The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance is seeking applications for development and operation of a National Center for Campus Public Safety to support the field, foster collaboration, facilitate information sharing, and support policy development, model practices, operations, and research that will enhance the safety of the nation's institutions of higher education. This program furthers the Department's mission by improving the criminal justice system, enhancing law enforcement, and providing support efforts strategically targeted to address the needs of campus public safety.

National Center for Campus Public Safety
FY 2013 Competitive Announcement

Eligibility

Eligible applicants are limited to national, regional, state, or local public and private entities, including nonprofit and for-profit organizations, faith-based and community organizations, institutions of higher education and units of local government that support campus public safety. For-profit organizations must agree to forgo any profit or management fee.

A demonstrated knowledge of campus public safety needs and demonstrated experience and infrastructure for successfully carrying out a multi-faceted initiative with multiple campus stakeholder groups is required.

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

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How To Apply," page 19.) All applications are due by 11:59 p.m. eastern time on June 27, 2013. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read: Important Notice: Applying for BJA Grants in Grants.gov.

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 David Adams, Senior, Policy Advisor, by telephone at 202-514-5309 or by e-mail at david.adams@usdoj.gov.

Grants.gov number assigned to this announcement: BJA-2013-3653

Release date: May 17, 2013

Contents

National Center for Campus Public Safety
(CFDA #16.822)

Overview

This FY 2013 competitive announcement focuses on the creation and management of the National Center for Campus Public Safety (National Center) to support the field, foster collaboration, facilitate information sharing, and support policy development, model practices, operations, and research that will enhance the safety of the nation's institutions of higher education. The National Center will be a resource for campus police chiefs, directors of public safety, emergency managers, and key campus safety stakeholders. The National Center will be a catalyst that brings together all forms of campus public safety, professional associations, advocacy organizations, community leaders, and others to improve and expand services to those who are charged with providing a safe environment on the campuses of the nation's colleges and universities.

The National Center will work closely with DOJ to:

1. Identify and prioritize the needs of the field and to reach out to key stakeholders and identify their role in The Center.
2. Serve as the "one-stop shop" for campus public safety.
3. Connect existing federal and non-federal resources with the needs of constituents.
4. Connect major campus public safety entities with one another, and with federal agencies to facilitate collaboration and coordination around issues of campus public safety.
5. Highlight and promote best and innovative practices specific to campus public safety efforts and develop comprehensive responses that meet the complexity of needs on campus by integrating key issues in public safety.
6. Deliver essential training and technical assistance specific to campus public safety.

The National Center is authorized by the Consolidated and Further Continuing Appropriations Act, 2013 (Pub. L. 113-6).

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 27, 2013. See "How To Apply" on page 19 for details.

Eligibility

Refer to the title page for eligibility under this program.

National Center for Campus Public Safety—Specific Information

Goals, Objectives, and Deliverables

Since the tragedy at Virginia Tech University in April 2007, several additional high-profile incidents have adversely affected college and university campuses. These incidents range from natural disasters—such as hurricanes and super storms—to rampage shooting incidents and incidents of mass violence. These incidents and institutions of higher education's (IHE) efforts to prevent, prepare for, and respond to them continue to highlight the need for a National Center that provides technical assistance to IHEs in their efforts to enhance security and readiness on campus.

There is no one location for the myriad campus public safety resources and initiatives being undertaken nationwide or for the fulfillment of critical information needs. With the many challenges currently facing campus safety professionals, the complexity of the environment has never been greater. The National Center is needed to assist campus public safety leaders in navigating this environment.

The National Center is envisioned as a think tank and clearinghouse for the identification and dissemination of information, research, training, and promising best practices and emerging issues in campus public safety. The National Center will identify and examine emerging risks to campus safety and security and develop resources to combat those risks and facilitate the transfer of research to practice.

As such, the National Center will:

1. Enhance existing efforts and maintain a comprehensive national directory of campus public safety executives (police chiefs and directors of public safety) and emergency managers and provide these individuals with resources that may be of assistance to them such as dissemination of sample Memoranda of Understanding (MOUs).

2. Gather and compile all relevant existing materials. Update existing campus-related materials; i.e., mutual aid templates, toolkits, model protocols and guidebooks, including DOJ-produced campus-related materials that need to be updated and made relevant to today's realities.

3. Develop and maintain a robust web presence that serves as a clearinghouse of available resources to assist campus public safety, emergency managers, and other key stakeholders to effectively respond to safety issues on campus.

4. Promote the development and dissemination of effective behavioral threat assessment and management models to prevent campus violence including dating violence, sexual violence, sexual assault, and stalking.

5. Provide technical assistance to campus public safety officials and route requests, when necessary, to the most appropriate resource.

6. On a daily basis, mine public domain sources and make relevant information available to all stakeholders through the National Center.

7. Annually, conduct a Critical Issues in Campus Public Safety forum, and disseminate the results nationally. Alternatives to in-person forums should be considered.

8. As needed, assist the Bureau of Justice Statistics with its *Survey of Campus Law Enforcement Agencies.*

9. As resources permit, and based on input from the field, conduct third-level research (literature surveys) on issues such as off-campus crime prevention and control and publish the results.

10. Work closely with the public safety agencies serving tribal colleges and Historically Black Colleges and Universities (HBCUs) to identify and address their unique challenges.

11. Provide relevant training and education as needed for campus safety personnel and their collaborative partners, including campus mental health agencies.

Working closely with BJA, the awardee under this competitive announcement will serve as a coordinator of the above activities as well as a provider of some of the activities, but *is not* expected to be involved in direct delivery of all the above activities, including the delivery of training. It is expected that when necessary, the awardee may make subawards to other entities to assist in carrying out the functions of the National Center. The National Center should partner with appropriate campus safety-relevant organizations and individuals who are uniquely situated to support the National Center in the development, enhancement, and direct delivery of resources and in fulfilling training and technical assistance requests.

The National Center will work closely with a core team comprised of federal government representatives from DOJ (Office of Justice Programs, Office of Community Oriented Policing Services, the Federal Bureau of Investigation, and the Office on Violence Against Women); Department of Education; and the Department of Homeland Security.

Evidence-Based Programs or Practices

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

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

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

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that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

BJA anticipates that it will make one award not to exceed $2,302,389 for a 24-month project period.

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

Supplemental funding for this award may be available based on the availability of future appropriated funds and the grantee's history of performance.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver
With respect to any award of more than $250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

Minimization of Conference Costs
OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including, meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical

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planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages 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 affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

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

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

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

Performance Measures

To assist the Department with 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, the applicant that receives funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. The award recipient will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Management Tool (PMT) located at www.bjaperformancetools.org. The following measures are some of the core performance measures for this solicitation, but applicants should examine the complete list at www.bja.gov/Funding/BJATTAMeasures.pdf.

Objective	Performance Measure(s)	Data Grantee Provides
Establish a National Center for Campus Public Safety that is a clearinghouse of information and provides resources that will assist campus public safety leaders in their efforts to enhance security and readiness on campus.	Percentage of deliverables that meet expectations	Number of deliverables to include, but not limited to: A. National directory of campus public safety executives to include police chiefs, public safety executives, and emergency managers B. Natl. Center for Campus Public Safety website that is a clearinghouse of information and available resources C. Behavioral threat assessment and management models
	Percentage of Campus Public Safety Departments (CPSD) represented in the database	A. Number of public safety executives in the directory B. Number of emergency managers in the directory C. Number of CPSD executives or emergency managers in the database D. Of those CPSDs how many are represented in the national database
.	Number of resources disseminated to public safety executives	Number of resources disseminated to CPSDs
Enhance and promote campus public safety practices by maintaining a web-based resource center with the functionality to receive request for and deliver technical assistance services.	Number of timely analytical reports of critical events produced to inform public safety executives and emergency managers.	A. Number of critical events analyzed B. Number of days required to produce the analysis after an event occurs C. Number of analytical documents produced
	Number of hours spent developing website	A. Number of hours spent developing website
	Number of hours spent maintaining website	B. Number of hours spent maintaining the web site C. Number of web pages developed
	Percent increase internet traffic to web site	A. Number of visits/hits to web site during reporting period B. Number of visits/hits to web site during previous reporting period C. Number of unique visitors to web site

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	Percent increase in resources available on the web site	A. Number of resources posted on web site during the current reporting period
		B. Number of resources available on web site during the previous reporting period
	Percentage of information requests responded to	A. Number of information requests received during the current reporting period
		B. Number of information requests responded to during the current reporting period
		C. Number of requests for assistance routed from electronic mailing lists
		For current reporting period:
	Number of trainings conducted	Number of trainings conducted
	Number of participants who attend the training	Number of participants who: • Attended the training • 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
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained whose post-test indicated an improved score over their pre-test	
Increase the knowledge and capacity of campus safety professionals through training and technical assistance focused on emerging risks to campus safety and security and the development and dissemination of tools and resources.		For the current reporting period:
	Number of agencies/organizations receiving technical assistance	Number of agencies/ organizations serving HBCUs and tribal colleges receiving technical assistance to identify and address unique challenges.
	Number of recommendations	A. Number of recommendations developed to address unique challenges
	Percentage of recommendations adopted	B. Number of recommendations adopted
	Number of reports produced identifying and addressing unique Challenges	Number of reports produced identifying unique challenges and recommendations for addressing the challenges
	Percentage of agencies/ organizations that were planning to implement one or more recommendations	Number of agencies/ organizations that were planning to implement at least one or more recommendations

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	Percentage of agencies/ organizations who rated technical assistance as satisfactory or better	Number of agencies/ organizations who rated the services a satisfactory or better
	Percentage of participants who rated the Campus Public Safety forum as satisfactory or better	A. Number of participants who completed an evaluation at the conclusion of the forum
		B. Number of participants who rated the forum as satisfactory or better
	Number of materials/resources updated/developed	A. Number of relevant Campus-related materials/resources developed/updated to include, but not limited to: • Mutual aid templates • Toolkits • MOUs revised • Model protocols and guidebooks • Behavioral threat assessment and management models • Literature surveys • Number of resources provided as a result of public domain sources monitored
	Percentage of materials/resources disseminated	B. Number of materials/resources disseminated
	Number of research reports produced	A. Number of third-level research reports on Campus Public Safety issues published in national journals
	Number of research projects completed on Campus Public Safety	B. Number of research projects completed on Campus Public Safety

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 12 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.

What an Application Should Include

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

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

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

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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. **Abstract**
   Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts should be:

   - Written for a general public audience.
   - Submitted as a separate attachment with <Project Abstract> as part of its file name.
   - Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

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

3. **Program Narrative**
   The program narrative must respond to the solicitation and the Selection Criteria (1-5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 25 pages. Number pages "1 of 25," "2 of 25," etc.

   If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

   a. Statement of the Problem
      Applicants should describe and demonstrate understanding of the nature of and need for the National Center for Campus Public Safety.

   b. Project Design and Implementation
      Applicants should fully describe how they will establish and implement the National Center program and strategy outlined in this solicitation. Applicants must clearly show knowledge of campus public safety needs and demonstrate experience and infrastructure for successfully carrying out a multi-faceted initiative with multiple campus stakeholder groups. Applicants should address all functions of the National Center as outlined in this solicitation. Applicants may choose to include other items/deliverables in addition to the ones listed in this solicitation and should provide detailed information on those items as well. Additionally, applicants should describe how they will collaborate with key stakeholders and the core federal team, and what role stakeholders will have with the National Center.

   c. Capabilities and Competencies

Applicants must demonstrate a history of successfully providing complex national public safety programs. This history should include coordinating national programs with multiple activities to include but not limited to: curriculum development, recruitment and maintenance of subject matter experts, collaboration with stakeholders, web site development and maintenance, instruction delivery using a range of training modalities, and development of publications and materials.

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

e. Sustainment Plan It is critical that applicants provide a plan addressing how the applicant will sustain the National Center in future years in the event future appropriations are not provided.

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

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

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

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

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

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

5. **Indirect Cost Rate Agreement (if applicable)**
Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. 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. **Additional Attachments**

   a. **Applicant disclosure of pending applications**

   Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation <u>and</u> will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be subawarding federal funds).

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

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

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

   Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., "[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical

cost items outlined in the budget narrative and worksheet in the application under this solicitation.")

b. **Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal's rating under the selection criteria, in order to receive funds, the applicant's proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

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

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

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

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

7. **Other Standard Forms**
   Additional forms that OJP may require 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 Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

1. Statement of the Problem (10 percent of 100)

2. Project Design and Implementation (40 percent of 100)

3. Capabilities and Competencies (25 percent of 100)

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent of 100)

5. Sustainment Plan (10 percent of 100)

6. Budget (10 percent of 100)
   Applicants should submit a budget that is complete, cost effective, and allowable (e.g. reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[1]

Review Process

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

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

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. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

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

Additional Requirements

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

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

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- 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

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

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

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

- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Note: Grants.gov limits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. 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."

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

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

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All applicants are required to complete the following steps:

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

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

   Applicants that were previously registered in the CCR database must, at a minimum:
   - Create a SAM account;
   - Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

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

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

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

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.822, titled "National Center for Campus Public Safety," and the funding opportunity number is BJA-2013-3653.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL).

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Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Duplicate Applications

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

Experiencing Unforeseen Grants.gov Technical Issues

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

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

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

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, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

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

who can address your specific questions in a timely manner.

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

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Application Checklist

FY 2013 National Center for Campus Public Safety

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

Eligibility Requirement:
_____ The federal amount requested is within the allowable limit of $2,302,389.

What an Application Should Include:
_____ Application for Federal Assistance (SF-424) (see page 13)
_____ Abstract (see page 13)
_____ *Program Narrative (see page 13)
_____ *Budget Detail Worksheet (see page 14*)
_____ *Budget Narrative (see page 14)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 20)
_____ Indirect Cost Rate Agreement (if applicable) (see page 15*)
_____ Additional Attachments
    _____ Disclosure of Pending Applications (see page 15)
    _____ Research and Evaluation Independence and Integrity (see page 16)
_____ Other Standard Forms as applicable (see page 16), including:
    _____ Accounting System and Financial Capability Questionnaire (if applicable)

* **Note**: 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.

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