



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 National Initiatives: Preventing Crime Program. This program furthers the Department's mission by assisting state and local jurisdictions in improving the criminal justice system, assisting communities in preventing crime and providing national support efforts including training and technical assistance programs strategically targeted to address local needs.

National Initiatives: Preventing Crime FY 2009 Competitive Grant Announcement

Eligibility

Applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations, faith-based and community organizations, institutions of higher education, tribal jurisdictions, and units of local government that support national initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to waive any profit or fees for services.

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 contact the following BJA staff directly based on the category for which you are applying.

E-mail is the preferred method for questions on this solicitation.

| Category | BJA Contact | E-mail Address | Phone Number |
|--|--------------------|--|---------------------|
| I: Small Law Enforcement Departments: National Training and Technical Assistance | Cornelia Sigworth | Cornelia.Sigworth@usdoj.gov | 202-305-9776 |
| II: Crime prevention Awareness and Education: National Training and Technical assistance | Paul Steiner | Paul.Steiner@usdoj.gov | 202-616-3630 |
| III: Public Safety-Community Development Strategy | Pam Cammarata | Pam.Cammarata@usdoj.gov | 202-514-9193 |
| IV: Neighborhood Watch and Celebrate Safe Communities Training and Technical Assistance | Paul Steiner | Paul.Steiner@usdoj.gov | 202-616-3630 |
| V: National mortgage fraud awareness, training and technical assistance | Paul Steiner | Paul.Steiner@usdoj.gov | 202-616-3630 |

This application must be submitted through OJP's [Grants Management System \(GMS\)](#). For technical assistance with submitting the application, call the GMS 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. For step-by-step GMS guidance, please utilize OJP's online Grants Management System training tool: www.ojp.usdoj.gov/gmscbt.

Release date: May 27, 2009

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National Initiatives: Preventing Crime CFDA #s 16.751 and 16.738

Overview of the National Initiatives: Preventing Crime Program

This FY 2009 grant announcement focuses on national initiatives to improve the functioning of the criminal justice system, specifically crime prevention initiatives. 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 9) 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 for-profit (commercial) and nonprofit organizations, faith-based and community organizations, institutions of higher education, tribal jurisdictions, and units of local government that support national initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to waive any profit or fees for services. Applicants are encouraged to partner with other organizations to submit joint applications for the required services; one agency must be the applicant agency.

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.

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.

National Initiatives: Preventing Crime 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 National Initiatives: Preventing Crime Competitive 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 strategically address the needs of state and local justice systems and

communities. This FY 2009 grant announcement will focus on funding national-scope crime prevention efforts in five major categories.

NOTE: BJA has a number of previous solicitations that have recently closed and decisions on awarding grants may still be pending. Awards made under these other solicitations may diminish or eliminate the need for funding grants in any specific category listed below.

Although match is not required under this program, use of other sources of funds and partnerships, private and public, are encouraged.

Applicants must substantiate the need for all equipment budgeted.

See the [Frequently Asked Questions](#) for further information on the solicitation and its requirements.

Award Categories

Applicants may submit proposals under any of the following categories. Applicants must clearly indicate in the abstract and first page of the program narrative (see page 10) under which category they are applying. 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: SMALL LAW ENFORCEMENT DEPARTMENTS: NATIONAL TRAINING AND TECHNICAL ASSISTANCE.

BJA expects to make one award in Category I for \$650,000. The project period is up to 24 months. The project start date should be on or after October 1, 2009.

Applications are solicited for a national-scope training and technical assistance program designed primarily to assist newly hired executives of small law enforcement agencies (i.e., including municipal, county, college/university, and special jurisdiction agencies serving populations under 50,000). The training and technical assistance program will provide:

1. An online reference for new law enforcement executives of departments of all sizes. This reference must provide materials that can assist newly appointed law enforcement leadership to be successful in their new role. The reference must provide materials (applicants should identify types) that can be downloaded and customized by law enforcement executives, Internet links for obtaining resource materials (both BJA and non-BJA) and additional information, and have interactive components to assist in the mentoring program described in #3 below. The reference should cover potential issues executives may face in their new role and provide best practices for overcoming such issues.
2. An online "roadmap" designed to assist small departments in implementing Intelligence-Led Policing (see <http://www.ojp.usdoj.gov/BJA/topics/ilp.html>), data-driven practices, and/or evidence-based practices.
3. Technical assistance for chiefs from small departments. Technical assistance can include training and the development of resources to address the unique needs of smaller departments. Technical assistance should also include the implementation of a peer

mentoring program, which would match new chiefs from small departments with experienced chiefs.

CATEGORY II: CRIME PREVENTION AWARENESS AND EDUCATION: NATIONAL TRAINING AND TECHNICAL ASSISTANCE.

BJA expects to make one award in Category II for \$500,000. The project period is up to 24 months. The project start date should be on or after October 1, 2009.

Applications are solicited for a national-scope crime prevention awareness and education campaign which will raise awareness among:

1. The general population on crime-related topics through the use of a variety of media. Applicants must list in priority order at least five topics deemed to be essential to improving public safety that are currently without adequate national awareness media resources. The applicant must address the gap in existing national awareness of specific crime-related topics, and the need for resources that are currently insufficient or nonexistent.
2. Specific populations that historically experience higher victimization rates for specific types of crime than the general population. Crime-related topic(s) must be recommended for each population and should respond to the current lack of adequate awareness media resources. These topics may be same as the topics listed in response to #1 above.

CATEGORY III: PUBLIC SAFETY–COMMUNITY DEVELOPMENT STRATEGY.

BJA expects to make one award in Category III for \$300,000. The project period is up to 24 months. The project start date should be on or after October 1, 2009.

Crime is one of the greatest obstacles to community development, and conversely community deterioration is one of the greatest generators of crime. Crime hotspots are almost always situated in neighborhoods that have deteriorated physically and socially to the extent that crime flourishes. It is not enough to address crime by removing criminals and mobilizing the community to resist their return, the neighborhood's physical environment also has to change to become unwelcome to criminals. Neighborhood revitalization and crime prevention is a self-reinforcing strategy. Partnering law enforcement with community development corporations can result in transforming hotspots from neighborhood liabilities to assets. For instance, recent evidence from case studies of police-community developer partnerships in three cities—Charlotte, North Carolina; Providence, Rhode Island; and Minneapolis, Minnesota—demonstrates that these partnerships can be effective in reducing crime; replacing problem properties with quality, affordable neighborhoods that are safer by design; attracting viable businesses in previously blighted commercial corridors; utilizing public and private-sector resources strategically and efficiently; and building public confidence in and cooperation with local government and private organizations.¹

Applications are solicited for a national-scope training and technical assistance initiative that will:

¹ *Building Our Way Out of Crime: The Promise of Police-Community Developer Partnerships.* Forthcoming book written by Bill Geller and Lisa Belsky; retrieved May 14, 2009 from www.cops.usdoj.gov/html/dispatch/February_2009/book_preview.htm.

1. Assist crime-plagued communities in building and maintaining high-impact public safety-community development partnerships. Activities may include providing intensive, onsite technical assistance to several communities.
2. Assist local communities in devising and adhering to new standard operating procedures that launch and support law enforcement-community developer activities to reduce crime, increase quality of life, and attract private investment.
3. Assist law enforcement in identifying and engaging community developers who are willing and able to physically transform properties that may contribute to pernicious and persistent crime problems.

CATEGORY IV: NEIGHBORHOOD WATCH AND CELEBRATE SAFE COMMUNITIES TRAINING AND TECHNICAL ASSISTANCE.

BJA expects to make one award in Category IV for \$800,000. The project period is up to 24 months. The project start date should be on or after October 1, 2009.

Applications are solicited for national-scope training and technical assistance to enhance Neighborhood Watch initiatives across the country, to enhance the national Celebrate Safe Communities initiative (<http://www.ncpc.org/programs/celebrate-safe-communities/>), and to respond to the incipient and precipitous increase in crime in many communities throughout the United States, due to loss of jobs and lower household incomes, increased mortgage default and foreclosure rates, and increased strain on public social, health, and safety services. Neighborhood Watch and Celebrate Safe Communities are effective strategies to combat an increase in neighborhood crime.

During 2008, the call volume for the National Domestic Hotline increased by approximately 1,000 more calls per month.² A 2008 survey of cities by the U.S. Conference of Mayors reported that 42 percent of the cities experienced increases in crime attributed to economic conditions.³ Half of the cities experienced an increase in violence among youth, mostly due to gangs. The Police Executive Research Forum reported that 44 percent of police departments reported increases in crimes believed to be caused by economic conditions.⁴

Applicants must include, in their program narrative (Statement of the Problem, see page 11), crime-related data that supports the problem the proposed project is intended to address. The statement of the problem must explain how the proposed project is poised to address and combat a precipitous increase in the specified types of crimes.

Applications are solicited for national-scope training and technical assistance to initiate and enhance Neighborhood Watch programs across the country and to enhance the national Celebrate Safe Communities initiative, and will provide the following:

² Kevin Johnson. 2008 "Crime rising as economy sinks," *USA Today*, December 12, 2008.

³ The U.S. Conference of Mayors, 2008, *2008 Economic Downturn and Federal Inaction Impact on Crime*, Philadelphia: Mayors and Police Chiefs, retrieved April 26, 2009 from www.usmayors.org/maf/CrimeReport_0808.pdf.

⁴ Chuck Wexler, 2009, *63 Percent of Local Police Departments Are Facing Cuts in Their Total Funding, Survey Shows*, Washington, DC: Police Executive Research Forum, retrieved April 15, 2009 from policeforum.org/upload/PERF%20Survey%20on%20Policing%20&%20Economy_908860847_222009153254.pdf.

1. Development and delivery of training, technical assistance, and promotional media for local Neighborhood Watch programs and Celebrate Safe Communities events.
2. Development and/or enhancement and maintenance of national web sites for Neighborhood Watch and Celebrate Safe Communities. The web sites should be designed to facilitate the exchange of information and strategies among registered programs.
3. Onsite and online training and technical assistance for law enforcement officers, crime prevention practitioners, and community leaders to start and develop local Neighborhood Watch programs and Celebrate Safe Communities events.

Celebrate Safe Communities was initiated in 2008. See www.celebratesafecommunities.org for more information.

CATEGORY V: NATIONAL MORTGAGE FRAUD AWARENESS, TRAINING, AND TECHNICAL ASSISTANCE.

BJA expects to make up to two awards in Category V as described below. The project period is up to 24 months. The project start date should be on or after October 1, 2009.

Applications are solicited for national-scope projects with a focus on increasing public awareness and providing outreach and training and technical assistance to respond to the incipient and precipitous increase in crime aggravated by mortgage fraud, as well as the increase in mortgage fraud itself. During 2007, the Federal Bureau of Investigation (FBI) reported that suspicious activity reports on mortgage fraud increased by 31 percent,⁵ and foreclosures increased by 75 percent over 2006.⁶ Nearly 30 percent of cities surveyed by the U.S. Conference of Mayors reported that home foreclosures were believed to have fueled a rise in crime around abandoned houses.⁷ The FBI estimates that annual losses from mortgage fraud are between \$4 billion and \$6 billion.⁸

Applicants must include in their program narrative (Statement of the Problem, see page 11), crime-related data that supports the problem that the proposed project is intended to address. The Statement of the Problem must explain how the proposed project is poised to address and combat a precipitous increase in the specified crime.

1. National Mortgage Fraud Awareness (one award for \$150,000)

Applications are solicited for a national awareness campaign developed for the general public to disseminate information on recognizing and preventing mortgage-related fraud. The campaign will use a variety of media and will provide information on the primary types of mortgage fraud, red flags which may alert mortgage applicants and others of potential fraud, the harm caused by mortgage fraud, and steps to take to prevent and stop mortgage fraud. Activities conducted under this program will be coordinated with the FBI, U.S. Attorneys, and other federal and national organizations working with mortgage fraud task forces. Applicants are encouraged to leverage public and private partnerships and resources in the development and delivery of the awareness campaign.

⁵ Federal Bureau of Investigation. 2008, *2007 Mortgage Fraud Report*. Washington DC: U.S. Department of Justice, retrieved April 17, 2009 from www.fbi.gov/publications/fraud/mortgage_fraud07.htm.

⁶ Ibid.

⁷ U.S. Conference of Mayors.

⁸ Federal Bureau of Investigation.

2. National Training and Technical Assistance to Local Law Enforcement and Mortgage Fraud Task Forces and Coalitions (one award for \$350,000)

Applications are solicited for a national-scope training and technical assistance initiative that will provide for the development and delivery of a training curriculum and the provision of technical assistance on preventing, investigating, and prosecuting all types of mortgage-related fraud, and maintaining an online resource with training material for the field. Online and onsite training will be designed for crime prevention practitioners, local and state law enforcement officials, ordinance enforcement officials, regulators, prosecutors, and public and private investigators. Ideally, the training will be conducted for interagency task forces and collaborative working groups. Activities conducted under this program will be coordinated with the FBI, U.S. Attorneys, and other federal and national organizations working with mortgage fraud task forces.

In a previous solicitation (Recovery Act: Edward Byrne Memorial Competitive Grant Program), BJA solicited applications for regional mortgage fraud task forces. It is anticipated that the national training will also be delivered to those regional task forces receiving grant awards from BJA.

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.) 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 |
|--|--|--|
| Increase the knowledge of criminal justice practitioners through in-person training. | <p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who</p> | <p>Number of individuals who completed the training.</p> <p>Number of individuals who attended each training.</p> <p>Number of trainees who completed the training who rated the training as satisfactory or better.</p> |

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| | <p>completed the training whose post test indicated an improved score over their pre-test.</p> | <p>Number of individuals who completed an evaluation at the conclusion of the training.</p> <p>Number of individuals who completed the training whose post-test indicated an improved score over their pre-test.</p> <p>Number of individuals who completed a pre and post-test.</p> |
| <p>Increase the knowledge of criminal justice practitioners through web-based learning.</p> | <p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post test indicated an improved score over their pre-test.</p> | <p>Number of individuals who started the training.</p> <p>Number of individuals who completed the training.</p> <p>Number of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Number of individuals who completed an evaluation at the conclusion of the training.</p> <p>Number of individuals who completed a pre- and post-test.</p> |
| <p>Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p> | <p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit.</p> <p>Percentage of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p> | <p>Number of requesting agencies who completed an evaluation of other onsite services.</p> <p>Number of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of a onsite visit.</p> <p>Number of requesting agencies that were planning to implement at least some of the report recommendations six months after the onsite visit.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p> <p>Number of other onsite services provided.</p> <p>Number of onsite visits completed.</p> |

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| <p>Increase information provided to the criminal justice community.</p> | <p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p> | <p>Number of advisory/focus groups held.</p> <p>Number of advisory/focus groups evaluated as satisfactory or better.</p> <p>Number of documents produced as a result of advisory/focus groups.</p> <p>Number of documents disseminated to the field as a result of advisory/focus groups.</p> <p>Number of times the requesting agency evaluated the product of the advisory/focus group.</p> <p>Number of web sites developed.</p> <p>Number of web sites maintained.</p> <p>Number of publications developed.</p> <p>Number of visits to web sites.</p> <p>Number of publications disseminated.</p> |
| <p>Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.</p> | <p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p> | <p>Number of training curricula developed.</p> <p>Number of training curricula pilot tested.</p> <p>Number of training curricula revised after being pilot tested.</p> |

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.

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 will not review any application with attachments in Microsoft Vista or Microsoft 2007 format. Applications submitted via GMS must be in the following formats: Microsoft Word (*.doc), Word Perfect (*.wpd), Microsoft Excel (*.xls), PDF files (*.pdf), or Text documents (*.txt). GMS is not yet compatible with Vista and cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension “.docx.” Please ensure that any Word documents you are submitting are saved using "Word 97-2003 Document (*.doc)" format. Additionally, 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.

What an Application Must Include

Standard Form 424

Program Abstract (Attachment 1)

Applicants must provide an abstract identifying the applicant’s name, title of the project, dollar amount requested, and category for which the applicant is applying (e.g., Category I: Small Law Enforcement Departments: National Training and Technical Assistance). The abstract 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 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)

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. 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. 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. For Categories IV and V, applicants must: 1) address how the proposed project addresses and combats a precipitous increase in crime or types of crime; and 2) provide supporting relevant data.

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 and scope of the program to: improve the functioning of the criminal justice system, assist communities in preventing crime, and/or provide national support efforts including training and technical assistance programs strategically targeted to address local needs. 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, cost effective, 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.

- 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