



The [U.S. Department of Justice](#), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding under the Edward Byrne Memorial Competitive Grant Program and the Edward Byrne Memorial Justice Assistance Grant Program. This program furthers the Department's mission by assisting state and local jurisdictions in improving the criminal justice system and assisting communities in preventing drug abuse and crime.

## Enhancing Institutional and Community Corrections Grant Program FY 2009 Competitive Grant Announcement

### Eligibility

Applicants are limited to national, regional, state, or local public and private entities, including nonprofit organizations, faith-based and community organizations, institutions of higher education, and tribal jurisdictions.

**Note: Applications that are not national in scope or do not respond to the identified categories will not be peer reviewed or considered for funding under this solicitation.**

(See "Eligibility," page 1)

### Deadline

Registration with OJP's [Grants Management System](#) is required prior to application submission. All applications are due by 8:00 p.m. Eastern Time on June 22, 2009.  
(See "Deadline: Applications," page 1)

### Contact Information

For assistance with the requirements of this solicitation, contact BJA toll-free at 1-866-859-2687 or e-mail Gary Dennis, BJA Senior Policy Advisor, at [gary.dennis@usdoj.gov](mailto:gary.dennis@usdoj.gov).

This application must be submitted through OJP's [Grant Management System \(GMS\)](#). For a step-by-step guide, visit [www.ojp.gov/gmscbt/](http://www.ojp.gov/gmscbt/) and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For technical assistance with submitting the application, call the Grants Management System Support Hotline at 1-888-549-9901, option 3. The GMS Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. Eastern Time.

**Release date: May 27, 2009**

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# Enhancing Institutional and Community Corrections Grant Program CFDA #s 16.751 and 16.738

## Overview of Enhancing Institutional and Community Corrections Grant Program

This FY 2009 grant announcement focuses on national initiatives to improve the functioning of the criminal justice system, specifically correctional services. This program is funded under both the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Authorized by the Consolidated Appropriations Act, 2009 (Pub. L. 111-8), the Byrne Competitive Program helps local communities improve the capacity of state and local justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local needs. The JAG Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions, and JAG funds support all components of the criminal justice system. The JAG Program authorization also states that “the Attorney General may reserve not more than 5 percent, to be granted to 1 or more States or units of local government, for 1 or more of the purposes specified in section 3751 of this title, pursuant to his determination that the same is necessary—(1) to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime” (42 U.S.C. 3756).

### Deadline: Registration

Applications must be submitted through OJP’s online [Grants Management System \(GMS\)](#). Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. The registration process for organizations includes: (1) obtaining a Data Universal Numbering System (DUNS) number; (2) registering your organization with the Central Contractor Registration (CCR) database; and (3) registering with GMS prior to applying. See How To Apply (page 5) for further information on DUNS numbers and the CCR.

The deadline to register is **8:00 p.m. Eastern Time on June 22, 2009**.

### Deadline: Applications

The due date for applying for funding under this announcement is **8:00 p.m. Eastern Time on June 22, 2009**.

### Eligibility

Applications are solicited from national, regional, state, or local public and private entities, including nonprofit organizations, faith-based and community organizations, institutions of higher education, and tribal jurisdictions (for a list of federally recognized tribes, go to [Federal Register, Vol. 73, No. 66](#)).

**Faith-Based and Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, it is DOJ policy that faith-based and other community organizations that statutorily qualify as eligible applicants under DOJ programs are invited and encouraged to apply for assistance awards to fund eligible grant activities. Faith-based and other community organizations will be considered for awards on the same basis as other eligible applicants and, if they receive assistance awards, will be treated on an equal basis with all other grantees in the administration of such awards. No eligible applicant or grantee will be discriminated for or against on the basis of its religious character or affiliation, religious name, or the religious composition of its board of directors or persons working in the organization.

Faith-based organizations receiving DOJ assistance awards retain their independence and do not lose or have to modify their religious identity (e.g., removing religious symbols) to receive assistance awards. DOJ grant funds, however, may not be used to fund any inherently religious activity, such as prayer or worship. Inherently religious activity is permissible, although it cannot occur during an activity funded with DOJ grant funds; rather, such religious activity must be separate in time or place from the DOJ-funded program. Further, participation in such activity by individuals receiving services must be voluntary. Programs funded by DOJ are not permitted to discriminate in the provision of services on the basis of a beneficiary's religion.

If your organization is a faith-based organization that makes hiring decisions on the basis of religious belief, it may be entitled, under the Religious Freedom Restoration Act, 42 U.S.C. § 2000bb, to receive federal funds and yet maintain that hiring practice, even if the law creating the funding program contains a general ban on religious discrimination in employment. For the circumstances under which this may occur, and the certifications that may be required, please see the section titled, "Funding to Faith-Based Organizations" on the "Other Requirements for OJP Applications" web page at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

Applicants are also encouraged to review the "Civil Rights Compliance" section on the "Other Requirements for OJP Applications" web page, which can be found at the web address shown above.

**American Indian Tribes and Alaska Native Tribes and/or Tribal Organizations:** All tribal applications must be accompanied by a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable government body. If the grant will benefit more than one tribal entity, a current authorizing resolution or other enactment of the tribal council or comparable government body from each tribal entity must be included. In addition, if the grant application is being submitted on behalf of a tribal entity, a letter or similar document authorizing the inclusion of the tribal entity named in the application must be included.

## **Enhancing Institutional and Community Corrections Grant Program— Specific Information**

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

The Enhancing Institutional and Community Corrections Grant Program, administered by the Office of Justice Programs' (OJP) Bureau of Justice Assistance (BJA), helps improve criminal justice systems and provides national programs and efforts, such as training and technical assistance, to address the needs of state and local justice systems and communities. This grant

announcement focuses on funding national correctional services efforts in three major categories.

While use of funds for overtime is allowable, applicants should avoid using funds for hiring personnel unless a sustainability plan is in place. Although match is not required under this program, voluntary match is encouraged. Applicants are strongly encouraged to avoid unsubstantiated requests for equipment purchases.

See the [Frequently Asked Questions](#) for further information on the solicitation and its requirements. This solicitation is designed to complement other corrections-related funding opportunities available through BJA, e.g., Second Chance Act, etc.

### **Award Categories**

Applications are solicited under Categories I through III to improve or enhance the administration and operation of the corrections function and offender reentry initiatives in adult criminal justice systems at a national level of impact or significance.

Applicants may submit their proposal under any one of the following categories. Applicants must clearly indicate on the first page of the program narrative which category they are applying under. Applications must discuss the national significance of their proposed project under the chosen category.

**Note: Applications that are not national in scope or do not respond to the identified categories will not be peer reviewed or considered for funding under this solicitation.**

### **CATEGORY I: DISCOVERING CORRECTIONS WEB SITE**

One award of up to \$400,000 is available under this category. The project period for the initial award to establish the web site is 12 months. Additional supplemental funding may be available for up to 24 months to maintain and update the web site, subject to grantee performance and the availability of funds. The project start date should be on or after October 1, 2009. No funding beyond the three-year development cycle is anticipated; therefore, a sustainability plan is required.

Recruitment and retention of staff affect organizational performance and impact the safety of both staff and offenders, whether it is in an institutional or community setting. High rates of staff turnover and the generational shifting of employees affects the long-term stability and effectiveness of the organizational culture. Recruitment and development of high-quality staff are essential functions.

Applications are solicited for a project to address issues related to effective recruitment strategies for staff working in correctional settings and employee development strategies to improve effectiveness and efficiency and enhance retention of correctional employees. The centerpiece of the project will be the establishment and populating of a nationally oriented web site designed to be the recognized locus for information relating to available positions in correctional agencies across the country at both the entry and advanced levels. The web site may provide for the posting of job announcements, display of information, and guidance targeting employee development as well as serving as a source of general information about correctional programs and services. In addition, the web site will include information on promising practices and strategies which address the recruitment, hiring, retention, and career advancement of staff. This site may be modeled after the successful development and launch of the [discoverpolicing.org](http://discoverpolicing.org) web site.

## **CATEGORY II: LEADERSHIP DEVELOPMENT FOR JAIL ADMINISTRATORS**

One award of up to \$225,000 is available under this category. The project period is 12 months. The project start date should be on or after October 1, 2009.

The nation's local correctional facilities (jails) are a very large and integral part of the criminal justice system. As with most correctional components, jails often have difficulty in recruiting and retaining competent and committed staff. With the generational change taking place in the workplace many experienced managers and administrators are retiring. The success of most organizations depends heavily on the quality and vision of leadership. Second-level supervisors and mid-managers play extremely influential roles in developing and maintaining the organizational culture. It is critical that they be provided advanced training to identify, groom, and motivate the next generation of senior corrections administrators who will become the leaders necessary to continue improving the safety and effectiveness of jails and local corrections operations.

Applications are solicited for a project that addresses succession preparation, and identifies and develops leadership competencies and skills for successful transitioning of mid-managers into senior leadership positions within jails.

## **CATEGORY III: IMPROVING ACCESS TO HEALTHCARE FOR CORRECTIONAL CLIENTS**

One award of up to \$150,000 is available under this category. The project period is up to 12 months. The project start date should be on or after October 1, 2009.

Federal courts have held that incarcerated individuals have a right of access to healthcare (medical and mental health) services comparable to the accepted community standard. However, the provision of healthcare services in correctional settings can be both problematic and expensive. Correctional administrators are seeking ways to reduce healthcare costs through a more efficient delivery and coordination of services. The sharing of pertinent healthcare information among various providers and custodians is vital in achieving this increased efficiency. The renewed emphasis on effective reentry heralded by the Second Chance Act makes the sharing of information among correctional service providers and community health resources both on admission to a correctional facility and release into the community absolutely critical.

Applications are solicited for a project to conduct a gap analysis and implement and assess a prototype correctional physical and mental health information sharing network to enhance the continuity of health for elderly, chronically ill, and/or mentally ill offenders, and offenders experiencing ongoing health-related issues. The project should address the use of information sharing technologies assuring continuity of care and effective coordination of Medicaid benefits for released offenders through information sharing with community-based providers and anticipating healthcare needs of incoming and transferred offenders.

**Limitation on Use of Award Funds for Employee Compensation; Waiver:** No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation exceeds 110 percent of the maximum annual salary payable to a member of the Federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The salary table for SES employees is available at [www.opm.gov](http://www.opm.gov).) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a

waiver should include a detailed justification in the budget narrative of the application. The justification should include: the particular qualification and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project undertaken with the grant funds and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

## Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), Pub. L. 103-62, applicants who receive funding under this solicitation must provide data that measure the results of their work. In addition, applicants must discuss their data collection methods in the application. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
Category I: Conduct planning activities to increase corrections recruitment through the development of a web site.	Percent increase in web sites developed and maintained.	Number of web sites developed. Number of web sites maintained. Number of visits to web site.
Category II: Ensure continuity of corrections operations through leadership development.	Percent increase in number of national partners collaborating to address corrections leadership development.	Number of national partners collaborating to address corrections leadership development through data gathering, round tables, strategic planning, research, training, etc.
Category III: Implement and assess a prototype information sharing network to improve access to healthcare for correctional clients.	Percent increase in the number of corrections institutions using the prototype. Percent increase in the number of community-based providers using the prototype. Percent increase in number of national partners collaborating to address the prototype information sharing network.	Number of corrections institutions using the prototype. Number of community-based providers using the prototype. Number of national partners collaborating to address the prototype information sharing network.

## How To Apply

**Grants Management System Instructions.** Applications must be submitted through OJP's online Grants Management System (GMS). To access the system, go to <https://grants.ojp.usdoj.gov>. Applicants should begin the process a few weeks prior to the GMS registration deadline, especially if this is the first time they have used the system. Each application requires a separate GMS registration. For a step-by-step guide, visit <http://www.ojp.gov/gmscbt/> and refer to the section entitled "External Overview: Locating & Applying for Funding Opportunities." For additional assistance, call the GMS Support Hotline at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**Funding Opportunities with Multiple Categories:** Some OJP solicitations posted on GMS contain categories, denoted by the individual solicitation title referencing the category area. If you are applying to a solicitation with multiple categories, you must select the appropriate solicitation title for the intended category of your application. The application will be peer reviewed according to the requirements of the category under which it is submitted.

**Note: OJP's Grants Management System (GMS) does not support Microsoft Vista or Microsoft 2007.** Therefore, OJP will not review any application whose attachments are in Microsoft Vista or Microsoft 2007 format. GMS downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. Applications submitted via GMS must be in the following formats: Microsoft Word (\*.doc), WordPerfect (\*.wpd), PDF files (\*.pdf), or Text Documents (\*.txt) and may include Excel files (\*.xls). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extensions of ".docx." Please ensure the documents you are submitting in Grants.gov are saved using "Word 97-2003 Document (\*.doc)" format. In addition, 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."

**CFDA Number:** The Catalog of Federal Domestic Assistance (CFDA) numbers for this solicitation are 16.751, titled "Edward Byrne Memorial Competitive Grant Program," and 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program."

**A DUNS number is required:** The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://fedgov.dnb.com/webform/displayHomePage.do>. Individuals are exempt from this requirement.

**Central Contractor Registration (CCR) is required:** In addition to the DUNS number requirement, OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR at least once per year to maintain an active status. Information about registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).

## What an Application Must Include

### Standard Form 424

#### **Program Abstract (Attachment 1)**

Applicants must provide an abstract that clearly identifies the category, program title, and scope of the proposed work; the applicant's goals and objectives for the project; the strategies expected to be used in meeting these objectives; any deliverables proposed; and the amount of federal funding requested. The abstract must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

#### **Program Narrative (Attachment 2)**

Applicants must provide a program narrative identifying the applicant's name, title of the project, dollar amount requested, and category for which the applicant is applying. The narrative must include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages "1 of 10," "2 of 10," etc. Submissions that do not adhere to the format will be deemed ineligible.

#### **Budget and Budget Narrative (Attachment 3)**

Applicants must provide a budget that is allowable and reasonable (Selection Criteria 4). Applicants must submit a budget detail worksheet and budget narrative. A budget detail worksheet form is available on OJP's web site at [www.ojp.usdoj.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.usdoj.gov/funding/forms/budget_detail.pdf). When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Both the budget detail worksheet and narrative explanation of costs can be provided in a single document using this acceptable MS Word Budget template, available at [www.ojp.usdoj.gov/BJA/funding/Budget\\_Worksheet\\_Narrative\\_Template.doc](http://www.ojp.usdoj.gov/BJA/funding/Budget_Worksheet_Narrative_Template.doc). Applicants may submit the budget and budget narrative in a different format (i.e., Excel spreadsheet), but it must contain all categories listed within the budget detail worksheet.

#### **Project Timeline and Position Descriptions (Attachment 4)**

Attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization; and project descriptions for key positions.

## Selection Criteria

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

Identify the precise problem to be addressed by the project. Provide specific data where available.

### **2. Program Design and Implementation (30 percent of 100)**

Describe how the project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. Discuss the national significance of the program to improve the functioning of the criminal justice system. Tie program activities to goals, objectives, and the performance measures applicable to the project. Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (as Attachment 4).

**3. Capabilities/Competencies (25 percent of 100)**

Fully describe the applicant(s) capabilities to implement the project and the competencies of the staff assigned to the project.

**4. Budget (10 percent of 100)**

Provide a comprehensive budget and budget narrative that are complete, allowable, and justified based on the proposed project (as Attachment 3). Applicants are strongly encouraged to avoid unsubstantiated equipment purchases.

**5. Impact/Outcomes, Evaluation, Sustainment, and Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures (20 percent of 100)**

Explain how the program's effectiveness will be demonstrated. Discuss the national significance of the program's impact to improve the functioning of the criminal justice system. Describe how program data will be collected and how it will be assessed to measure the impact of proposed efforts. Outline a strategy for sustaining the project when the federal grant ends.

## **Review Process**

OJP is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance (BJA) reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will be reviewing the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements (such as timeliness, proper format, and responsiveness to the scope of the solicitation) will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also reviews the award document and verifies the OJP Vendor Number.

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

## Additional Requirements

Successful applicants selected for award must agree to comply with additional applicable requirements prior to receiving grant funding. We strongly encourage you to review the list below pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Funding to Faith-Based Organizations
- Confidentiality and Human Subjects Protection
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) Compliance
- DOJ Information Technology Standards
- Single Point of Contact Review
- Non-Supplanting of State and Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs [Financial Guide](#)
- Suspension or Termination of Funding
- Non-Profit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006