



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 to support innovative field-initiated programs. This program will assist BJA by contributing to the development of innovative programs and services in improving the criminal justice system.

## Encouraging Innovation: Field-Initiated Programs FY 2009 Competitive Grant Announcement

### Eligibility

This solicitation is open to any public or private entity, including for-profit (commercial) and nonprofit organizations, faith-based and community organizations, institutions of higher education, tribal jurisdictions, and units of local and state government that support innovative field-initiated programs. For-profit organizations must agree to waive any profit or fees for services.

(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 24, 2009.  
(See "Deadline: Applications," page 1)

### Contact Information

For assistance with the requirements of this solicitation, contact BJA at 1-866-859-2687 or e-mail [Byrne.Discretionary@usdoj.gov](mailto:Byrne.Discretionary@usdoj.gov).

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](http://www.ojp.usdoj.gov/gmscbt).

**Release Date: June 2, 2009**

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# Encouraging Innovation: Field-Initiated Programs CFDA #s 16.751 and 16.738

## Overview of Encouraging Innovation: Field-Initiated Programs

The Bureau of Justice Assistance (BJA) is seeking proposals from the justice field that demonstrate innovation; address a demonstrated gap in areas within the justice system or in the knowledge base of justice system practitioners; and allow for replication nationwide. The purpose of the solicitation is to identify those field-generated innovative strategies that may ultimately be added to the pool of criminal justice evidence-based strategies and promising practices. Applicants should address emerging or chronic criminal justice issues that negatively impact their communities and jurisdictions and submit proposals that provide innovative strategies for addressing those issues. Such field-initiated solutions may address these challenges on a local or national scale to assist agencies across the country that could benefit from the results. Through this solicitation, BJA is looking for the best innovative, field-generated concepts for advancing the capabilities and performance of the criminal justice system. Projects will be expected to establish performance measures for success, assess projects based on the performance measures, and document results that may be reported and replicated elsewhere.

**What the solicitation is not:** Because this solicitation focuses on encouraging innovation and addressing demonstrated gaps in the functions and knowledge base of the justice system or addressing a need for which there currently are limited or no services, BJA will not fund:

- Specific programs and projects for which the applicant is currently receiving funding from the U.S. Department of Justice (DOJ) or which have been funded by DOJ in the last three years.
- Specific projects or topic areas specifically addressed by other FY 2009 BJA solicitations, such as Drug Courts, G.R.E.A.T. Program, problem-solving courts, etc. For a complete list of BJA funding opportunities posted in FY 2009, please see the [Frequently Asked Questions](#) (FAQs).

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 24, 2009.**

## **Deadline: Applications**

The due date for applying for funding under this announcement is **8:00 p.m. Eastern Time on June 24, 2009.**

## **Eligibility**

This solicitation is open to any public or private entity, 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 innovative field-initiated programs. For-profit organizations must agree to waive any profit or fees for services. Joint applications are permissible, with one agency being the lead agency responsible for submission of the application and management and coordination of any award.

**Faith-Based and Other Community Organizations:** Consistent with Executive Order 13279, dated December 12, 2002, and 28 C.F.R. Part 38, 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., remove 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 go to [www.usdoj.gov/fbci/effect-rfra.pdf](http://www.usdoj.gov/fbci/effect-rfra.pdf).

**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. 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.

## **Encouraging Innovation: Field-Initiated Programs—Specific Information**

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

Under this solicitation, BJA seeks to strengthen the criminal justice system by challenging those in the field to identify and define emerging or chronic systemic issues faced by one or more components of the criminal justice continuum (includes but not limited to law enforcement, corrections, courts, and community collaborations) and propose innovative solutions to address these issues. Applications must address:

- A demonstrated or documented gap in areas within the justice system or in the knowledge base of justice system practitioners, or a need for which there currently are limited or no resources.
- An innovative or unique solution, strategy, and/or response to the identified problem; and
- The potential for replication nationwide.

Projects should focus on developing practical tools and materials for use by state and local criminal justice agencies, to include but not limited to, training curricula, policy-relevant documents, guidebooks, toolkits, etc. Projects must include proposed performance measures and must incorporate a strategy for reporting against these measures and communicating the value or lessons learned from the project upon completion. Finally, awardees will be expected to develop written summaries or reports for wide dissemination.

In addition to addressing the above, applicants are encouraged to submit proposals that meet the following broad criteria:

For **local** initiatives:

- Clearly identify and address either an emerging or chronic criminal justice challenge that falls outside the parameters of other BJA FY 2009 grant solicitations (see the [FAQs](#) for complete list).
- Focus on bringing improvements to the immediate agency or jurisdiction.
- Serve as a model approach that can be replicated elsewhere.

For regional/**national-level** initiatives:

- Clearly identify and address either an emerging or chronic criminal justice challenge that falls outside the parameters of other BJA FY 2009 grant solicitations (see the [FAQs](#) for complete list).
- Identify the relevance and usefulness of the proposed project to many or most communities, states or criminal justice agencies nationwide.
- Focus on the advancement of criminal justice policy and practice.
- Include services to assist state and local criminal justice practitioners in adopting promising approaches, technology, and information sharing solutions.

**Proposals that do not meet the above scope and criteria will be considered non-responsive and will not be peer reviewed or considered for funding under this solicitation.**

BJA has established stringent criteria in supporting the goals of field-initiated programs by requiring applicants to emphasize localized control and ownership; build strong relationships in the field; develop collaborations and partnerships as needed; and encourage training and assistance services to local, state, and tribal criminal justice agencies, and practitioners to capitalize on advancements in the field.

**Applications should not be submitted for the following types of projects:**

- ⊘ Specific programs and projects for which the applicant is currently receiving funding from DOJ or which have been funded by DOJ in the last three years.
- ⊘ Specific projects for which BJA has already posted a solicitation in FY 2009. For a complete list of BJA funding opportunities posted in FY 2009, please see the [FAQs](#).
- ⊘ Technology or equipment currently in common use within the criminal justice field.
- ⊘ Implementation of existing crime prevention programs or practices.
- ⊘ Vehicles.
- ⊘ Hiring of personnel not relevant to the identified project.

**Amount and Length of Awards**

The minimum award amount is \$50,000. Projects that are less than \$50,000 will not be considered for funding. Applicants are encouraged to be realistic in their budget proposals, as the amount budgeted will be evaluated against the local or national benefits identified to ensure efficient utilization of resources, and will be an important criteria used during proposal evaluation. Applications should be submitted for a project period of not less than 15 months and not exceeding 36 months. The project start should be on or after October 1, 2009

**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), P.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:

Objectives	Performance Measures	Data Grantee Provides
To improve the capacity of the criminal justice system to effectively plan, manage, and allocate resources and to encourage information sharing to reduce the incidence of crime and drug abuse, to provide responsive law enforcement services, to enhance local courts, to enhance local corrections and offender reentry, prevent or combat juvenile delinquency, and/or assist victims of crime (other than compensation).	Percent of project plan outcomes met.  Percent of project tasks successfully completed that address capacity building.	Number of tasks* that were completed during the reporting period.  Number of total tasks (complete or incomplete).  Number of tasks that were completed during the reporting period that build capacity** in your agency.  Number of total projects (complete or incomplete) that build capacity in your agency.

\* Task: grant activity defined in application project plan

\*\*Capacity building: enhancing knowledge, increasing the number of services provided, or enhancing the ability of agencies to better respond to the needs of constituents

## 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.usdoj.gov/gmscbt/> and refer to the section entitled “External Overview: Locating & Applying for Funding Opportunities.” For additional assistance, call the GMS Help Desk at 1-888-549-9901 from 7:00 a.m. to 9:00 p.m. Eastern Time Monday to Friday.

**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), Work 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 the documents you are submitting are saved using “Word 97-2003 Document (\*.doc)” format.

**Please also note: OJP’s Grants Management System (GMS) does not accept executable file types as application attachments.** OJP’s Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. 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. 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 [www.dunandbradstreet.com](http://www.dunandbradstreet.com). 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 following:

- Scope of the proposed project (local, regional, or national)
- The program area or discipline within the justice system that will benefit from the proposed program.
- Amount of federal funds requested.
- Goals and objectives for the project.
- Innovative strategies used in meeting these objectives.
- Deliverables proposed.

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, and 5) in the order given. Emphasis must be placed on meeting the requirements of the solicitation as described in the Encouraging Innovation: Field-Initiated Programs—Specific Information section. 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, applicants 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 Time and Task Plan, Memoranda/Letters of Support, Job Descriptions, and Resumes (Attachment 4)**

Attach a *Project Time and Task Plan* with each project goal, related objective, activity, expected completion date, and responsible person or organization; *Memoranda of Understanding or Letters of Support*, if applicable; *Job Descriptions* that outline the roles, responsibilities, and qualifications for all key positions; and *Resumes* for staff identified for these positions, if known.

## **Selection Criteria**

### **1. Statement of the Problem (5 percent of 100)**

Describe how the project addresses: 1) a demonstrated gap in areas within the justice system or in the knowledge base of justice system practitioners; or 2) the need for which there currently are no resources, or resources are limited or insufficient. Include any relevant background and any other information that is pertinent to understanding the identified problem, such as any specific increase in crime the proposal is intended to address or prevent. Addressing multiple areas through a comprehensive approach that includes more than one segment of the criminal justice field is appropriate. Ensure that any reviewer of the proposal, regardless of background, will be well-informed as to the problem and need for requesting federal funds.

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

Describe how and why the proposed strategy is innovative, and how the innovative strategy addresses the problems, gaps, or limited resources identified in the Statement of the Problem. Describe in detail: 1) how the proposed innovative project may contribute to evidenced-based strategies or promising practices; 2) how the value or lessons learned from the project upon completion will be communicated and disseminated; 3) how project outcomes could be replicated nationwide; and 4) how the project will develop practical tools and materials for the field. In addition, identify the recipients or the beneficiaries of the work. Finally, where applicable, describe how the project will ensure collaboration between public officials, subject matter experts, stakeholders, and industry partners.

### **3. Capabilities/Competencies (30 percent of 100)**

Demonstrate, including giving specific examples of your organization's demonstrated expertise and experience in:

- Facilitating and delivering criminal justice-related programs at the national or local level; potentially including facilitation of program development and delivery; standards and guidelines development; training and technical assistance; curriculum development; planning of small and large meetings, workshops, and conferences, including agenda development and faculty identification; and other relevant skill sets.
- Managing concurrent priority tasks effectively.
- Working to build and enhance collaborative approaches to address a broad range of criminal justice and public safety issues at the national or local level.

Describe the management structure and proposed staffing to implement the project and describe the roles and responsibilities of any co-applicants, if applicable.

#### **4. Budget (15 percent of 100)**

Provide a proposed budget that is reasonable, complete, allowable, and cost effective in relation to the proposed activities. The budget must support the strategies and approaches outlined in the project design, and include a narrative to describe the expenditures under each cost area and how it will contribute to the overall program goals.

#### **5. Impact/Outcomes and Evaluation/ Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures (10 percent of 100)**

Describe the methodology that will be used to collect and report performance data, including the criteria to be used, and how the information will be analyzed and communicated to inform BJA of the program's performance. Demonstrate how the data will be used to enhance program implementation and how it could guide replication.

### **Review Process**

The Office of Justice Programs is committed to ensuring a standardized process for awarding grants. The Bureau of Justice Assistance will review 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 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, will conduct a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain project costs; and determine 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 (AAG), 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