

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



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 to provide national training and technical assistance support to the Gang Resistance Education And Training Program. This national training and technical assistance program furthers the Department's mission by assisting state, local, and tribal youth gang and violence prevention efforts.

National Training and Technical Assistance (TTA) Support to the Gang Resistance Education And Training (G.R.E.A.T.) Program FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit organizations, nonprofit organizations, faith-based and community organizations, [federally-recognized Indian tribal governments](#) (as determined by the Secretary of the Interior and published in the [Federal Register](#)), institutions of higher education, and consortiums with demonstrated experience in providing logistical support to large-scale national initiatives. Significant knowledge of the G.R.E.A.T. Program and of anti-gang and crime prevention strategies in general is required. For-profit organizations must agree to waive any profit or fees for services. Where there are proposed partner agencies or contractors, letters of support that outline the partners' responsibilities must be provided.

Deadline

This application must be submitted through OJP's [Grants Management System \(GMS\)](#). Registration with OJP's Grant Management System (GMS) is required prior to application submission. (See "How to Apply," page 4)

All applications are due by 8:00 p.m. eastern time on April 22, 2010
(See "Deadlines: Registration and Application," page 1).

Contact Information

For technical assistance with submitting the application, contact the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMSHelpDesk@usdoj.gov.

Note: The [GMS](#) Support Hotline hours of operation are Monday-Friday from 6:00 a.m. to 12 midnight eastern time, [except for federal holidays](#).

For assistance with the requirements of this solicitation, contact: David Adams, BJA Senior Policy Advisor, at 202-514-5309 or via e-mail at: david.adams@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov.

Release Date: March 1, 2010

CONTENTS

Overview	1
Deadlines: Registration and Application	1
Eligibility	1
National TTA Support to the G.R.E.A.T. Program—Specific Information	1
Performance Measures	3
How to Apply	4
What An Application Must Include:	6
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	7
Review Process	8
Additional Requirements	8
Application Checklist	10

National Training and Technical Assistance (TTA) Support to the Gang Resistance Education And Training (G.R.E.A.T.) Program (CFDA #16.737)

Overview

The Gang Resistance Education And Training (G.R.E.A.T.) Program (42 U.S.C. § 13921) is a school-based, law enforcement officer-instructed, classroom curriculum administered by the Office of Justice Programs' Bureau of Justice Assistance (BJA) in cooperation with the Department of Justice's (DOJ's) Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF). The G.R.E.A.T. Program's primary objective is to prevent delinquency, youth violence, and gang membership. G.R.E.A.T. lessons provide life skills to students to help them avoid engaging in delinquent behavior and violence to solve problems.

BJA will award a cooperative agreement to a training and technical assistance (TTA) provider to coordinate the National G.R.E.A.T. Program activities and meet the unique needs of G.R.E.A.T. constituents across the country and in several foreign countries.

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on April 22, 2010 and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on April 22, 2010. Please see the "How to Apply" section, page 4, for more details.

Eligibility

Please refer to the cover page of this solicitation for eligibility under this program.

National TTA Support to the G.R.E.A.T. Program—Specific Information

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

The G.R.E.A.T. Program is governed by the G.R.E.A.T. National Policy Board (NPB), comprised of chief executive officers from the four law enforcement agencies that host the regional training centers and the directors of ATF and the Federal Law Enforcement Training Center (FLETC) or their designees. The NPB has final authority over all issues that relate to the management of the national G.R.E.A.T. Program, including establishing or modifying policy.

The National Training Committee (NTC), comprised of the four G.R.E.A.T. Regional administrators and federal partners, provides guidance regarding operational procedures for all committees, teams, and G.R.E.A.T. Program training initiatives. The NTC has authority to implement permanent

changes to any G.R.E.A.T. training curricula, subject to approval by the NPB, and approves scheduling of all G.R.E.A.T. Officer Training (GOT) classes.

BJA currently addresses G.R.E.A.T. Program training needs through a collaboration among the four regional training centers, the NPB and its committees, NTC, a National Training Team (NTT), Quality Review Committee (QRC), and three federal agency partners.

Additional information on the G.R.E.A.T. Program can be found at www.great-online.org.

Requirements and Deliverables:

The national TTA provider will be required to perform the following:

- Plan and support meetings, conference, and trainings:
 - Provide logistical support for a maximum of 5 national G.R.E.A.T. policy and training meetings (12–15 participants at each meeting; meeting length: 1½–2 days) and fund travel expenses for TTA support staff and 5–8 participants.
 - Provide support, including exhibit display and informational materials, for participation in up to 8 national-level association meetings and conferences to represent and promote the G.R.E.A.T. Program.
 - Provide technical assistance for curriculum development meetings (maximum of 8), in-service trainings, and G.R.E.A.T. Training Team–Team Leader annual training.
 - Provide logistical support for 6 training sessions (maximum of 40–45 participants, 6 days).
 - Provide logistical support for 12 GOT sessions (maximum of 40–45 participants, 13 days) allowing for 3 GOTs in each of the four regions.
 - Provide logistical support for 8 G.R.E.A.T. Families Training (GFT) sessions, 2 sessions in each of the four regions.
 - Develop content and provide logistical support for all national training team meetings
 - Display and staff G.R.E.A.T. exhibit and materials at 4 national conferences (e.g., International Association of Chiefs of Police, National Sheriffs' Association).

- Technical assistance and communication:
 - Provide and maintain a “1–800” toll-free telephone line and dedicated e-mail address to provide program information to G.R.E.A.T. Program participants and the general public.
 - Develop, provide, and maintain Internet-accessible, secure databases to enhance the G.R.E.A.T. Program and maintain G.R.E.A.T. officer, GOT, and G.R.E.A.T. records and data.
 - Produce, store, and disseminate promotional material about the G.R.E.A.T. Program.
 - Operate and maintain the G.R.E.A.T. web site.
 - Develop and maintain a limited-access document sharing site.
 - Perform research for policy briefs for BJA, NPB, NTC, NTT, and QRC as needed.

- Local G.R.E.A.T. project support:
 - Coordinate production and distribution of educational materials to support G.R.E.A.T. training (e.g., GOT training materials, student and classroom instructional materials, etc).
 - Collect and analyze statistical data on program implementation.
 - Provide scholarship funds for new officers to attend GOT and obtain G.R.E.A.T. certification.

Applicants should note the deliverables listed above are an estimate of this project's needs and will be used as a standard basis for BJA to evaluate applicants' budgets. Budget priorities may shift among these categories. Budgets must be submitted in the format discussed under Attachment 2 under the "What an Application Must Include" section (pages 6-7).

Amount and Length of Awards

One cooperative agreement for up to \$2.6 million will be made for a project period of 12 months

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2010 salary table for SES employees is available at www.opm.gov/oca/10tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work 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 measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "What An Application Must Include" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Provide comprehensive logistical support to all components of the G.R.E.A.T initiative.	Percentage of meeting and conference logistical activities completed in a timely, effective, and efficient manner.	<ul style="list-style-type: none"> • During the reporting period, logistical support to meetings and conferences completed on time: <ul style="list-style-type: none"> ○ Location and accommodations selection. ○ Registration services. ○ Advance notification of meetings and conferences. ○ G.R.E.A.T. Officer training record maintenance. • During the reporting period, logistical support to meetings and conferences NOT completed on time: <ul style="list-style-type: none"> ○ Location and accommodations selection. ○ Registration services. ○ Advance notification of meetings and conferences. ○ G.R.E.A.T. Officer training record maintenance.
Increase information to the field about the G.R.E.A.T. Program.	Percentage of G.R.E.A.T. web site updates and enhancements completed on time.	<ul style="list-style-type: none"> • During the reporting period, number of updates and enhancements completed on time. • During the reporting period, number of updates and enhancements NOT completed on time. • Number of visits to web site.
Increase the knowledge of criminal justice practitioners through technical assistance (TA).	Percentage of TA recipients who rated the TA as satisfactory or better.	<ul style="list-style-type: none"> • Number of TA recipients. • Completed an evaluation at the conclusion of the TA event. • Rated the TA as satisfactory or better.
Increase the knowledge of criminal justice practitioners by providing training scholarships.	Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job.	<p>Number of training scholarships provided.</p> <p>Number of trainees who received scholarships who were surveyed.</p> <p>Number of trainees surveyed who responded to the survey.</p> <p>Number of trainees who reported in the survey that the training provided information that could be utilized in their job.</p>

How to Apply

Applications will be submitted through OJP's Grants Management System ([GMS](#)). [GMS](#) is a web-based, data-driven computer application that provides cradle to grave support for the application, award, and management of grants at OJP. Applicants should begin the process

immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. If you experience technical difficulties at any point during this process, please email the GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m.–12 midnight eastern time, **except for federal holidays**. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following six steps, before an application can be submitted through GMS:

1. **Acquire a DUNS (Data Universal Numbering System) Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS number in their application for a new award or renewal of an existing award. 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 sub-recipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and sub-recipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. If you have previously registered with CCR, your registration must be updated or renewed at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](http://www.ojp.usdoj.gov/gmscbt/) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log-in to GMS or as a first time user, complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select BJA and the National Training and Technical Assistance (TTA) Support to the Gang Resistance Education And Training Program.
5. **Select the Apply On-line Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply On-line button in the Action Column to create an application in the system.
6. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once the application is completed and submitted, GMS will display a confirmation screen stating your submission was successful.

Important: You are urged to submit your application at least 72 hours prior to the application deadline.

Note: OJP's Grants Management System (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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you should immediately contact the GMS Help Desk at 1-888-549-9901, option 3 to report the difficulties and obtain a GMS Help Desk Tracking number. Additionally, **within 24 hours after the deadline** you must contact BJA staff and request approval to submit your application. At that time, BJA staff will require you to email the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office reviews all of the information submitted, and validates with the GMS Helpdesk the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your late application will not be accepted.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process and apply for a DUNS number and/or complete the CCR registration in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its website; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes", etc.) for all required attachments. Where resumes are required, OJP recommends that all resumes be included in a single file.

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants may also choose to select additional applicable categories (e.g., "Private Institution of Higher Education") that properly describe the applicant organization.

Program Narrative (Attachment 1)

Applicants must submit a Program Narrative that fully describes the proposed activities for the grant period and responds to the Requirements and Deliverables as described on page 2-3. The Project Narrative must also respond to 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

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 2)

Applicants must provide a budget that is complete and allowable in response to Selection Criteria 4. Applicants must submit a budget worksheet and budget narrative in one file. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit the budget worksheet in a different format, you must include the budget categories, as listed in the sample budget worksheet. Be sure to address the items under Requirements and Deliverables (page 2-3) in developing your budget.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Project Timeline, Resumes, and Letters of Support (Attachment 3)

Attach a *Project Timeline* with each project goal, related objective, activity, and expected completion date and responsible person or organization; *Resumes* for key positions; and *Letters of Support* that outline the partners’ responsibilities (if applicable).

Selection Criteria

1. Statement of the Problem/Program (15 percent of 100)

Demonstrate significant knowledge and experience with a range of law enforcement, gang-related, and crime prevention practices, strategies, policies, and issues. Knowledge and experience should include the delivery of training and technical assistance on a national scale, and logistical support for training and technical assistance initiatives, national and regional conferences, and meetings. Knowledge of anti-gang prevention strategies, youth development programs, and the G.R.E.A.T. Program is required.

2. Project Design and Implementation (30 percent of 100)

Describe strategies for: (1) conducting activities identified in the National TTA Support to the G.R.E.A.T Program—Specific Services section (page 1); and (2) delivering services in a short timeframe (requests often require a 24-hour response time). Provide a timeline of activities related to the project (Attachment 3). Describe in detail how the TTA will function in support of all national G.R.E.A.T. Program components, as well as the meetings and related activities.

3. Capabilities/Competencies (25 percent of 100)

Describe the applicant’s management structure, staffing, and in-house or contracted capacity to complete each of the requirements and deliverables previously outlined. Provide resumes for key project personnel and consultants (Attachment 3). Provide information that clearly defines the organization’s expertise in carrying out the requirements and deliverables. Clearly outline the organization’s ability to conduct each of the individual activities and demonstrate experience in these areas. As appropriate, describe co-applicants’ roles and responsibilities, which should mirror the information provided in the letters of support (Attachment 3). Detail the qualifications of public safety, crime prevention, and/or training delivery partners.

4. Budget (15 percent of 100)

Provide a proposed budget that is complete and allowable according to the OJP Financial Guide (www.ojp.usdoj.gov/financialguide/index.htm) and cost effective (Attachment 2).

5. Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (15 percent of 100)

Describe the process by which the applicant will measure project performance and success, including adherence to the timelines; completion of deliverables; and obtaining input and feedback from customers and stakeholders. Detail what will be measured (see Performance Measures), who is responsible for measuring performance, and how the information will be used to guide the program.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. The Bureau of Justice Assistance may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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 for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the Bureau of Justice Assistance, conducts a financial review of applications for 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.

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, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information 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](#)
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-Profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist
FY 2010 National Training and Technical Assistance (TTA) Support to the Gang Resistance Education And Training Program

The application checklist has been created to aid you in developing your application.

Eligibility Requirement:

_____ Applicant is a for-profit organization, nonprofit organization, faith-based and community organization, institution of higher education, or a consortiums with demonstrated experience in providing logistical support to large-scale national initiatives

Application Components:

_____ Program Narrative that includes the following:
_____ Statement of the Problem/Program
_____ Project Design and Implementation
_____ Capabilities/Competencies
_____ Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
_____ Budget Narrative and Budget Detail Worksheet
_____ Project Timeline
_____ Resumes
_____ Letters of Support (if applicable)

Program Narrative Format:

_____ Double-spaced
_____ 12-point standard font
_____ 1" standard margins
_____ Narrative is 10 pages or less

Required Forms, Certifications, and Other Components:

_____ Standard 424 Form
_____ DUNS Number
_____ Central Contractor Registration (CCR)