



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 the Prison Industry Enhancement Certification Technical Assistance Program solicitation. This program furthers the Department's mission by providing technical assistance to Prison Industry Enhancement Certification Program certificate holders and their cost accounting centers to enhance prison industry programs which assist incarcerated individuals in developing marketable skills that will increase their potential for rehabilitation and meaningful employment upon release.

Prison Industry Enhancement Certification Technical Assistance Program FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to national-level for-profit (commercial) organizations, nonprofit organizations, and consortia.

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 July 7, 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.

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, 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.

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Prison Industry Enhancement Certification Technical Assistance Program (CFDA #16.751)

Overview

The Crime Control Act of 1990 (Pub. L. 101-647) continues the Prison Industry Enhancement Certification Program (PIECP), which was originally authorized within the Justice System Improvement Act of 1979 (Pub. L. 96-157). This legislation provides exemption from federal constraints on the marketability of prisoner-made goods by permitting the sale of these products in interstate commerce (18 U.S.C. 1761(c)), the Sumners-Ashurst Act, 1948) and contracting in excess of \$10,000 with the Federal Government (41 U.S.C. 35(d), the Walsh-Healey Act, 1936). Fifty non-federal prison industry programs may be certified for this exemption when their operations have been determined by the Director, Bureau of Justice Assistance, to meet statutory and guideline requirements. Currently, there are 44 certifications that have been issued to support PIECP operations throughout the United States. In FY 2011, this program is funded through the Edward Byrne Memorial Competitive Grant Program.

The program was created to encourage states and counties to establish employment opportunities for inmates that approximate those found in the private sector. States or counties participating in the program must have statutory authority to administer prison industry projects. Project officials shall consult with organized labor and local private industry prior to start-up; pay prevailing local wages; assure that the certified program will not displace free-world workers; employ inmates only on a voluntary basis; provide benefits including the compensation of injured workers; comply with all National Environmental Policy Act (NEPA) requirements; and involve the private sector. The Prison Industry Enhancement Certification Technical Assistance Program (PIECTAP) will provide assistance to entities that hold PIECP certificates and to entities interested in applying for PIECP certificates.

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 July 7, 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 July 7, 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.

Prison Industry Enhancement Certification Technical Assistance Program—Specific Information

Goals and Objectives

The primary purpose of the PIECP is to certify that local or state prison industry programs meet all the necessary requirements to be exempt from federal restrictions on prisoner-made goods in interstate commerce. These certified prison industry programs place inmates in realistic work environments, pay them prevailing wages, and give them a chance to develop marketable skills that will increase their potential for rehabilitation and meaningful employment upon release.

The primary purpose of the PIECTAP is to provide technical assistance to current PIECP certificate holders and related cost accounting centers (CACs) to ensure they are operating PIECP projects in accordance with 18 U.S.C. 1761(c) and the BJA PIECP guidelines (64 Fed. Reg. 17000-17016 (April 7, 1999)). Additionally, technical assistance will be provided to applicants who are interested in applying for a certificate under PIECP and ensuring that certificate holders deemed non-compliant receive the necessary assistance to become compliant with program guidelines. Applicants should anticipate that this project will entail assisting up to 50 PIECP certificate holders within state and local governmental agencies nationwide. Currently there are 39 state and 5 county-based certified correctional industry programs (a total of 44 PIECP certificate holders), with 191 business partnerships or CACs.

Deliverables

The technical assistance provider under PIECP will work with the public and private sectors to provide the latest information and strategies on prison industries and to enhance certificate holders' prison industry programs. The successful applicant will be required to work collaboratively with BJA to accomplish the following deliverables.

Assist in planning and ongoing activities as necessary to support the PIECP, including but not limited to the following:

- Prepare and maintain documents that include a list of all PIECP certificate holders and a description of the prison industries for each certificate holder.
- Draft materials that highlight the availability and types of PIECP technical assistance.
- Work with BJA to develop a system to determine which certificate holders and CACs are high-, medium-, and low-risk regarding program compliance.
- Develop a schedule of when and how many site assessment visits will be conducted to PIECP certificate holders and CACs based on the program compliance risk.
- Provide copies of site visit reports to BJA;
- Publish summary of PIECP CAC activities/operations;
- Work with BJA to develop an assessment system to determine when ad hoc visits are necessary.
- Participate in meetings as necessary to support the strategic planning process for managing PIECP certificate holder performance.
- Aggregate analysis of PIECP CAC quarterly status reports of PIECP projects by capturing data such as the number of inmates employed, amount of wage deductions, and amount of wages paid.
- Conduct presentations, when appropriate and approved by BJA.
- Undertake other training and technical assistance functions deemed necessary by BJA to support the program.

Assist PIECP certificate holders and CACs with implementing and operating PIECP in accordance with 18 U.S.C. 1761(c) and the BJA PIECP requirements, including eligibility, inmate wages, non-inmate worker displacement, benefits, deductions, Voluntary PIECP Inmate Worker Participation, Consultation with Organized Labor, Consultation with local Private Industry, and Compliance with National Environmental Policy Act:

- Identify areas where technical assistance may be necessary and work with BJA to facilitate the delivery of technical assistance.
- Collect quarterly statistical data on PIECP certificate holders and perform analysis of cumulative data that details the progress of PIECP projects and identify challenges, successes, and/or promising practices.
- Conduct proactive and ad hoc onsite assessments, desk reviews, and/or telephonic meetings with project staff to assess program compliance and develop recommendations for program compliance as necessary.
- Draft compliance reports, per BJA specifications, based on observations and recommendations made during onsite visits, telephonic meetings, and desk reviews to provide to BJA for review and comment in order to assist sites in meeting their obligations.
- Develop corrective action plans in consultation with BJA and provide follow-up technical assistance to certificate holders.

Provide technical assistance to entities interested in applying for a PIECP certificate:

- Assist PIECP applicants with compiling the necessary information and addressing the program requirements for PIECP certification.

Limitation on Scope of PIECP Training and Technical Assistance

The successful applicant will limit assistance to entities that hold PIECP certificates and to entities interested in applying for PIECP certificates. The scope of assistance provided under this award is limited to those technical issues related to compliance with statutory and regulatory requirements and certification procedures. State correctional agencies seeking assistance in developing a prison industry program to further successful reentry and related goals, may be eligible to receive assistance from the National Reentry Resource Center (NRRC) (www.nationalreentryresourcecenter.org/).

Amount and Length of Awards

One cooperative agreement for up to \$225,000 will be awarded for a project period of 18 months.

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

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

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Performance Appraisal System for that year. (The 2011 salary table for SES employees is available at 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
Ensure that PIECP certificate holders and CACs are implementing and operating PIECP in accordance with 18 U.S.C. 1761(c) and the BJA PIECP guidelines.	Number of onsite compliance visits conducted. Number of desk reviews completed. Number of compliance reports completed. Percentage of corrective action plans closed satisfactorily (compliance achieved).	Number of onsite compliance visits conducted during the reporting period. Number of desk reviews completed during the reporting period. Number of compliance assessment reports completed during the reporting period. Number of corrective action plans active during the reporting period. Number of corrective action plans closed satisfactorily (compliance achieved) during the reporting period.
Provide technical assistance to 1) entities interested in applying for a PIECP certificate, and 2) entities that are out of compliance with PIECP guidelines.	Number of technical assistance events conducted for entities interested in applying for PIECP. Number of entities that apply for PIECP certification as a result of	Number of technical assistance events conducted during the reporting period for entities interested in applying for PIECP. Number of entities that apply for PIECP certification during the reporting period as

	<p>technical assistance provided.</p> <p>Number of technical assistance events conducted for entities that are not in compliance with PIECP guidelines.</p> <p>Number of entities brought into compliance with PIECP guidelines as a result of technical assistance provided.</p>	<p>a result of technical assistance provided</p> <p>Number of technical assistance events conducted during the reporting period for entities that are not in compliance PIECP.</p> <p>Number of entities brought into compliance with PIECP guidelines during the reporting period as a result of technical assistance provided.</p>
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed 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). 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 subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

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. 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 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. 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.
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.
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) number for this solicitation is 16.751, titled "Edward Byrne Memorial Competitive Grant Program," and the funding opportunity number is BJA-2011-3073.
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. The 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 BJA 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.

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 applications that are not responsive to the scope of the solicitation, or do not include a program narrative and a budget detail worksheet including a budget narrative, will not proceed to peer review and will not receive further consideration.

OJP strongly recommends use of appropriately descriptive file names (e.g., "Program Narrative," "Budget 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 Narrative

Applicants must submit a program narrative that describes the proposed activities for the cooperative agreement period and responds to the below Selection Criteria in the order given. The narrative should be double-spaced, using a standard 12-point font (Times New Roman 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. Project Design and Implementation
- b. Capabilities and Competencies
- c. 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 the Bureau of Justice Assistance 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.

3. 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. 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.

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.

4. Additional Attachments: Project Time and Task Plan, Memoranda/Letters of Support, Job Descriptions, and Resumes

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

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.

6. 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. 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 evaluate each application, with the different weight given to each based on the percentage value listed after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

1. Statement of the Problem (10 percent of 100)

Identify the problem to be addressed by the project. Provide specific data where available.

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

Describe how your organization(s) will implement and deliver all the training and technical assistance activities requested in the Goals and Objectives and Deliverables sections (pages 4-5) and include a project time/task plan that correlates with the deliverables for this project.

3. Capabilities and Competencies (40 percent of 100)

Describe the management structure, staffing, and in-house or contracted capacity to complete each of the proposed tasks. Provide information that illustrates the ability to manage complex activities (both type and expertise) effectively and to conduct the proposed activities. Describe the organization's and staff's experience in the operation of prison industry programs, knowledge of state and local correctional systems, and in delivering technical assistance to correctional systems. Demonstrate the capacity for an operational readiness within 90 days of the award. Demonstrate experience in developing work plans that involve the management of national-level programs and assessing programs to ensure compliance with statutory or programmatic guidelines. Demonstrate knowledge of laws governing state and local corrections and correctional industries.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent of 100)

Describe the process for measuring project performance, including meeting timelines and deliverables, as well as obtaining input and feedback from customers and stakeholders. Identify who will collect corrections data, who is responsible for performance measures, and how the information will be used to guide the program.

5. Budget (5 percent of 100)

Provide a budget that is complete, allowable, and cost effective. The budget narrative and budget detail worksheet should be tied to the goals and objectives described in the Program Design and Implementation section of the program narrative.

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.

- [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 Prison Industry Enhancement Certification Technical Assistance Program

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

Eligibility Requirement:

- Applicants are limited to national-level for-profit (commercial) organizations, nonprofit organizations, and consortia
- The federal amount requested is within the allowable limit(s) of \$225,000

What an Application Should Include:

- Application for Federal Assistance (SF-424) (see page 10)
- Program Narrative* (see page 10)
- Budget Detail Worksheet* (see page 10)
- Budget Narrative* (see page 11)
- Additional Attachments (see page 11)
 - Project Time and Task Plan
 - Memoranda/Letters of Support
 - Job Descriptions
 - Resumes
- Indirect Cost Rate Agreement (if applicable) (see page 11)
- Other Standard Forms as applicable (see page 11), 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.