U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for the ongoing operation of the National Prison Rape Elimination Act (PREA) Resource Center (PRC). This program furthers DOJ's mission by providing training and technical assistance to support state, local, and tribal jurisdictions in achieving compliance with National PREA Standards, and in instituting zero tolerance cultures in confinement agencies and facilities related to sexual abuse and sexual harassment.

PREA Program: National PREA Resource Center FY 2015 Competitive Grant Announcement

Eligibility

Applicants are limited to non-profit organizations that guide correctional/criminal justice programs and policy initiatives with a national focus and impact. BJA strongly encourages applications that include two or more organizations; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on June 30, 2015.

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

For additional information, see How to Apply in Section D. Application and Submission Information.

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

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

submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the How to Apply section.

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email responsecenter@ncjrs.gov; fax to 301-240-5830; or web chat at https://webcontact.ncjrs.gov/ncjchat/chat.jsp. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2015-4265

Release date: May 5, 2015

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PREA Program: National PREA Resource Center
CFDA #16.735

A. Program Description

Overview

In FY 2013, the Bureau of Justice Statistics (BJS) released the 2011-2012 findings from the most recent surveys of jail and prison inmates about incidences of sexual victimization.[1] Based on this information, 4.0 percent of state and federal prison inmates, and 3.2 percent of jail inmates within the United States, reported experiencing one or more incidents of sexual victimization by another inmate or facility staff in the previous 12 months or since admission to the facility.[2] In juvenile facilities, the numbers are even more troubling. An estimated 9.5 percent of adjudicated youth in state juvenile facilities and state contract facilities (representing 1,720 youth nationwide) reported experiencing one or more incidents of sexual victimization by another youth or staff in the previous 12 months or since admission, if less than 12 months.[3]

On June 20, 2012, DOJ published the Notice of Final Rule creating national standards as required by the Prison Rape Elimination Act (PREA). The standards apply to adult prisons and jails, juvenile confinement facilities, police lockups, and community confinement facilities. The standards, which took effect on August 20, 2012, seek to prevent sexual abuse and to reduce the harm that it causes. The standards are grouped into 11 categories: prevention planning; responsive planning; training and education; screening for risk of sexual victimization and abusiveness; reporting; official response following an inmate report; investigations; discipline; medical and mental care; data collection and review; and audits.

Compliance with the overall PREA standards requires compliance with the audit standards (i.e., § 115.93, §115.193, §115.293, §115.393, and §§115.401-405). Under the audit standards, one-third of each facility type operated by an agency, or by a private organization on behalf of the agency, must be audited within each year of a 3-year audit cycle. The first audit cycle began on August 20, 2013.

In FY 2010, BJA established, via a competitively awarded cooperative agreement, the National PREA Resource Center (PRC) to support PREA implementation efforts nationwide as outlined in the Notice of Final Rule. The PRC reflects a unique collaborative partnership among a wide array of national, state, and local stakeholder organizations that represent adult prisons, jails, and lockups; juvenile corrections; community corrections; tribal confinement facilities; and inmate, youth, and victim advocacy groups. For more information about the PRC, go to www.prearesourcecenter.org.

The overarching, ongoing charge of the PRC is to work with BJA and DOJ to ensure that the progress made toward the implementation of the PREA standards continues, and that the commitment to the elimination of sexual abuse and sexual harassment in confinement settings

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[1] See BJS, Sexual Victimization in Prisons and Jails Reported by Inmates, 2011–12 (May 2013).

[2] See id., page 6.

[3] See BJS, Sexual Victimization in Juvenile Facilities Reported by Youth, 2008–09 (January 2010), pages 1, 4. This total includes the cross-sectional number covered in BJS surveys plus the number of estimated victims released in the 12 months prior to the survey. It includes adjudicated/committed youth only. For methodology, see Initial Regulatory Impact Analysis (IRIA), page 9, available at www.ojp.gov/programs/pdfs/prea_nprm_iria.pdf.

increases and becomes institutionalized in state, local, and tribal jurisdictions across the nation. Key priorities for the PRC going forward include:

- Providing technical assistance and resources to previously underserved agencies and jurisdictions to ensure that the promise of sexual safety is real in all confinement settings;
- Promoting correctional culture changes in agencies and facilities where PREA standards implementation activities are taking place; and
- Assessing and improving the quality of the PREA audit function.

The PRC is currently fully funded through September 2016. Therefore, it is anticipated that operations and funding available under the 2-year (24-month) cooperative agreement being competed with this solicitation will not begin until June 1, 2016. This will guarantee continuity of operations for the PRC between the current funding and the funding being made available through this solicitation.

This program is authorized under the Prison Rape Elimination Act, 42 USC 15601, et seq., the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. 113-235, 128 Stat 2130, 2194.

Program-Specific Information
The successful applicant will articulate how the work and accomplishments of the PRC to date will be leveraged and expanded to ensure that:

- Implementation of the PREA standards continues nationwide; and
- The commitment to the elimination of sexual abuse and sexual harassment in confinement settings increases and becomes institutionalized in state, local, and tribal jurisdictions.

Applicants must successfully communicate a comprehensive, collaborative approach that achieves the objectives and results in the specific deliverables described below.

Goals, Objectives, and Deliverables
This program's objectives and deliverables are explained in the context of the key components of the PREA implementation strategy that has been implemented to date by BJA and DOJ, in collaboration with the PRC. These components include:

- Creating and enhancing the PREA audit process;
- Providing training and technical assistance related to PREA implementation;
- Building a comprehensive communication and outreach strategy to support PREA implementation; and
- Supporting the work of DOJ's PREA Working Group.

Creating and Enhancing the PREA Audit Process

Background on the PREA Audit Process

Since the initial PREA audit cycle commenced on August 20, 2013, BJA, in collaboration with the PRC, has spent significant time, effort, and resources creating and implementing a comprehensive, historic, and unprecedented PREA audit process. Key milestones achieved by BJA and the PRC, which reflect the Department's audit-related responsibilities as outlined in the PREA standards (see §§ 115.401–.405), include:

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- Developing an extensive auditor training curriculum and written exam;
- Identifying expert faculty members to deliver presentations and facilitate small groups focused on auditing scenarios and building interviewing skills;
- Delivering multiple week-long (40-hour) auditor trainings for many hundreds of auditor candidates;
- Finalizing four comprehensive audit instruments that reflect the four facility types included in the PREA standards;
- Processing and evaluating more than 1,000 auditor applications;
- Coordinating the certification and posting process for more than 500 DOJ-certified PREA auditors (for a list of DOJ-certified PREA auditors, see: www.prearesourcecenter.org/audit/list-of-certified-auditors);
- Initiating an ongoing support and education program for DOJ-certified PREA auditors; and
- Implementing a multi-tiered quality improvement process focused on PREA audits.

Objectives and Deliverables for the PREA Audit Process

This program's five objectives and deliverables related to the PREA audit process are as follows:

Objective 1: To build upon the foundation established by BJA and the PRC to provide PREA auditor candidates with high quality training and support that enables them to become certified by DOJ, and to conduct objective, transparent, comprehensive, consistent, and reliable audits.

Objective 1 Deliverables: BJA and the PRC have conducted multiple in-person trainings for PREA auditor candidates. Each training is 40 hours in length and includes a mix of didactic presentations on the meaning of the PREA standards, as well as facilitated, small group sessions that focus on PREA standards compliance scenarios and the development of interviewing skills that can be used to enhance the effectiveness of the onsite portion of PREA audits.

BJA anticipates conducting four more 40-hour trainings for PREA auditor candidates during this 2-year (24 month) program. Applicants should propose two trainings per year for 50 participants each. Applicants are strongly encouraged to describe how online technologies will be leveraged to facilitate the teaching of some or all of the PREA standards prior to the four trainings so that the 40-hour in-person events can focus on case studies and the application of the PREA standards to compliance scenarios, and the development of interviewing and other skills necessary to conduct the on-site portion of confinement facility audits effectively. Applicants should also articulate specific training goals for the four events and describe in detail an agenda that will achieve these goals. Note that for current auditor trainings, trainees pay their own, travel and per diem expenses.

In addition to a comprehensive plan to support the delivery of four successful trainings for PREA auditor candidates, other key deliverables associated with objective 1 include:

- A process to recruit successful PREA auditor candidates who possess the skills and capacity necessary to conduct high quality audits of confinement facilities (for more information about the current application process for PREA auditors, see: www.prearesourcecenter.org/audit/auditor-qualifications-and-application);

- A method to review the applications of PREA auditor candidates comprehensively and to make recommendations to BJA regarding the candidates who should be accepted into the trainings; and
- A strategy to test training participants' knowledge of the PREA standards and auditing skills at the conclusion of each in-person 40-hour training.

Objective 2: To carry out an ongoing PREA audit quality improvement effort that results in enhancements to the objectivity, transparency, comprehensiveness, consistency, and reliability of audits. This effort will focus on:

- Collecting and sharing information about past, planned, ongoing, and completed PREA audits;
- Identifying trends in agencies' and facilities' efforts and ability to comply with the standards;
- Helping to guide PREA-related training and technical assistance provided by the PRC to the field, and to BJA's PREA Demonstration Program grantees;
- Ensuring certified auditors meet or exceed expectations as defined in the PREA Auditor Training, and in the forthcoming *PREA Auditor Handbook,* a PRC deliverable;
- Promoting the accuracy of PREA audit results;
- Enhancing the credibility of and confidence in the PREA audit process on the part of the field and DOJ-certified PREA auditors; and
- Improving inter-rater reliability among DOJ-certified PREA auditors in their conduct of audits.

Objective 2 Deliverables: The PRC, in collaboration with BJA, is currently collecting and analyzing information about past, planned, ongoing, and completed PREA audits. DOJ-certified PREA auditors are required to submit reporting forms to the PRC regarding their audit activity, as well as their interim and final reports. To date, there have been approximately 700 audits reported to the PRC (either completed or in some stage of process), and audit activity is occurring in the vast majority of states.

BJA and the PRC have identified both strengths and challenges in the PREA audit reports that have been collected, and have begun proactive outreach to auditors whose reports do not meet a minimum threshold of quality. The primary quality-related challenges focus on whether auditors:

- Addressed each provision in each standard;
- Included sufficient discussion of all relevant evidence relied upon to determine each audit finding;
- Provided ample discussion of their method(s) of assessment for corrective action(s) taken;
- Articulated their audit methodology clearly in their narrative; and
- Reviewed their report to ensure fidelity to the language of the standards.

In addition, BJA and the PRC are implementing a probationary status for DOJ-certified PREA auditors beginning with the March 2015 Auditor Training. Certified auditors on probationary status are required to submit their interim and final reports associated with their first two audits to the PRC. In consultation with BJA, the PRC will provide feedback on the structure of the reports, and evaluate auditors' future reports for improvements based on the feedback provided.

The specific deliverables associated with objective 2 include implementing and supporting processes and protocols related to carrying out the following activities, in collaboration with BJA:

- Analyzing reporting information submitted to the PRC by PREA auditors (it is anticipated that 700–1,000 reporting forms will be submitted each year);
- Reviewing the reports submitted by auditors with probationary status and providing feedback to them;
- Examining reports (700–1,000 per year are anticipated) submitted by auditors who are not on probationary status, providing ongoing education to them as needed (see below for more information about ongoing auditor education), and referring auditors to BJA who consistently submit reports that do not meet a minimum threshold of quality, or who engage in audit activity that may be unethical, illegal, or reflective of a conflict of interest as defined in the PREA standards, the PREA FAQs (see www.prearesourcecenter.org/faq), and by DOJ in the forthcoming *PREA Auditor Handbook*;
- Assessing the audit documentation provided to the Department as required in § 115.401(j); and
- Implementing a formal audit peer review process designed to examine the findings of both randomly selected audit reports and reports that are suspected of not meeting a minimum threshold of quality.

Objective 3: To provide relevant continuing education opportunities for DOJ-certified PREA auditors that enhance their skills and knowledge, and support the overall audit quality improvement process.

Objective 3 Deliverables: BJA recognizes that the 40-hour in-person auditor training may not be sufficient to equip all participants to conduct high quality PREA audits. Therefore, the PRC, in partnership with BJA, has implemented a number of supplements to the 40-hour training, including:

- The PREA Auditor Field Training Program (FTP), which offers direct field auditing experience in a supervised and supported environment to DOJ-certified auditors who feel they could benefit from practicing and applying the information they learned during the auditor training in an actual audit (for more information, see: www.prearesourcecenter.org/audit/auditor-field-training-program);
- Webinars for certified auditors on issues and questions they identify in the auditor trainings and in their auditing work (for more information, see www.prearesourcecenter.org/training-and-technical-assistance/archived-webinars); and
- An auditor helpline to assist DOJ-certified auditors with questions or concerns that arise through their audit activities.

While the deliverables to support achievement of objective 3 may include the continuation or expansion of the three supplements to the 40-hour training listed above, applicants are strongly encouraged to identify and propose additional methods and strategies to ensure that DOJ-certified PREA auditors possess the knowledge and skills necessary to conduct high quality audits.

Objective 4: To manage the certification, recertification, and decertification of PREA auditors (see § 115.402(b)). For more information about the requirements associated with becoming a DOJ-certified PREA auditor, see: www.prearesourcecenter.org/audit/auditor-qualifications-and-application.

Objective 4 Deliverables: The PRC, in consultation with BJA, grades the examinations that are administered after the in-person 40-hour training and refers auditor candidates to BJA for consideration for certification. Because certification lasts for three years, applicants, in addition to describing how they will grade examinations and refer candidates to BJA for certification, are strongly encouraged to propose how they will support the process related to auditor recertification and decertification. Specifically, applicants should identify key issues and considerations that may guide BJA's recertification and decertification decisions, and how information about these key issues and considerations will be collected and provided to BJA.

Objective 5: To oversee and manage the Online PREA Audit Instrument.

Deliverables associated with objective 5: The PREA standards do not contemplate the need for an online version of the four audit instruments that are referenced above. (For more information about the instruments, see www.prearesourcecenter.org/node/1754.) However, given the significant complexities and burdens associated with collecting, organizing, and securely retaining documents and information related to PREA audits, the PRC, in collaboration with BJA, initiated development of an online version of the audit instruments. The online tool will allow audit documents to be completed electronically, and reference materials to be uploaded and stored securely and digitally, versus auditors keeping hard copies of all materials used in making compliance determinations.

The development process associated with the online tool has been extensive because of the significant data security requirements imposed under the Federal Information Security Management Act (FISMA). Applicants should explain and describe the activities necessary to oversee and manage the FISMA-compliant Online PREA Audit Instrument.

Providing Training and Technical Assistance Related to PREA Implementation

Background on PREA Training and Technical Assistance (TTA)

The successful implementation of the PREA standards requires a robust TTA process on topics and issues that reflect major questions and needs articulated by the field. For more information regarding the PRC's current TTA strategy, which includes targeted TTA, field-Initiated TTA, support to the jurisdictions in receipt of PREA Demonstration Grant awards from BJA, and "PREA in Action," see: www.prearesourcecenter.org/training-and-technical-assistance.

Objectives and Deliverables for PREA TTA

This program's objective and deliverables related to the provision of TTA are articulated below.

Objective 1: Expand upon and enhance the existing TTA strategy referenced above, and new methods to deliver TTA as efficiently and effectively as possible. In addition, the applicant must identify a cadre of TTA partners that represent the different stakeholder groups that have a role or a stake in the successful implementation of the PREA standards, and describe how the perspectives and expertise of these partners will be leveraged to ensure successful delivery of TTA.

Objective 1 Deliverables:

- **TTA for Grantees:** Serve as the primary TTA provider for PREA Demonstration grantees. Develop uniform TTA request and response protocols. Provide proactive, culturally competent, comprehensive, user-friendly TTA via teleconferencing, peer-to-peer consultations, onsite assistance, web-based assistance, and follow-up TTA as required by phone and e-mail. For more information about these grantees, see: www.bja.gov/ProgramDetails.aspx?Program_ID=76.
- **Targeted TTA:** In addition to serving as the primary TTA provider for PREA Demonstration grantees, applicants should describe methods for providing global TTA opportunities to assist the corrections field in implementing the PREA standards and developing "zero tolerance" cultures for sexual abuse in correctional facilities, such as topical resources, webinars, policy briefs, instructional videos, and case studies highlighting promising programs and strategies across the country for implementing PREA.
- **Field-Initiated TTA:** BJA anticipates the continued delivery of field-initiated PREA-related TTA so that the individual needs of agencies and facilities nationwide are addressed. Applicants should define a comprehensive, strategic process for responding to field-initiated requests for TTA in cost-effective ways that maximize technology to deliver offsite assistance and limit on-site support to requests that may result in significant policy or practice changes that can be replicated at the jurisdiction or agency level across the country.
- **TTA Partners:** Identify and maintain a list of TTA partners whose expertise and experience align with the field's PREA implementation needs, such as experts in corrections and jails, law enforcement, community corrections, research, and victim services. Assign TTA partners to assist grantee- and field-initiated requests when appropriate and report on and monitor TTA assistance provided.
- **TTA Reporting:** In addition to the performance measurement requirements listed on page 19 of this solicitation, the PRC shall produce an annual report that describes the TTA delivered to both grantees and the broader corrections field, such as: summary information on TA delivered to grantees and its outcomes; resources; trainings; webinars; and curriculum development.
- **PRC Web Site**: Develop and maintain a PRC web site to include relevant resources and a mechanism for online technical assistance.
- **Grantee Orientation:** Plan and implement a grantee orientation that may cover a range of topics, such as a TTA overview, grant management process and related tools, performance measurement, and lessons learned, while also serving as a networking opportunity for grantees. The orientation should include up to three representatives from all FY 2016 PREA Demonstration grantees. For planning purposes, assume a 2-day orientation session to be held in Washington, DC.
- **Grantee Communications:** Develop and maintain a listserv of PREA Demonstration grantees to distribute updates and other information and to facilitate ongoing communication.
- **Grantee Performance Measures:** Assist grantees in collecting and reporting on PREA-related performance measures and identify and explain trends from the performance measure data submissions. If needed, prepare PREA-specific data collection practices. Assess grantee capacity for reporting during site visits and phone calls and make recommendations for improvement.
- **GrantStat Support:** Participate in GrantStat with BJA staff for PREA Demonstration grantees. GrantStat allows BJA management and staff to examine the performance of grant programs by tracking and comparing grantee and program performance along selected key

indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee's and program's performance as measured against the program's goals and objectives. TTA providers will be required to participate (via phone or in-person) in regular meetings and report on information and key findings from their interaction with the grantees.

Focus Areas for PREA TTA

The two focus areas described below have been identified by BJA as priorities for enhanced TTA provision in support of PREA implementation. Applicants are encouraged to incorporate these focus areas into the TTA deliverables listed above, as well as propose new strategies for addressing these priority focus areas.

Focus Area 1: The provision of TTA to previously underserved agencies and facilities, particularly local jails, local juvenile facilities, community confinement facilities, and police lockups, in addition to delivering TTA to adult prisons and jails, juvenile facilities operated by state agencies, and BJA's PREA Demonstration Grantees. To date, adult prisons and jails, and juvenile facilities operated by state agencies, have been the primary requestors and recipients of PREA- related TTA delivered by the PRC. BJA is very committed to continuing to provide TTA to these critical constituencies, but is looking to identify an applicant who possesses the expertise and credibility necessary to reach the entities across the nation that have responsibilities under PREA, but that have not regularly pursued assistance through the PRC. Applicants are strongly encouraged to offer reasons why local jails, local juvenile facilities, community confinement facilities, and police lockups have not demonstrated a high level of interest in or knowledge about the PREA standards, and to propose specific, cost-effective methods to address these reasons and reach these underserved agencies that have not leveraged the PRC's existing TTA activities and resources. More broadly, applicants should also identify the ongoing challenges and issues faced by the field overall related to PREA standards implementation, and propose cost-effective ways to address these challenges and issues on a national level through TTA.

Focus Area 2: The provision of advanced TTA, in the form of educational initiatives, agencywide strategic planning efforts, and other strategies that should be proposed by applicants, that increases the commitment of agency leaders to the PREA standards, and that supports culture change efforts in agencies that are working on standards implementation. Two critical components of the successful and sustained implementation of the PREA standards are strong agency leadership and a transformation in the cultures of confinement agencies and facilities so that they reflect "zero tolerance" cultures for sexual abuse and sexual harassment. Therefore, BJA is looking to identify an applicant that possesses significant experience and demonstrated success working with criminal and juvenile justice agency and facility leaders to:

- Promote enhancements in policies and practices related to overall safety—and to sexual safety in particular—in confinement; and
- Change cultures in agencies and facilities over time to promote zero tolerance for sexual abuse or sexual harassment.

Applicants should explain their experiences carrying out leadership development and culture change work, and describe the specific approaches and methods they will use to achieve this

objective, including how they will leverage and build upon the TTA resources and successes to date of the PRC.

Building a Comprehensive Communication and Outreach Strategy to Support PREA Implementation

Background on Communication and Outreach Related to PREA

A continuing high priority related to PREA implementation for BJA is to communicate proactively with key constituent groups and national organizations that are impacted by, or have a stake in, PREA implementation. Such outreach promotes an increased understanding of the PREA standards, and provides members of these constituent groups and national organizations with meaningful opportunities to ask questions and seek guidance about their PREA-related efforts.

In addition, BJA is very committed to providing criminal and juvenile justice policymakers, practitioners, and others nationwide with accurate, timely information about the PREA standards, including PREA event announcements, available resources, and interpretative guidance issued by the PREA Working Group (PWG) (see below for more information about the PWG). Ongoing communication with and outreach to the field is accomplished by the PRC, in part, through monthly e-blasts and periodic special notifications when essential information needs to reach the field before the next scheduled blast. In addition, the PRC web site (www.prearesourcecenter.org) is a focal point for all of the information and resources provided to the field by the PRC, with new material added on an almost daily basis.

Objectives and Deliverables for Communication and Outreach

The objectives and deliverables related to communication and outreach are as follows.

Objective 1: To continue to communicate with and educate key constituent groups and national organizations about their responsibilities under PREA and the importance of compliance with the PREA standards.

Objective 1 Deliverables: Applicants are strongly encouraged to identify the key constituent groups and national organizations that should be the targets of this program's communication and outreach efforts, and propose ways to reach each one of these entities cost-effectively. In addition, applicants should explain how the questions and feedback from these groups and organizations will be used to inform the ongoing TTA efforts of the PRC.

Objective 2: To continue, and build upon and expand as needed, the PRC's existing methods of ongoing communication with and outreach to the field.

Objective 2 Deliverables: Applicants should be familiar with the existing communication methods of the PRC, and propose changes and/or additions that will be most effective in conveying critical information nationally about PREA and the work of the PRC. Applicants are strongly encouraged to explain how technology will be leveraged to enhance communication in cost-effective ways. In addition, they may propose changes to the PRC web site to enhance functionality, and make the information on the site more accessible to the diverse community of users.

Supporting the Work of DOJ's PREA Working Group (PWG)

Background on the PWG

The PWG is a long-standing entity composed of representatives from numerous DOJ components. Its mission has evolved over time from completing the PREA standards to providing interpretative guidance to the field on issues of first impression related to the PREA standards. This work is accomplished at twice-monthly meetings. Chaired and directed by the PREA Management Office at BJA, the group's members include leaders from the following DOJ components:

- Office of the Deputy Attorney General
- Office of OJP's Assistant Attorney General
- Access to Justice
- Bureau of Prisons
- Civil Rights Division
- National Institute of Corrections (NIC)
- Office on Violence Against Women (OVW)
- U.S. Marshals Service
- Bureau of Justice Assistance (BJA)
- Office for Victims of Crime (OVC)
- Office of Juvenile Justice and Delinquency Prevention (OJJDP)
- OJP's Office for Civil Rights (OCR)
- OJP's Office of the General Counsel (OGC)

Objective and Deliverables Related to the Work of the PWG

This program's objective and deliverables associated with supporting the work of the PWG are as follows.

Objective 1: To provide background and contextual information to the PWG about questions of first impression related to the PREA standards that are submitted by the field.

Objective 1 Deliverables: The PRC is ideally positioned to provide background and contextual information related to questions of first impression that are submitted by the field because of the constant communication that the PRC has with the field related to PREA. Twice per month, at least three days prior to each PWG meeting, the PRC will provide BJA with a memo which explains new questions of first impression that have been collected from the field. Each memo must identify the relevant standard(s) and provide sufficient detail to enable the PWG members to understand the dimensions of the issue(s) to be addressed and the specific question(s) to be answered. Successful development of these memos for the PWG requires significant knowledge of and experience with the PREA standards, and with the operation of the types of confinement facilities covered by the standards.

Collaboration with Other Federal Agencies
As emphasized above, BJA, BJS, OJJDP, OVC, OVW, NIC, and other partners collaborate to ensure that adult and juvenile PREA efforts are supported, and that victim services are incorporated into comprehensive responses.

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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
- 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. The OJP 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.

B. Federal Award Information

Amount and Length of Awards

BJA anticipates it will make one award of up to $6,000,000 for a 24-month project period under this program. The award will be made prior to September 30, 2015, but as noted above, it is anticipated the award start date will be June 1, 2016, because the PRC is currently funded through the end September 30, 2016. This timing will ensure a smooth transition and continuity of operations for the PRC between the funding which expires on September 30, 2016, and the funding that is available through this solicitation.

BJA may, in certain cases, provide supplemental funding in future years to the award under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award[4]

BJA expects that it will make the award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, National Policy, and other Legal

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[4] *See generally* 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

Requirements, under Section F. Federal Award Administration Information, for details regarding the federal involvement anticipated under an award from this solicitation.

In support of the program goals, objectives, and deliverables described above, BJA's oversight role will include, but not be limited to, the following:

- Reviewing and approving work plans, including changes to these plans, and key decisions related to program operations;
- Reviewing and approving project-generated documents, materials, and other deliverables;
- Providing guidance in planning meetings and participating in training events and conferences;
- Reviewing and approving any proposed solicitations prior to release or publication; and
- Reviewing and approving any proposed subawards or subcontracts.

Financial Management and System of Internal Controls
If selected for funding, the award recipient must:
(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in "Standards for Internal Control in the Federal Government" issued by the Comptroller General of the United States and the "Internal Control Integrated Framework", issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available here.

Budget Information

Cost Sharing or 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.

Pre-Agreement Cost Approvals
OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid

from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should notify the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the Financial Guide for more 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.[5] The 2015 salary table for SES employees is available at the Office of Personnel Management web site. 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 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.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

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

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[5] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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 under "Solicitation Requirements" in the OJP Funding Resource Center.

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement
For additional information on cost sharing and match requirement, see Section B. Federal Award Information.

Limit on Number of Application Submissions
If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see How to Apply.

D. Application and Submission Information

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, Budget Detail Worksheet, Budget Narrative, Resumes, Work Samples or Bibliography, and Time/Task Plan. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats.

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

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and OJP's Grants Management System (GMS) take information from the applicant's profile to populate the

fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable). The applicant should include the full amount requested for the entire 24-month project period on the SF-424

Intergovernmental Review: This funding opportunity (program) **is not** subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the "Program is not covered by E.O. 12372.")

Selecting the Appropriate Point of Contact (POC) and the Authorized Representative. Applicants should be cognizant that these two contacts should not be the same. The authorized representative must have the authority to enter into a legal contract with the federal government. The POC will be responsible for communication with BJA and grant management duties, such as a submission of reports. Make sure that the name, contact information, title, and solicitation is correct.

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

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

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

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

   All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

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

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

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

3. Program Narrative

The Program Narrative must respond to the solicitation and the Selection Criteria in the order given. 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 20 pages. Pages should be numbered in the following format: "1 of 20," "2 of 20," etc.

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

The following sections should be included as part of the program narrative and are described more fully in the Selection Criteria section:

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
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, applicants that receive funding under this solicitation must provide data that measures the results of their work done under this solicitation. Post award, recipients will be required to submit performance metric data quarterly through BJA's online Training and Technical Assistance Reporting Portal.

To assist applicants in developing their plans for collecting and reporting performance measurement data that will meaningfully evaluate progress, the following measures are the core performance measures for the Training and Technical Assistance Programs.

Objectives	Performance Measure	Data Grantee Provides
Provide criminal and juvenile justice policymakers, practitioners, and others nationwide with accurate, timely information about the PREA standards, including PREA event announcements, available resources, and interpretative guidance	Number of conferences or advisory/focus groups held Percentage of advisory/focus groups evaluated as satisfactory or better Number of publications developed Number of publications disseminated Percent of web sites developed and maintained Percent increase in the number of visits to web sites	For the current reporting period: • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed • Number of publications/resources disseminated • Number of web sites developed. • Number of web sites maintained. • Number of visits to web sites during the current reporting period • Number of visits to web sites during the previous reporting period

Objectives	Performance Measure	Data Grantee Provides
Provide training and technical assistance to support state, local, and tribal jurisdictions in achieving compliance with National PREA Standards, and in instituting zero tolerance cultures in confinement agencies and facilities related to sexual abuse and sexual harassment	Percentage of information requests responded to	• Number of information requests • Number of information requests responded to

	Number of onsite visits completed
	
	Percentage of requesting agencies who rated services as satisfactory or better
	
	Percentage of requesting agencies that were planning to implement one or more recommendations
		For the current reporting period:
		
		• Number of onsite visits completed
		• Number of reports submitted to requesting agencies after onsite visits
		• Number of requesting agencies who completed an evaluation of services
		• Number of agencies who rated the services a satisfactory or better
		   ○ a) in terms of timeliness
		   ○ b) quality
		• Number of follow-ups with requesting agencies completed 6 months after onsite visit
		• Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit

	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 (by type): • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop 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 the post-test with an improved score over their pre-test
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.	For the current reporting period, number of individuals who: • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job Number of training curricula:

20

Objectives	Performance Measure	Data Grantee Provides
	Number of curricula developed	• Developed
		• Pilot tested Revised after being pilot tested
	Number of curricula that were pilot tested	
	Percentage of curricula that were revised after pilot testing	

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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 Funding Resource Center web page (ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Data Privacy and Confidentiality Requirements" section on that web page.

4. Budget Detail Worksheet and Budget Narrative

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

- Personnel
- Fringe Benefits
- Travel
- Equipment

- Supplies
- Consultants/Contracts
- Other Costs, and
- Indirect Costs

The budget detail worksheet should provide an itemized breakdown of all costs within each budget category.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.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.

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

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

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section B. Federal Award Information.

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the Financial

Guide. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. **Applicant Disclosure of High Risk Status**
Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

7. **Additional Attachments**

a. **Letters of support** from project partners, if any, demonstrating commitment to and support of the project.

b. **Resumes/Curricula Vitae and Position Descriptions for Key Personnel**
An applicant may combine resumes/CVs and position descriptions into one attachment or may submit separate attachments, as preferred.

c. **Work samples or bibliography** of resources that the applicant has produced that are relevant to the solicitation, if any. Please provide a sampling of such resources or links to any publicly available materials. An applicant may combine a bibliography with a curriculum vitae, if appropriate.

d. **Time/Task Plan**
Include a comprehensive time/task plan that identifies milestones, numerically listed deliverables, and who is responsible for each activity.

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

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

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

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

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

f. Research and Evaluation Independence and Integrity
If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an 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. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will 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 sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

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

8. **Financial Management and System of Internal Controls Questionnaire**
   In accordance with 2 CFR 200.205, Federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this form.

9. **Disclosure of Lobbying Activities**
   All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

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

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

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

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

Grants.gov is designed to forward successfully submitted applications 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." GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

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

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

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

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

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

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

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.735, titled "PREA Program: Demonstration Projects to Establish "Zero Tolerance" Cultures for Sexual Assault in Correctional Facilities National Prison Rape Elimination Act (PREA) Resource Center" and the funding opportunity number is BJA-2015-4265.

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

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

Note: Duplicate Applications
If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under How to Apply.

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

The following conditions are generally insufficient to justify late submissions:
- Failure to register in SAM or Grants.gov in sufficient time

- Failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls

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

E. Application Review Information

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

1. **Statement of the Problem (10 percent)**
   Applicants should describe and demonstrate understanding of the nature of the problem, describe the need for addressing the problem, and very briefly introduce how the applicant proposes to address the problem(s) identified.

2. **Project Design and Implementation (40 percent)**
   Applicants should demonstrate how they will design and implement a project to address the specific category for which they are applying. They should address the requirements outlined on pages 5-13 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. Applicants must include a time/task plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity. Describe how the TTA will encompass data-driven and evidence-based practices. Describe how the applicant will identify and assess training and technical assistance needs. Describe how the applicant will ensure sustainability of the resources created by transitioning all information and materials developed through the project to a successor awardee, if applicable, no later than three months prior to the end of the project.

3. **Capabilities and Competencies (30 percent)**
   Applicants must demonstrate a history of successfully providing complex national TTA programs related to the subject matter. This history should include capabilities and competencies required to successfully complete the project. Examples of capabilities/competencies include: curriculum development; translation of social science for lay audiences; recruitment and maintenance of subject matter experts; nationwide instruction delivery using a range of training modalities, such as online and in-person training, to a variety of criminal justice professionals and leaders; training/meeting logistics planning and implementation; conducting individual course evaluations; and development and publication of well-written reports, presentations, training materials, articles, publications, etc. Provide a selection of such resources or links to any publicly available materials.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)**
   Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program. Describe process to accurately report implementation findings.

5. **Budget (10 percent)**
   Provide a proposed budget for the entire project period 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 the goals of the project. [6]

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as "critical elements"
- Applicants will be checked against the General Services Administration's Excluded Parties List

For a list of critical elements, see "What an Application Should Include" under Section D. Application and Submission Information.

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation's selection criteria. 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, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations,

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[6] 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.

geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its Solicitation Requirements page of the OJP Funding Resource Center.

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the OJP Funding Resource Center and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements[7] with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard "federal involvement" conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any "federal involvement" condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements
Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

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[7] *See generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

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

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

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

Application Checklist
FY 2015 PREA Program: National PREA Resource Center

This application checklist has been created to assist in developing an application. Please note that the items indicated with an asterisk (*) below have been designated as the basic minimum requirements for both categories of applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number (see page 27)
_____ Acquire or renew registration with SAM (see page 27)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 27)
_____ Acquire AOR confirmation from the E-Biz POC (see page 28)
To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov (see page 28)
_____ Download Funding Opportunity and Application Package
_____ Sign up for Grants.gov email notifications (optional) (see page 26)
_____ Read Important Notice: Applying for Grants in Grants.gov
After application submission, receive Grants.gov email notifications that:
_____ (1) application has been received,
_____ (2) application has either been successfully validated or rejected with errors (see page 28)
If no Grants.gov receipt, and validation or error notifications are received:
_____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 28)

General Requirements:

_____ Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of $6,000,000.

Eligibility Requirement: Applicants are limited to non-profit organizations that guide correctional/criminal justice programs and policy initiatives with a national focus and impact.

What an Application Should Include:
_____ Application for Federal Assistance (SF-424) (see page 17)
_____ Project Abstract (see page 18)
_____ *Program Narrative (see page 19)
_____ *Budget Detail Worksheet (see page 21*)
_____ *Budget Narrative (see page 22)
    _____ Employee Compensation Waiver request and justification (if applicable) (see page 16)
    _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm

(see page 16)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 26)

_____ Indirect Cost Rate Agreement (if applicable) (see page 22)

_____ Applicant Disclosure of High Risk Status (see page 23)

_____ Additional Attachments

     _____ Letters of support from project partners (see page 23)

     _____ *Resumes/Curricula Vitae and position descriptions for key personnel (see page 23)

     _____ *Work samples or bibliography (see page 23)

     _____ *Time/task plan (see page 23)

     _____ Applicant Disclosure of Pending Applications (see page 23)

     _____ Research and Evaluation Independence and Integrity (see page 24)

_____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 26)