



---

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce it is seeking applicants for BJA's National Justice Information Sharing (JIS) Initiative. This program furthers the Department's mission by contributing to the development of policies and technology to support key national initiatives and facilitate direct services to criminal justice practitioners.

## National Justice Information Sharing (JIS) Initiative 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), federally-recognized Indian tribal governments as determined by the Secretary of the Interior, and units of local government that support initiatives to improve the functioning of the criminal justice system.

**\*Special Notice:** BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the score of the application as determined through the competitive peer review process and the availability of appropriations in future years. This may result in some solicitations being posted every other year as opposed to every year.

### Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 17.) All applications are due by 11:59 p.m. eastern time on June 23, 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.

# CONTENTS

Overview	3
Deadlines: Registration and Application	3
Eligibility	3
National JIS Initiative—Specific Information	4
Performance Measures	12
Notice of New Post-Award Reporting Requirements	16
How to Apply	17
What an Application Should Include	19
Information to Complete the Application for Federal Assistance (SF-424)	
Program Abstract	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Tribal Authorizing Resolution (if applicable)	
Other Standard Forms	
Selection Criteria	21
Review Process	23
Additional Requirements	23
Application Checklist	25

# National Justice Information Sharing (JIS) Initiative

## CFDA #s 16.751

### Overview

BJA seeks to enhance the ability of justice agencies to share information in order to support critical public safety and criminal justice activities. BJA plans to address this nationwide need by developing and implementing national policy and best practices, creating national consensus standards in support of information sharing and interoperability, and delivering training and technical assistance services. Through this solicitation, BJA is seeking to enable the nation's criminal justice community to improve information sharing through advanced technology and tools that increase efficiency, enhance operations, and promote cost savings and reuse. BJA's National Justice Information Sharing (JIS) Initiative works collaboratively with key stakeholders and national partner organizations to identify critical issues and problems, and provide resources in response to emerging challenges in law enforcement, courts, corrections, reentry, human/social services, and tribal justice.

This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Authorized by Pub. L. No. 112-10, div. B, secs. 1101-1104; Pub. L. No. 111-117, 123 Stat. 3034, 3134, the Byrne Competitive Program helps communities improve the functioning and capacity of their state and local criminal justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local needs. Funds may not be used for the acquisition of land, construction projects, or security enhancements or equipment to non-governmental entities not engaged in law enforcement, law enforcement support, criminal or juvenile justice, or delinquency prevention. The JAG Program (42 U.S.C. 3751(a) *et seq.*) 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 provides 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 23, 2011. Please note that while the deadline for submission is 11:59 p.m. eastern time on June 23, 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). Please see the "How to Apply" section, page 17 for more details.

### Eligibility

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

## **National JIS Initiative—Specific Information**

BJA seeks to strengthen the criminal justice system by soliciting applications in the six specific categories described below, which collectively support BJA's National JIS Initiative. To ensure the effectiveness of this and other grant programs, BJA supports: the delivery of high quality training and technical assistance to state, local, and tribal criminal justice agencies; the establishment of collaborative partnerships across the bounds of agency, discipline, and jurisdiction; and the implementation of locally defined policies, practices, and technology solutions to criminal justice system problems that can be replicated in jurisdictions across the nation.

Each proposed project should contribute to DOJ's Global Justice Information Sharing Initiative (Global) and BJA's justice information sharing strategies, goals, and plans. Successful applicants must demonstrate effective procedures for collaboration and coordination among stakeholders at the local, state, and federal levels, and understand the relationships between the proposed activities and other complementary initiatives across the country. Applicants must be willing and able to participate in, and contribute to, the national dialogue regarding effective strategies for the use of information sharing and technology to improve criminal justice outcomes.

For more information regarding current BJA JIS national programs and DOJ's Global supported products and solutions, including activities described in the categories below, see [www.it.ojp.gov](http://www.it.ojp.gov). Also see the [BJA web site](#) for the latest information regarding funding opportunities and solicitations, including any frequently asked questions or other solicitation-specific guidance that may be posted.

### **Goals, Objectives, and Deliverables**

Specific objectives and deliverables for each category are described below. Whenever possible, BJA encourages the use of technology to enhance evidence-based strategies. Applicants should describe processes for measuring the outcomes and costs-benefits of proposed JIS programs. Performance measures are also required to document the outcomes that result from the use of federal funds.

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. For more information on evidence-based practices please refer to [www.ojp.usdoj.gov/BJA/evaluation/evidence-based.htm](http://www.ojp.usdoj.gov/BJA/evaluation/evidence-based.htm).

Successful JIS grantees will also be expected to participate in a collaboration process working with BJA Policy Office staff to focus on proactive strategic communication and development of deliverables that can be replicated nationally by jurisdictions to support time and cost savings.

## **Award Amount, Length, and Categories**

Each application should explicitly state the category number and title being addressed in the abstract and first page of the program narrative (see What an Application Should Include, page 19). A single application may not be intended to address more than one category; however, an organization may submit multiple applications, provided that each application addresses a different category.

In order to be eligible, applicants must submit proposals that describe projects that are national in scope. For the purpose of this solicitation, “national in scope” is defined as projects whose direct beneficiaries include criminal justice agencies and organizations throughout the country, their personnel, and the citizens they serve, without restriction to geographic areas. For example, a proposal to develop a technology training program that is available to students on a nationwide basis meets the definition; a training program that is limited to one agency or unit of government does not meet the definition. In the case of technology implementation projects, national in scope may include projects that implement solutions on a local, state, or regional basis, provided they employ innovative, non-traditional solutions that can be replicated nationwide. This more inclusive definition may be used for categories 1, 2, 4, and 5 in this solicitation.

The period of performance for awards made under this solicitation shall be 18 months (unless otherwise specified in the category description), and the project start date should be on or after October 1, 2011. The maximum budget request that will be accepted is unique to each category. There is no minimum budget requirement in any category, but applicants should be realistic in their budget proposals. The amount budgeted will be evaluated against the benefits and deliverables specified in the proposal to ensure efficient use of resources, and will be an important criterion used during proposal evaluation (see Selection Criteria, page 21).

Note: As described above, applications should explicitly state the category and program title being addressed. However, applications that do not state the category and program title will not necessarily be removed from the review process, if it is clear what category is being addressed. Applications that do not respond to the specific requirements of the identified category will not be peer-reviewed or considered for funding under this solicitation.

**All awards under all categories of this solicitation are subject to the availability of appropriated funds and any modifications or additional requirements that may be imposed by law.**

### **CATEGORY 1: CROSS-BOUNDARY INFORMATION EXCHANGE PILOT PROJECTS.**

#### **Competition ID: BJA-2011-3051**

Multiple cooperative agreements may be awarded under this category, each of which may not exceed an amount of \$275,000. BJA expects to make approximately 6 awards in this category. Projects must be national in scope, as defined in the Award Amount, Length, and Categories section on page 5.

This program seeks to support innovative cross-boundary information sharing implementation projects that focus on enabling information sharing between disparate components of government having substantial impact on criminal justice issues, as well as those that enable regional, statewide, multi-state, or national data exchange. Applicants should demonstrate both a need and readiness to address significant multi-jurisdictional or cross-domain problems by

providing operational solutions and expanded capabilities that overcome barriers to information sharing across the country, enable replication of promising practices, and are consistent with the recommendations of DOJ's Global. For the purpose of this solicitation, "cross-domain" is defined as involving two or more functional disciplines that benefit from new or enhanced information exchange, at least one of which must be directly related to the criminal justice field. Some examples of independent domains that may involve cross-domain exchanges include:

Domains		
Law Enforcement	Courts	Corrections
Public Safety	Prosecution	Probation and Parole
Criminal Intelligence	Defense	Offender Reentry Services
Transportation	Substance Abuse	Social/Family Services
Homeland Security	Health and Human Services	Mental Health
Juvenile Justice	Education	Labor/Workforce Development

In general, successful applicants will be those whose proposed projects develop and implement strategies that leverage promising national information sharing solutions and improve information sharing capacity, agency coordination, and operational practices across multiple jurisdictions to improve the functioning and capacity of the criminal justice system. Proposals must include (if applicable) documentation of governance and coordination among all involved parties, a commitment to develop and adopt adequate privacy policies, and an implementation strategy for technical solutions. The establishment of such partnerships among stakeholders should occur prior to applying for funding in order to demonstrate commitment and readiness to execute project tasks. Applicants must also be prepared to share data regarding project outcomes and performance measures to assist future projects in replicating best practices and technology solutions.

In addition, priority will be given to projects that leverage promising approaches to justice information sharing as recognized by DOJ's Global, including:

- Utilization of the [National Information Exchange Model \(NIEM\)](#) for data sharing
- Adoption/institutionalization of the [Global Justice Reference Architecture \(JRA\)](#)
- Implementation of Global JRA service specifications as a part of a service-oriented architecture (SOA)
- Application of [Global Federated Identity and Privilege Management \(GFIPM\)](#) standards and practices to enable federated role-based access and query capabilities
- Development of privacy policies and creation of standards, guidelines, and/or processes that enforce these policies

Responsibilities and deliverables, at a minimum, include:

- Planning and implementing a project that supports cross-jurisdiction or cross-domain information sharing with potential for replication nationwide
- Employing recognized and emerging promising practices and Global-supported information sharing policies, practices, and technology solutions to enable regional, statewide, multi-state, or national data exchange
- Developing a BJA-branded report that documents the development and implementation process for the project, as well as appropriate project performance measures, to support national adoption of promising practices

**CATEGORY 2: SUPPORTING CRIME PREVENTION THROUGH DEVELOPMENT OF NEXT GENERATION DISTRIBUTED OR FEDERATED SEARCHES. Competition ID: BJA-2011-3052**

One cooperative agreement is expected to be awarded under this category in an amount not to exceed \$250,000. The project must be national in scope, as defined in the Award Amount, Length, and Categories section on page 5.

Retrieving and examining information from multiple sources, disparate systems, and databases can be a daunting and time-consuming undertaking for analysts and other practitioners investigating activities related to counter-terrorism and suspicious activity reporting, as well as preventing other crimes involving gangs, guns, human trafficking, and smuggling. However, with a distributed or federated query capability, information retrieval can be performed in a way that saves time and resources while upholding privacy considerations. The purpose of this category is to build and implement such a query capability that is national in scope or that can be replicated in locations across the nation.

Responsibilities and deliverables, at a minimum, include:

- Delivering requirements and one or more [Global Justice Reference Architecture \(JRA\)](#)-conformant Service Specification Packages for distributed or federated query services that support an all-crimes approach
- Creating a live, working model of at least one distributed or federated query capability and service that utilizes DOJ's Global tools and recognized national standards, to include the [Global Federated Identify and Privilege Management \(GFIPM\)](#) framework. (Applicants are encouraged to leverage existing national information systems, such as the [Nationwide Suspicious Activity Reporting](#) "shared space" infrastructure, the Federal Bureau of Investigation's (FBI) [N-DEX](#), the FBI's [National Crime Information Center \(NCIC\)](#), the [National Motor Vehicle Title Information System \(NMVTIS\)](#), and/or private sector information systems.)
- Developing a BJA-branded project report that documents the outcomes of the development and testing of one or more distributed or federated query capabilities

**CATEGORY 3: ENHANCING JUSTICE INFORMATION SHARING THROUGH SUPPORT OF BJA'S SERVICES TASK TEAM AND REGISTRY. Competition ID: BJA-2011-3053**

One cooperative agreement is expected to be awarded under this category in an amount not to exceed \$300,000. The project must be national in scope, as defined in the Award Amount, Length, and Categories section on page 5.

Significant progress has been made developing resources to support information sharing across the often disparate parts of the criminal justice system. One example of such progress is the work of BJA's Services Task Team (STT). The STT leads the development and distribution of information exchange Service Specification Packages (SSPs) that address key information sharing challenges in the criminal justice system. One example of such a challenge currently being addressed by the STT is offender reentry, and the need to facilitate information sharing between justice agencies and social service organizations in support of successful offender transition from prison/jail to the community.

STT efforts leverage the [Global Justice Reference Architecture \(JRA\)](#), a technical framework based on [Service-Oriented Architecture \(SOA\)](#). JRA provides a methodology and set of standards focusing on the development of information sharing services.

On a practical level, the mission of the STT is to support the creation of national consensus specifications for JRA-conformant services, in response to criminal justice practitioner needs and requirements, and DOJ's Global and BJA direction. These specifications are often directly related to other ongoing JIS projects, and are, therefore, both time-sensitive and reliant on quality products. The successful applicant will be responsible for operating the STT through staff support, identification of relevant subject matter experts, and development of technical standards and other required documentation that address specific information sharing needs in the justice system. The applicant will also oversee and manage the JRA Services Registry, which will become the primary registry for STT-sponsored services, and support federated registry capabilities to allow distributed or federated search, discovery, and retrieval of services nationwide. It is anticipated that the registry will require BJA support for a limited period of time (2–3 years), and that future funding will be provided by other public and/or private sources.

It is strongly recommended that the applicant have prior expertise implementing both the JRA architecture framework and JRA services. Any relevant experience should be thoroughly documented in the Capabilities/Competencies portion of the Program Narrative. At a minimum, applicants should be highly familiar with the JRA technical standards and their use, and possess experience supporting similar technical working groups and component registries.

Responsibilities and deliverables, at a minimum, include:

- Operating the Services Task Team (STT) as described above and consistent with current operating practices
- Managing and maintaining the JRA Services Registry, including support for a distributed or federated registry capability to link with other service registries and resources
- Executing services governance activities as defined by BJA and DOJ's Global, in order to facilitate consistent, standards-based adoption of the JRA across justice, public safety, and other communities
- Documenting STT activities, decisions, and resolutions
- Serving as a knowledgebase of service specifications and their use across the country
- Modifying the JRA Services Registry as necessary to implement and support hosting and discovery across a federation of independent service registries

#### **CATEGORY 4: REDUCING VIOLENT CRIME BY IMPROVING NATIONAL SHARING OF GUN INFORMATION. Competition ID: BJA-2011-3054**

Multiple cooperative agreements may be awarded under this category, each of which may not exceed an amount of \$50,000. BJA expects to make approximately 5 awards in this category. Projects must be national in scope, as defined in the Award Amount, Length, and Categories section on page 5.

The Bureau of Alcohol, Tobacco, Firearms and Explosives' (ATF) [National Tracing Center](#) Division operates eTrace, a web-based tool to enable the secure exchange of data on the origin and use of firearms and gun crime incidents. Recovered firearms traced by law enforcement may be used to link a suspect to a firearm in an investigation, to identify potential firearms traffickers, or to detect patterns in the sources of gun-related crime.

In many states, gun-trail tracing remains difficult because of the inability to share gun information between more than one local agency and the ATF. A desired solution is for a local agency to query the ATF's eTrace system and share query results with other participating state and local law enforcement agencies, thereby enhancing analysis of weapon history and associated crimes. It is expected that one of the primary partners in this process will be the state

**BJA-2011-3050**

and major urban area fusion centers. For this partnership goal to be achieved, this project will support more efficient submission of gun tracing information to both eTrace and the FBI's [NCIC](#).

Successful applicants under this category will support one or more projects to connect multi-state efforts to leverage eTrace in support of state and local gun crime prevention efforts. These activities will be focused on supporting regional efforts to improve the tracing of crime guns while documenting results and promising practices to enable replication of strategies and technology solutions on a national basis. Proposals should include a regional coordination strategy to promote awareness and enable adequate coordination with relevant fusion centers and state and local partners. Proposals must also address how gun tracing and information sharing activities will be sustained beyond the initial grant funding. All project activities and deliverables shall be coordinated with BJA and ATF to promote law enforcement partnerships and ensure effective use of grant dollars.

Responsibilities and deliverables, at a minimum, include:

- Planning and implementing a program that can be replicated nationwide, addresses statutory issues, and enables the designated state fusion center to receive and share gun tracing information. (The program must include a technical solution that supports state and local agencies in sharing crime gun data in an efficient, sustainable way.)
- Undertaking an education and awareness program for law enforcement regarding crime gun data in preventing and responding to gun crimes
- Creating a BJA-branded project report that documents the development and implementation process for sharing gun tracing information and a high level strategy for national implementation

#### **CATEGORY 5: STATEWIDE FUSION CENTER PILOT PROJECTS. Competition ID: BJA-2011-3055**

Multiple cooperative agreements may be awarded to statewide law enforcement agencies under this category, each of which may not exceed an amount of \$125,000. BJA expects to make approximately 4 awards in this category. Projects must be national in scope, as defined in the Award Amount, Length, and Categories section on page 5.

As fusion centers continue to mature in their role and meet required Minimum Baseline Capabilities (see [www.it.ojp.gov/documents/baselinecapabilitiesa.pdf](http://www.it.ojp.gov/documents/baselinecapabilitiesa.pdf)), implementation and evaluation of promising practices are essential. Pilot projects are encouraged, but not limited, to focus on programs that enhance fusion center analytic capabilities and services to law enforcement (including counter-terrorism as well as all crimes capabilities), including:

- Improved electronic communication between local law enforcement agencies and fusion centers
- More effective and efficient reporting, evaluation, and sharing of Suspicious Activity Reporting information (see <http://nsi.ncirc.gov/>)
- Integration of crime analysis information into the fusion process, in order to develop guidelines for other fusion centers to support efforts to combine local crime analysis and other information into products for use by policymakers, supervisors, and line officers

Responsibilities and deliverables, at a minimum, include:

- Developing and executing practical solutions that improve electronic communication, including Suspicious Activity Reporting, between fusion centers and law enforcement agencies

- Participating in working groups that identify priority needs of the field with respect to sharing real-time data, and focus project activities on supporting progress toward addressing these needs
- Illustrating through pilot project design and implementation that activities are accomplishing Minimum Baseline Capabilities as recommended by DOJ's Global ([www.it.ojp.gov/documents/baselinecapabilitiesa.pdf](http://www.it.ojp.gov/documents/baselinecapabilitiesa.pdf))

\*Note: The hiring of civilian personnel to support the intelligence functions of fusion centers is permitted under this category, provided the applicant demonstrates how hiring or retention of civilian personnel in fusion centers provides cost-effective support in meeting Minimum Baseline Capabilities.

**CATEGORY 6: NATIONAL FUSION CENTER TRAINING AND TECHNICAL ASSISTANCE.**  
**Competition ID: BJA-2011-3056**

One cooperative agreement is anticipated for award under this category in an amount not to exceed \$2,845,000. The project must be national in scope, as defined in the Award Amount, Length, and Categories section on page 5.

Improving information sharing is a critical element in efforts across the nation to protect the American people and our institutions from terrorism and other crimes, and to defeat terrorists and their support networks at home and abroad. State and major urban area fusion centers play an essential role in these efforts by promoting a collaborative process between law enforcement, public safety, and private sector entities to improve intelligence sharing and enhance the ability to prevent, protect against, and respond to crime and terrorism. The purpose of this category is to deliver mission-critical training, technical assistance, and services to fusion centers, and support the implementation of national policy, promising practices, and technology solutions.

The activities supported under this category include, but are not limited to, the identification and delivery of information about promising practices, policies, tools, standards, and guidelines at regional and national trainings, and the provision of targeted technical assistance supporting fusion centers. The trainings and technical assistance must be responsive to the identified needs and challenges of local, state, tribal, and federal law enforcement agencies by leveraging the information sharing capacity of fusion centers (to include the Nationwide Suspicious Activity Reporting Initiative, or [NSI](#)). Activities must also build upon the joint Department of Homeland Security (DHS) and Department of Justice Fusion Process Technical Assistance Program, and reflect the perspectives of the [Criminal Intelligence Coordinating Council](#) (CICC).

The trainings conducted will be regional (based on the existing four fusion center regions) or national in scope, and focus on topics such as privacy, civil rights, and civil liberties, critical operational capabilities gap mitigation, security policies and activities, and skills building for intelligence analysts, among others. Applicants should propose a comprehensive training strategy that addresses key needs and challenges impacting the effectiveness of fusion centers and includes the annual National Fusion Center Training Conference.

Applicants should also outline a technical assistance approach that complements the trainings described above. This approach may include "peer-to-peer" support exchanges and fellowships among stakeholders from different fusion centers, assignment of subject matter experts to specific fusion centers to provide guidance related to enhancing policies and practices, and

other strategies. Specific issues to be addressed through technical assistance include, but are not limited to:

- Strengthening relationships between fusion centers and High Intensity Drug Trafficking Areas Investigative Support Centers (HIDTA ISCs)
- Strengthening relationships between fusion centers and state departments of correction
- Enhancing policies and practices related to upholding privacy, civil rights, and civil liberties
- Identifying strategic areas for improvement and methods to address gaps related to achievement of fusion center baseline capabilities
- Educating analysts on accessing, searching, and using intelligence and analytical resources
- Providing technology assistance to enhance the functioning and effectiveness of fusion centers

Applicants should identify key topics and issues they anticipate will be the focus of the technical assistance and propose a strategy, including assistance delivery methods, to ensure the needs of fusion centers are addressed. Applicants should also describe anticipated deliverables to be developed for the benefit of the field as a result of the technical assistance process.

Preference will be given to the applicant who best describes proven successes in the design and delivery of large-scale, multi-jurisdictional trainings and technical assistance on topics related to law enforcement, intelligence, and counter-terrorism. The selected applicant will also possess a comprehensive understanding of the issues impacting the functioning and effectiveness of fusion centers, and the important perspectives and interests of the stakeholders involved in them, including those of the CICC.

Responsibilities and deliverables, at a minimum, include:

- Providing multi-agency coordination to ensure cost-effective planning, stakeholder satisfaction, and achievement of training goals
  - Work with BJA, DHS, FBI, and other partners like the CICC to define a plan for each event that articulates clear roles and responsibilities
  - Coordinate activities with sponsoring organizations and designated working groups
  - Resolve issues and risks successfully with guidance from BJA and DHS
  - Host and facilitate regular planning, progress, and issue meetings
- Working with sponsoring organizations and key stakeholders to identify training deliverables and facilitate development of agendas that cover priority topics using respected and knowledgeable faculty
  - Identify and design approaches, goals, objectives, and topics
  - Coordinate program content and speaker attendance
  - Produce agendas, programs, and other support materials
  - Perform outreach activities to targeted participants
  - Provide onsite facilitation, management, and follow-up
  - Oversee evaluations to inform future events supported under this initiative
- Managing and executing full event lifecycle activities and related tasks to ensure safe, well-managed, and well-received events
  - Direct pre-planning and related tasks for all meetings
  - Coordinate all onsite activities and post-event follow up responsibilities
- Facilitating development and implementation of national policy, practices, and technology solutions that support fusion center excellence

- Deliver high quality training and technical assistance that promote enhancements in fusion center operations
- Develop written products that synthesize key lessons learned in the delivery of training and technical assistance for use in jurisdictions across the nation

## 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/indexSES.asp](http://www.opm.gov/oca/11tables/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 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 Measure(s)	Data Grantee Provides
<p><b>Category 1:</b> Increase the cross-boundary availability of critical criminal justice and related data that improves operations and enhances decision making.</p>	<p>Increase in the number of automated criminal justice and related information exchanges.</p>	<p>Number of automated criminal justice and related cross-boundary information exchanges that occurred prior to current grant funding.</p> <p>Number of automated criminal justice and related cross-boundary information exchanges implemented during the current reporting period.</p>

<p>Increase operational efficiencies and cost effectiveness.</p>	<p>Increase in the number of data sources or elements that are shared.</p> <p>Decrease in the length of time associated with the exchange of criminal justice data between two or more entities.</p> <p>Decrease in the amount of staff time required to exchange criminal justice data between two or more entities.</p>	<p>Number of data sources or elements shared across jurisdiction or domain prior to grant current funding.</p> <p>Number of data sources or elements shared across jurisdiction or domain during the current reporting period.</p> <p>Length of time required for a specific, non-automated data exchange between two or more entities prior to current grant funding.</p> <p>Length of time required for the same data exchange between two or more entities using automation (and implemented during the current reporting period).</p> <p>Amount of staff time required for a specific, non-automated data exchange between two or more entities prior to current grant funding.</p> <p>Amount of staff time required for the same data exchange between two or more entities using automation (and implemented during the current reporting period).</p>
<p>Improve cross-boundary partnerships and collaboration.</p>	<p>Number of new or enhanced partnerships to support information sharing.</p>	<p>Number of cross-boundary partnership agreements in existence prior to current grant funding.</p> <p>Number of cross-boundary partnership agreements created or enhanced during the current reporting period.</p> <p>Number and types of Global tools used prior to current grant funding for cross-boundary information sharing.</p> <p>Number and types of Global tools used during the current reporting period for cross-boundary information sharing.</p>
<p>Implement promising cross-boundary information sharing innovations and practices that can be adopted or replicated nationwide.</p>	<p>Number of Global Justice Information Sharing Initiative (Global) tools leveraged to enhance information sharing.</p> <p>Number of new policy or procedure templates, guidelines, or publications developed and disseminated.</p>	<p>Number of new policy or procedure templates, guidelines, or publications developed and disseminated during the current reporting period.</p>
<p><b>Category 2:</b> Create a live, working model of at least one federated query capability and service that utilizes DOJ's Global tools and national standards (i.e., the GFIPM framework), and is either nationwide in scope or capable of national replication.</p>	<p>Number of federated query capabilities and services developed.</p> <p>Increase in the number of data sources that can be queried quickly and efficiently as a result of the capabilities and services that are developed.</p>	<p>Number of live, working models of federated query capabilities and services that are developed during the current reporting period.</p> <p>Number of data sources that could be queried quickly and efficiently prior to the development of each federated query capability and service.</p>

		Number of data sources that can be queried quickly and efficiently as a result of the development of each federated query capability and service.
<p><b>Category 3:</b> Administer the BJA Services Task Team (STT), an adjunct committee to DOJ's Global Justice Information Sharing Initiative (Global).</p>	<p>Increase in the number of documents in the Global Justice Reference Architecture (JRA) Services Registry.</p> <p>Percentage of advisory/focus groups (supporting the development of national consensus specifications for JRA-conformant services, in response to practitioner needs and requirements, and Global/BJA direction) evaluated as satisfactory or better.</p> <p>Number of documents produced.</p> <p>Number of documents disseminated.</p>	<p>For the current reporting period:</p> <p>Number of documents added to the Global Justice Reference Architecture (JRA) Services Registry.</p> <p>Number of advisory/focus groups held.</p> <p>Number of advisory/focus group evaluations completed.</p> <p>Number of advisory/focus groups evaluated as satisfactory or better.</p> <p>Number of documents produced as a result of advisory/focus groups.</p> <p>Number of documents disseminated to the field as a result of advisory/focus groups.</p>
<p><b>Category 4:</b> Identify, prioritize, and address critical issues and barriers to sharing information on the origin and use of firearms and gun crime incidents.</p>	<p>Number of programs implemented.</p> <p>Percent increase in entities receiving and sharing gun tracing information.</p> <p>Percentage of individuals who completed an education and awareness program who rated the program as satisfactory or better.</p> <p>Percentage of individuals who completed an education and awareness program whose post-test indicated an improved score over their pre-test.</p>	<p>Number of programs implemented that improve the ability of fusion centers to receive and share gun tracing information.</p> <p>Number of other entities (by type) receiving and sharing gun tracing information prior to current grant funding.</p> <p>Number of other entities (by type) receiving and sharing gun tracing information during the current reporting period.</p> <p>For the current reporting period, number of individuals who:</p> <p>Attended each education and awareness program.</p> <p>Completed each education and awareness program.</p> <p>Completed an evaluation at the conclusion of the education and awareness program.</p> <p>Rated the education and awareness program as satisfactory or better.</p> <p>Completed a pre- and post-test.</p> <p>Had a post-test score that was improved over their pre-test.</p>

<p><b>Category 5:</b> Develop and execute a fusion center pilot project that incorporates promising practices, promotes cost savings, and can be replicated in other fusion centers and jurisdictions across the country.</p>	<p>Increase in the number of electronic communications, such as Suspicious Activity Reporting, between fusion centers and law enforcement agencies.</p> <p>Number of new policies, procedures, or strategies developed and/or employed to meet an identified need or gap.</p>	<p>Number of electronic communications, such as Suspicious Activity Reporting, between fusion centers and law enforcement agencies prior to current grant funding.</p> <p>Number of electronic communications, such as Suspicious Activity Reporting, between fusion centers and law enforcement agencies during the current reporting period.</p> <p>Provide new policies, procedures, or strategies developed and/or employed to meet an identified need or gap during the reporting period.</p>
<p><b>Category 6:</b> Ensure broad, comprehensive representation of policymakers and practitioners at the National Fusion Center Training Conference.</p> <p>Increase the knowledge of criminal justice practitioners and policymakers through in-person training.</p> <p>Provide practical information and guidance that assists criminal justice practitioners and policymakers in their day-to-day work.</p> <p>Enhance a fusion center's ability to solve problems and/or modify policies or practices</p>	<p>Percentage of state and urban area fusion centers represented at the national conference.</p> <p>Percentage of trainees who completed the in-person training program who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the in-person training program whose post-test indicated an improved score over their pre-test.</p> <p>Percentage of trainees who indicate that the information provided will enhance their day-to-day work.</p> <p>Percentage of fusion centers receiving technical assistance who rated services as satisfactory or better in terms of timeliness and quality.</p> <p>Percentage of fusion centers receiving technical assistance that are implementing changes in</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of individuals who attended the National Conference.</li> <li>• Number of trainees who are affiliated with a fusion center.</li> <li>• Names of fusion centers with which trainees are affiliated.</li> </ul> <p>For the current reporting period, number of trainees who:</p> <ul style="list-style-type: none"> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Rated the training as satisfactory or better.</li> <li>• Completed a pre-test and post-test.</li> <li>• Had a post-test score that was improved over their pre-test.</li> </ul> <p>For the current reporting period, number of trainees who:</p> <ul style="list-style-type: none"> <li>• Indicate that the information provided will not assist them in their day-to-day work.</li> <li>• Indicate that the information provided will assist them in their day-to-day work.</li> <li>• Identified one or more examples of the specific ways in which the information provided will assist them in their day-to-day work.</li> </ul> <p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of instances of technical assistance completed (total and by fusion center).</li> <li>• Number of fusion centers who completed an evaluation of services.</li> <li>• Number of fusion centers who rated services as satisfactory or better.</li> </ul> <p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of instances of technical assistance completed (total and by</li> </ul>

	policies and/or practices as a result of the assistance.	fusion center). <ul style="list-style-type: none"> <li>• Number of fusion centers who completed an evaluation of the technical assistance provided.</li> <li>• Number of fusion centers who rated services provided as satisfactory or better.</li> <li>• Number of fusion centers implementing changes in policies and/or practices after the delivery of assistance.</li> </ul>
--	--	---

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed measures and methods for collecting data for performance measures. Please refer to the section “What an Application Should Include” (below) for additional information.

**Note on project evaluations:** Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protections. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (28 C.F.R. § 46.102(d)). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that Web page.

**Notice of New Post-Award Reporting Requirements**

Applicants should anticipate that all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), will be required to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding sub awards will be made through the FFATA Subaward Reporting System (FSRS), found at [www.fsrs.gov](http://www.fsrs.gov).

Please note also that applicants should anticipate that no sub-award of an award made under this solicitation may be made to a sub-recipient (other than an individual) unless the potential sub-recipient 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-2011-3050.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **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 disqualify or negatively affect the review of the application; and, should a decision 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 some application elements are so critical that applications unresponsive to the scope of the solicitation, or that do not include a program narrative and 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

The applicant should submit a program abstract, which clearly identifies the project title, amount requested, and the solicitation category being applied for. The abstract should concisely describe the goals and objectives of the proposal, including delineation of all anticipated deliverables and major project activities. The abstract should provide an accurate and adequate reflection of the proposed project, which will be used to assist in the review and scoring process.

The abstract should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 1 page.

### 3. Program Narrative

The program narrative must address all relevant factors described in the JIS Program— Specific Information section above, and must address all criteria and required deliverables described in the appropriate solicitation category. 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 10 pages. Please number pages "1 of 10," "2 of 10," 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.
- e. Other (as determined by applicant)

#### **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.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at minimum, the applicant should submit an unsigned, draft tribal resolution as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the signed tribal resolution.

## **7. 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 5 percent of the entire score in the application review process.

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

Describe the challenges in the criminal justice environment caused by a lack of national consensus standards and approaches to sharing information efficiently and effectively, and the services required to address knowledge gaps that exist; the need to coordinate existing activities and foster collaboration; and the outcomes that can be achieved by appropriately addressing these challenges on a national basis.

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

Provide a strategy for implementation of the activities identified in the National JIS Initiative—Program Specific Information section and in the specific category being applied for. Describe the strategy to deliver or update products, provide direct services to the field, and ensure collaboration between subject matter experts and industry partners. The strategy should incorporate innovative evidence-based practices that can be replicated nationwide. Specifically describe strategies to identify organizations or consultants to provide service delivery to the wide range of customers anticipated; coordinate service provision; monitor services; and report outcomes. Explain a plan to facilitate collaborations among organizations with similar focus; identify gaps in resources; and assist agencies in assessing their JIS needs. Identify and address and potential barriers to implementing the project.

**3. Capabilities and Competencies (35 percent of 100)**

Demonstrate, including specific examples, your organization’s expertise and experience in:

- Facilitating and delivering JIS resources or standards at the national level, including standards and guidelines development, training or technical assistance delivery, curriculum development, and planning of small and large meetings, workshops, and conferences, including agenda development and faculty identification.
- Effectively managing concurrent priority tasks
- Working to build and enhance collaborative approaches to address a broad range of criminal justice and public safety issues at the national level.

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

If you are a current BJA JIS partner or service provider, explain how the management structure and personnel implementing this program will complement your other BJA-funded activities, and how the proposed staff will operate to avoid duplication of effort of any other staff providing services funded under other BJA grants or cooperative agreements.

Describe your strategy to ensure adequate coordination with BJA on at least a monthly basis to promote effective program strategy and implementation.

**4. Plan for Collecting the Data Required for this Solicitation’s Performance Measurement (15 percent of 100)**

Describe the process that will be used to collect performance data, and how this information will be analyzed and used to inform program outcomes and promote evidence-based practices.

**5. Budget (15 percent of 100)**

Provide a proposed budget that is 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 budget narrative to describe the proposed expenditures under each cost area and how it will contribute to overall program goals.

## 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 BJA, 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 Justice Information Sharing (JIS) Initiative**

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 the solicitation category.
  - Category 1: \$275,000
  - Category 2: \$250,000
  - Category 3: \$300,000
  - Category 4: \$50,000
  - Category 5: \$125,000
  - Category 6: \$2,845,000

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

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 19)
- \_\_\_\_\_ Program Abstract (see page 19)
- \_\_\_\_\_ Program Narrative\* (see page 19)
- \_\_\_\_\_ Budget Detail Worksheet\* (see page 20)
- \_\_\_\_\_ Budget Narrative\*(see page 20)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 20)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 20)
- \_\_\_\_\_ Other Standard Forms as applicable (see page 21), 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.