover page **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. 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 begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) 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.

What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA 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 Abstract, Program Narrative, Budget Detail Worksheet, and Budget Narrative. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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. **Program Abstract**
   The applicant should submit a program abstract, which clearly identifies the project title, amount requested, and the solicitation category being applied for. The abstract should concisely describe the goals and objectives of the proposal, including delineation of all anticipated deliverables and major project activities. The abstract should provide an accurate and adequate reflection of the proposed project, which will be used to assist in the review and scoring process.

   The abstract should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 1 page.

3. **Program Narrative**
   The program narrative must address all relevant factors described in the JIS Program—Specific Information section above, and must address all criteria and required deliverables described in the appropriate solicitation category. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc.

   If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered 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 – Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant received funding.

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. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

      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 every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated 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.

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.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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. If DOJ is the cognizant federal agency, 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)**

If an application is being submitted by either (1) a tribe or tribal organization or (2) a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its membership should be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided 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 authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (i.e., signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

7. **Other Standard Forms**

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of

funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

a. Standard Assurances
   Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
   Applicants must read, certify and submit in GMS prior to the receipt of any award funds.

c. Accounting System and Financial Capability Questionnaire (required for 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; this form must be downloaded, completed, and submitted).

Selection Criteria

The following five selection criteria will be used to peer review each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 10 percent of the entire score in the application review process.

1. **Statement of the Problem (10 percent out of 100)**
   Describe the challenges in the criminal justice environment caused by a lack of national consensus standards and approaches to sharing information efficiently and effectively, and the services required to address knowledge gaps that exist; the need to coordinate existing activities and foster collaboration; and the outcomes that can be achieved by appropriately addressing these challenges on a national basis.

2. **Project Design and Implementation (35 percent out of 100)**
   Provide a strategy for implementation of the activities identified in the National JIS Initiative—Specific Information section and in the specific category being applied for. Describe the strategy to deliver or update products, provide direct services to the field, and ensure collaboration between subject matter experts and industry partners. The strategy should incorporate innovative evidence-based practices that can be replicated nationwide. Specifically describe strategies to identify organizations or consultants to provide service delivery to the wide range of customers anticipated; coordinate service provision; monitor services; and report outcomes. Explain a plan to facilitate collaborations among organizations with similar focus; identify gaps in resources; and assist agencies in assessing their JIS needs. Identify and address and potential barriers to implementing the project.

3. **Capabilities and Competencies (25 percent out of 100)**
   Demonstrate, including specific examples, your organization's expertise and experience in:
   - Facilitating and delivering JIS resources or standards at the national level, including standards and guidelines development, training or technical assistance delivery, curriculum development, and planning of small and large meetings, workshops, and conferences, including agenda development and faculty identification.
   - Effectively managing concurrent priority tasks

- Working to build and enhance collaborative approaches to address a broad range of criminal justice and public safety issues at the national level.

Describe the management structure and proposed staffing to implement the project and describe the roles and responsibilities of any potential partner organizations, subcontractors, or consultants, if applicable.

If you are a current BJA JIS partner or service provider, explain how the management structure and personnel implementing this program will complement your other BJA-funded activities and how the proposed staff will operate to avoid duplication of effort of any other staff providing services funded under other BJA grants or cooperative agreements.

Describe your strategy to ensure adequate coordination with BJA on at least a monthly basis to promote effective program strategy and implementation.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent out of 100)**
Describe the process that will be used to collect performance data, and how this information will be analyzed and used to inform program outcomes and promote evidence-based practices.

5. **Budget (15 percent out of 100)**
Provide a proposed budget that is complete; reasonable and allowable; cost effective; and necessary for project activities. The budget must support the strategies and approaches outlined in the project design, and include a budget narrative to describe the proposed expenditures under each cost area and how it will contribute to overall program goals.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance 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.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of 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 (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly 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

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- 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

- Nonprofit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

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

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

- Active CCR Registration

Provide Feedback to OJP on This Solicitation

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

BJA-2012-3193

Application Checklist
FY 2012 National Justice Information Sharing (JIS) Initiative

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

Eligibility Requirement:

_____ Applicant is a national, regional, state, or local public and private entity, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), federally recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system.

_____ The federal amount requested is within the allowable limit(s) of the solicitation category.

     _____ Category 1: $900,000
     _____ Category 2: $600,000
     _____ Category 3: $750,000
     _____ Category 4: $850,000
     _____ Category 5: $2,500,000
     _____ Category 6: $600,000
     _____ Category 7: $1,600,000
     _____ Category 8: $300,000
     _____ Category 9: $800,000

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 26)
_____ Program Abstract* (see page 26)
_____ Program Narrative* (see page 26)
_____ Budget Detail Worksheet* (see page 26)
_____ Budget Narrative* (see page 26)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 24)
_____ Indirect Cost Rate Agreement (if applicable) (see page 27)
_____ Tribal Authorizing Resolution (if applicable) (see page 27)
_____ Other Standard Forms as applicable (see page 27), including:
     _____ Accounting System and Financial Capability Questionnaire (if applicable)

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