

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 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 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to public or private entities, including for-profit (commercial) and nonprofit organizations, faith-based and community organizations, institutions of higher education, [federally-recognized Indian tribal governments](#) (as determined by the Secretary of the Interior and published in the [Federal Register](#)), and units of local and state government. For-profit organizations must agree to waive any profit or fees for services.

Deadline

Registration with OJP's Grants Management System (GMS) is required prior to application submission. (See "How to Apply," page 5)

All applications are due by 8:00 p.m. eastern time on May 18, 2010. (See "Deadlines: Registration and Application," page 1.)

Contact Information

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

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

For assistance with the requirements of this solicitation, contact Ed Banks at 202-307-3081 or e-mail edward.banks@usdoj.gov.

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

Release Date: March 29, 2010

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

Overview

The Bureau of Justice Assistance (BJA) is seeking proposals that demonstrate innovation in justice; address a demonstrated gap in areas within the justice system or in the knowledge base of justice system practitioners and/or state and local policymakers; and allow for replication nationwide. The purpose of this 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. Applications may be submitted under one of three categories (1) state or local programs that strategically address emerging or chronic criminal justice issues; (2) innovative strategies for addressing these issues; or (3) strategies to sustain innovative of evidence-based programs. Through this solicitation, BJA is looking for the best innovative, field-generated concepts for advancing the capabilities and performance of the criminal justice system, including sustainability planning and the implementation of an evidence-based practice in a novel way or to address a new issue. Projects will be expected to establish performance measures for success, assess projects based on agreed upon performance measures, and document results that may be reported and replicated elsewhere.

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, 2010 (Pub. L. 111-117), 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

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is 8:00 p.m. eastern time on May 18, 2010, and the deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 18, 2010. Please see the “How to Apply” section, page 5, for more details.

Eligibility

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

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.

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 or sustain 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 and policymakers, or a need for which there currently are limited or no resources locally or nationally. The project must also have the potential for replication nationwide.

All projects, national or local, 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, and toolkits. 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.

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 a grantee, including the applicant, is currently receiving funding from DOJ or which has been funded by DOJ in the last three years.
- ⊘ Specific projects for which BJA has already posted a solicitation in FY 2010. For a complete list of BJA funding opportunities posted in FY 2010, please see the [FAQs](#).
- ⊘ Technology or equipment purchases or tests, currently in use within the criminal justice field.
- ⊘ Implementation of existing criminal justice programs or practices.
- ⊘ Equipment purchases, including vehicle purchases.
- ⊘ Personnel not relevant to and necessary in the identified project.

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.

Award Categories, Award Amounts, and Length of Awards

There are three categories of funding under this solicitation.

Note: Applications that do not respond to the categories under which they are submitted will not be peer reviewed or considered for funding under this solicitation. Note that applications for only local- or state-focused projects will be accepted for Category 1.

CATEGORY 1: STATE OR LOCAL PROGRAMS THAT STRATEGICALLY ADDRESS EMERGING CRIME ISSUES OR A PRECIPITOUS INCREASE IN CRIME

BJA is seeking applications to implement state or local innovations that strategically address emerging crime issues or a precipitous increase or threat of increase in crime or type of crime. Using recent data, the application must document the nature and extent of the issue, including the type or types of crime and the impact on the community. The proposal should offer an innovative or evidence-based strategy to address this issue and define the expected outcomes for the strategy.

Applicants may request up to \$500,000 in 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 to exceed 36 months. The project start date should be on or after October 1, 2010.

CATEGORY 2: INNOVATIVE STRATEGIES OR SOLUTIONS TO A SIGNIFICANT CRIME ISSUE OR PROBLEM

BJA is seeking applications to implement an innovative or unique solution, strategy, and/or response to an identified problem. An innovative or unique strategy can include the use, in a novel way, of an evidence-based practice or its use to address a new issue. The activities proposed can include either a local project designed for replication or a national project designed to build knowledge or provide tools to the field.

Applicants may request up to \$750,000 in 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 to exceed 36 months. The project start date should be on or after October 1, 2010.

CATEGORY 3: STRATEGIES TO SUSTAIN INNOVATIVE OR EVIDENCE-BASED PROGRAMS

BJA is seeking applications to implement strategies to assist state, tribal, and/or local criminal justice agencies in sustaining innovative or evidence-based interventions. Successfully sustaining criminal justice programs is a pervasive challenge, particularly given the limited resources at the state, tribal and local levels. BJA seeks to fund projects that will identify proven sustainability strategies and will enhance the capacity of practitioners and policy makers to sustain effective programs. Sustainability planning is a process that ideally begins at the very beginning of program planning and implementation. BJA is seeking proposals from the field to create practical tools to assist state, tribal and local policymakers and criminal justice agency practitioners in the successful development and implementation of performance management and sustainability strategies. The activities proposed can include either a local project designed for replication or a national project designed to build knowledge or provide tools to the field. Overall goals should be centered on helping to build a jurisdiction's or state's capacity to develop more effective justice systems by promoting strategies for sustainability.

Applicants may request up to \$750,000 in 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 to exceed 36 months. The project start date should be on or after October 1, 2010.

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/oaca/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:

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).	<p>Percent of project plan outcomes met.</p> <p>Percent of project tasks successfully completed that address capacity building.</p>	<p>Number of project tasks* that were completed during the reporting period.</p> <p>Number of total project tasks (complete or incomplete).</p> <p>Number of project tasks that were completed during the reporting period that build capacity** in your agency.</p> <p>Number of total project tasks (complete or incomplete) that build capacity in your agency.</p>
Applicants who are awarded funding to implement training and/or technical assistance activities (TTA) will also have to report on measures related to TTA activities.	<p>Percent of trainees completing the training whose post-test indicated an improved score over their pre-test.</p> <p>Percent of trainees/TA recipients reporting improved ability to perform their work responsibilities (as indicated by evaluation or survey).</p> <p>Percent of trainees/TA recipients who rated the training/TA as satisfactory or better (as indicated by evaluation or survey).</p> <p>Average number of hours to successfully close out TA requests.</p>	<p>Number of trainees whose post-test indicated an improved score over their pre-test,</p> <p>Number of trainees completing both a pre- and post-test.</p> <p>Number of evaluations or surveys completed.</p> <p>Number of trainees/TA recipients reporting improved ability to perform their work responsibilities.</p> <p>Number of trainees/TA recipients who rated the training/TA as satisfactory or better.</p> <p>Sum of hours to close out TA requests</p> <p>Number of TA requests successfully closed out.</p>

* 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

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 e-mail GMS.HelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 6:00 a.m. to 12 midnight eastern time, except 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 steps:

1. **Acquire a DUNS 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 (Data Universal Numbering System) 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 subrecipients. 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 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 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 registration 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](#) 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 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 the Bureau of Justice Assistance and the Developing and Encouraging Innovation: Field-Initiated Programs.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, select the appropriate solicitation title for the intended purpose area of your application.
6. **Select the Apply Online 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 Online button in the Action Column to create an application in the system.
7. **Submit an Application Addressing Consistent with this Solicitation by Following the Directions in GMS.** Once 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 due date of the application.

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 must contact BJA staff (see cover page) **within 24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail 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 contacts the GMS Helpdesk to validate 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 application will be rejected as untimely.

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 in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (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

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. OJP recommends that, if applicable, 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 also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Abstract (Attachment 1)

Applicants must provide an abstract that clearly identifies the following:

- Scope of the proposed project (select one of the following: local, regional, or national)
- The category under which applicant is applying (1, 2, or 3).
- 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.
- How strategies used in meeting these objectives are innovative.
- Deliverables proposed.

The abstract must follow the format provided above and be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 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 not less than 1-inch margins, and must not exceed 15 pages. Please number pages “1 of 15,” “2 of 15,” etc.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Budget and Budget Narrative (Attachment 3)

Applicants must provide a budget that is allowable and reasonable in response to Selection Criteria 4. Applicants must submit a budget detail worksheet and budget narrative. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

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

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.

Tribal Authorizing Resolution (Attachment 5)

If an application is being submitted by either 1) a tribe or tribal organization, or 2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. The Tribal Authorizing Resolution should acknowledge the application, authorize the inclusion of the tribe or tribal organization and its residents in the application, and should endorse the strategy described in the application. In

those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes which will be included as a part of the services/assistance provided under the grant. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to BJA within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Selection Criteria

1. Statement of the Problem (15 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 state and local policymakers; or 2) the need for which there currently are no resources, or resources are limited or insufficient. Include any relevant data, background and any other information that is pertinent to understanding the identified problem. In particular, note if the issue relates to a specific or precipitous increase in crime the proposal is intended to address or prevent. For national or regional projects, identify the relevance and usefulness of the proposed project to many or most communities, states or criminal justice agencies nationwide. 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 understand the nature of the problem and the need for federal funds.

2. Project Design and Implementation (35 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 is based upon and/or 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 serve as a model that could be replicated nationwide; and 4) how the project will develop practical tools and materials for the field that will assist state and local practitioners in adopting promising approaches, technology and information sharing solutions. 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. For local projects, the response should also address how the project will bring improvements to the agency that is the focus of the project.

3. Capabilities/Competencies (25 percent of 100)

Demonstrate, with specific examples, your organization's 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 or partners, 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/Plan for Collecting Data 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 to assess program performance and will be 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. Discuss how the project will be sustained after the federal funding ends.

Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. BJA 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 BJA, 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
- Non-Supplanting of State or 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
- Awards in excess of \$5,000,000 – federal taxes certification requirement

Application Checklist

FY 2010 Enhancing Innovation: Field-Initiated Programs

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

Eligibility

- For-profit (commercial) organization
- Non-profit organization
- Faith-based or community organization
- Institution of higher learning
- Federally recognized tribal government
- Unit of local or state government

The federal request is within allowable limits:

- Category 1: up to \$500,000
- Category 2: up to \$750,000
- Category 3: up to \$750,000

The Application Components:

- Abstract
 - Indicates the category
- Program Narrative
 - 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 Time and Task Plan
- Memoranda/Letters of Support
- Job Descriptions
- Resumes
- Tribal Authorizing Resolution (if applicable)

Program Narrative/Abstract Format:

- Double-spaced
- 12-point standard font
- Not less than 1" margins
- Narrative is 15 pages or less
- Abstract is 1 page or less

Other:

- Standard 424 Form
- DUNS number
- Central Contractor Registration (CCR)