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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applicants for funding under National Initiatives: Enhancing Law Enforcement grant announcement. This program furthers the Department's mission by improving the criminal justice system, enhancing the law enforcement function, and providing national technical assistance programs strategically targeted to address law enforcement needs.

## National Initiatives: Enhancing Law Enforcement FY 2011 Competitive Grant Announcement

### Eligibility

Applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), and units of local government that support national initiatives to improve the functioning of the criminal justice system (including [federally-recognized Indian tribal governments](#) as determined by the Secretary of the Interior). For-profit organizations must agree to forgo any profit or management fees.

### Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 8.) All applications are due by 11:59 p.m. eastern time on June 15, 2011. (See "Deadlines: Registration and Application," page 3.)

### Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto:JIC@telesishq.com), or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to announcement: BJA-2011-3009

Release date: April 28, 2011

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# **National Initiatives: Enhancing Law Enforcement CFDA #s 16.751 and 16.738**

## **Overview**

This FY 2011 grant announcement focuses on national initiatives to improve the functioning of the criminal justice system by addressing training and technical assistance needs for state and local law enforcement. These initiatives are funded under 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, 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. P.L. 111-117, Division B, Title II, Section 215(1) authorizes use of up to 3 percent of funds made available to the Office of Justice Programs for grants or reimbursement to provide training and technical assistance. 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. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 11:59 p.m. eastern time on June 15, 2011. Please see the “How to Apply” section, page 8 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on June 15, 2011, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on the title page for more information about BJA’s Justice Information Center).

## **Eligibility**

Please refer to the title page for eligibility under this program.

## **National Initiatives: Enhancing Law Enforcement—Specific Information**

BJA is seeking national scope proposals to address specific state and local law enforcement needs. This grant announcement focuses on funding national efforts to enhance law enforcement in two specific Program Areas. National scope initiatives should create programs, products, or projects that are targeted to meet the needs of a general type of organization or entity, such as all mid-sized law enforcement agencies, or address a particular issue from a national perspective. Programs, products, or projects should not be directed to a singular or regional entity (such as “ABC law enforcement agency”).

## **Program Areas, Deliverables, and Amount and Length of Awards**

### **Innovative Tools for Law Enforcement—Development of Smart Phone Software Application(s) (Program Area 1)**

BJA expects to make one award for Program Area 1 up to \$200,000. The project period is for 12 months, and the project start date should be on or after October 1, 2011.

Innovative communication tools are improving the way business is conducted in almost every sector. The field of law enforcement can also benefit from these technological advancements. Smart phone applications can be used as a communications tool or as a more sophisticated way to collect, receive, and use data that can guide practice. BJA is seeking proposals to develop one or more innovative smart phone applications designed specifically for law enforcement. Applicants should propose the smart phone application's purpose and content and detail its potential use and intended impact on the end user's way of doing business. Applicants can consider, among other areas, applications that improve law enforcement investigations or organizational operations through hand held data capabilities; support the needs of line officers in preventing crime, particularly applications that can aid in officer safety; or successful reintegration of offenders back into the community. However, applicants are not limited to these subject areas. All proposed applications should be intended for use by law enforcement.

Applicants should consider integrating available technology into smart phone application(s), such as GPS, where applicable to the content. Applicants must propose development of portable applications for use on standard hardware platforms including, but not limited to: JAVA ME, Symbian, Android, Windows Mobile, iOS (Apple), and/or BREW. Successful applicants will consider and address any known or possible privacy implications prior to developing the application. Applicants must propose the development of at least one application but can develop more as long as the proposed activity does not exceed the \$200,000 limit within the 12 months of the initial award.

Applicants should recognize that DOJ will own, among other rights, a reserved non-exclusive royalty free irrevocable right to reproduce, publish, or otherwise use or authorize others to use for any federal purpose (in whole or in part, including in connection with derivative works) any work (including but not limited to the software application) developed under an award or sub-award which is otherwise subject to copyright.

### **Conflict Mitigation: Building Understanding and Safer Neighborhoods (Program Area 2)**

BJA expects to make one award for Program Area 2 for up to \$350,000. The project period is for 18 months, and the project start date should be on or after October 1, 2011.

According to the Federal Bureau of Investigation's Supplemental Homicide Reports<sup>1</sup>, murders in which "arguments" or "retaliation" are cited as the circumstance have increased substantially over the past five years. Repeatedly, law enforcement officials in conversations with BJA staff have referenced this trend as particularly difficult and challenging in terms of prevention and investigation. Recognizing this, many departments attempt to predict and prevent retaliatory shootings. By providing education, training, and technical assistance in the theory and practice

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<sup>1</sup> For additional information regarding the Supplemental Homicide Report from the Federal Bureau of Investigation, please visit [http://www2.fbi.gov/ucr/cius2009/offenses/expanded\\_information/homicide.html](http://www2.fbi.gov/ucr/cius2009/offenses/expanded_information/homicide.html)

of conflict mitigation, this project would aid the efforts of law enforcement agencies interested in enhancing their ability to explain and predict conflicts, diffuse tensions, and transform the circumstances that often lead to lethal activity. Through training and technical assistance, officers and officials will learn contemporary conflict resolution theories and techniques, discover ways to link them effectively to ongoing efforts in problem solving and community policing, and work with other government agencies, private organizations, and key community stakeholders to reduce violence. The successful applicant will demonstrate a solid grounding in conflict mitigation theory and its relevance to contemporary violence prevention efforts by law enforcement.

## **Evidence-Based Programs or Practices**

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence (generally obtained through one or more outcome evaluations). Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based.

## **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 2011 salary table for SES employees is available at [www.opm.gov/oca/11tables/html/es.asp](http://www.opm.gov/oca/11tables/html/es.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 OJP. 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 the applicant to adjust and resubmit its 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.

**Match Requirement:** This solicitation does not require a match.

## Performance Measures

To assist in fulfilling the Department’s responsibilities under the Government Performance and Results Act (GPRA), Public Law 103-62, applicants that receive funding under this solicitation must provide data that measure the results of their work. Any award recipient will be required, post award, 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 Measures  | Data Grantee Provides   |
|--|---|---|
| <p>Program Area 1: Increase the capacity and effectiveness of state and local law enforcement by developing and providing innovative smart phone application(s).</p> | <p>Percentage of personnel who reported an improved ability to perform their duties as a result of using the application.</p>   | <p>Number of law enforcement personnel using application.</p> <p>Number of personnel who were surveyed.</p> <p>Number of personnel who responded to the survey.</p> <p>Number of personnel who reported an improved ability to perform their duties as a result of using the application.</p>   |
| <p>Program Area 2: Increase conflict mitigation knowledge of state and local law enforcement through in-person training.</p>   | <p>Percentage of participants who successfully completed the training program.</p> <p>Percentage of participants who rated the training as satisfactory or better.</p> <p>Percentage of participants reporting an improved ability to perform their duties as a result of training.</p> <p>Percentage of participants exhibiting increased knowledge of the program area</p>  | <p>Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Attended each training.</li> <li>• Completed the training.</li> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Rated the training as satisfactory or better.</li> <li>• Reporting an improved ability to perform their duties</li> <li>• Completed a pre- and post-test.</li> <li>• Post-test indicated an improved score over their pre-test.</li> </ul>   |
| <p>Program Area 2: Increase conflict mitigation knowledge of state and local law enforcement through web-based learning.</p>   | <p>Number of participants who utilized the web-based learning program.</p> <p>Percentage of participants who rated the web-based learning program as satisfactory or better.</p> <p>Percentage of participants reporting an improved ability to perform their duties as a result of the web-based learning program.</p> <p>Percentage of participants exhibiting increased knowledge of the program area (as applicable).</p> | <p>Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Utilized the web-based learning program.</li> <li>• Completed an evaluation after utilizing the web-based learning program.</li> <li>• Rated the web-based learning program as satisfactory or better.</li> <li>• Reported an improved ability to perform their duties as a result of the web-based learning program</li> <li>• Completed a pre- and post-test (as applicable)</li> <li>• Post-test indicated an improved score over their pre-test (as applicable)</li> </ul> |



Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

## How to Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **800-518-4726**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

1. **Acquire a DUNS number.** A DUNS number is required for [Grants.gov](http://Grants.gov) registration. In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS (Data Universal Numbering System) number in their applications 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 Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. 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 annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS Number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the

applicant organization's AOR. Please note that there can be more than one AOR for the organization.

5. **Search for the funding opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) numbers for this solicitation are 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and 16.751, titled "Edward Byrne Memorial Competitive Grant Program," and the funding opportunity number is BJA-2011-3009.
6. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). 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 Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact Bureau of Justice Assistance staff **within 24 hours after the deadline** and request approval to submit its application. At that time, Bureau of Justice Assistance staff will instruct the applicant to submit specific information detailing the technical difficulties. The applicant must e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the 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 Grants.gov 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 Grants.gov, if any, are posted at the top of the OJP funding web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Should Include**

This section describes what an application should 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 be made to make an award, it 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 some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative or budget detail worksheet including a budget narrative, will neither proceed to peer review nor receive further consideration.

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

### **1. Information to complete the Application for Federal Assistance (SF-424)**

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

### **2. Program Abstract**

Applicants should provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and Program Area for which the applicant is applying (e.g., Program Area 1: Innovative Tools for Law Enforcement). The abstract should include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. The abstract should be single-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 1 page.

### **3. Program Narrative**

The program narrative must respond to the solicitation and the Selection Criteria (1–4) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 15 pages. Please number pages "1 of 15," "2 of 15," etc.

If the program narrative fails to comply with these length-related restrictions, noncompliance may be considered in peer review and in final award decisions.

The following sections should be included as part of the program narrative:

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures  
Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA as part of their reporting requirements. For the application, the applicant should indicate an understanding of these

requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

#### **4. Budget Detail Worksheet and Budget Narrative**

##### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

##### **b. Budget Narrative**

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

#### **5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm](http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm).

#### **6. Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization or (2) 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 membership should be included with 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 should include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions.

#### **7. Additional Attachments: Project Timeline and Position Descriptions/Resumes**

Attach a *project timeline* with each task, expected completion date, and responsible person or organization; and *resumes* for key positions

## 8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at [www.ojp.usdoj.gov/funding/forms.htm](http://www.ojp.usdoj.gov/funding/forms.htm). For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Please note in particular the following forms:

- a. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#) (required to be submitted in GMS prior to the receipt of any award funds).
- b. [Disclosure of Lobbying Activities](#) (required for any applicant that expends any funds for lobbying activities; this form must be downloaded, completed, and then uploaded).
- c. [Accounting System and Financial Capability Questionnaire](#) (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and then uploaded).
- d. [Standard Assurances](#) (required to be submitted in GMS prior to the receipt of any award funds).

## Selection Criteria

The following five selection criteria will be used to peer review each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

### 1. Statement of the Problem (20 percent of 100)

Identify the precise national problem related to the Program Area to be addressed.

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

- a. Describe how the national-scope project (see pages 3-4) will reach the stated goals and objectives by providing a complete description of its design and proposed implementation.

**For Program Area 1**, describe the purpose and content and detail the application's potential use and intended impact on the end user's way of doing business

- b. Discuss the national significance of the program to improve the functioning of the criminal justice system, specifically law enforcement.
- c. Tie program activities to goals, objectives, deliverables, and the performance measures applicable to the project and specific Program Area.
- d. Indicate each project goal, related objective, activity, expected completion date, numerically listed deliverables and responsible person or organization in an attached Project Timeline.

### 3. Capabilities and Competencies (20 percent of 100)

- a. Discuss the capacity of the proposed or current staffing.
- b. Demonstrate the ability and capability to implement the project successfully, including a strategy for working with key partner agencies.

- c. Describe any potential barriers to implementing the project and strategies to overcome them.
- d. In an attachment, provide position descriptions outlining roles and responsibilities of key positions and resumes for current staff.
- e. **For Program Area 1**, describe experience in developing smart phone applications.

**4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent of 100)**

- a. Identify a plan for responding to BJA performance measures and who will be responsible for data collection.
- b. Explain how the program's effectiveness will be demonstrated. Describe how program data will be collected and how it will be assessed to measure the impact of proposed efforts.

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

Provide a comprehensive budget and budget narrative that are complete, allowable, and justified based on the proposed project. See the additional budget and budget narrative requirements on page 11.

## **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 review 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, geographic diversity, 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 to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet 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 award decisions will be made by the Assistant Attorney General (AAG), who also may 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. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- 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
- 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
- Active CCR Registration

## **Application Checklist**

### **FY 2011 National Initiatives: Enhancing Law Enforcement**

This application checklist has been created to assist in developing an application.

#### **Eligibility Requirement:**

\_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$200,000 for Program Area 1 and \$350,000 for Program Area 2.

#### **What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 10)
- \_\_\_\_\_ Program Abstract (see page 10)
- \_\_\_\_\_ Program Narrative\* (see page 10)
- \_\_\_\_\_ Budget Detail Worksheet\* (see page 11)
- \_\_\_\_\_ Budget Narrative\* (see page 11)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 11)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 11)
- \_\_\_\_\_ Additional Attachments (see page 11)
  - \_\_\_\_\_ Project Timeline
  - \_\_\_\_\_ Position Descriptions/Resumes
- \_\_\_\_\_ Other Standard Forms as applicable (see page 12), including:
  - \_\_\_\_\_ Disclosure of Lobbying Activities (if applicable)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)

\*These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.