



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA), on behalf of the White House Neighborhood Revitalization Initiative and its partnering federal agencies, is pleased to announce that it is seeking applications to coordinate and provide training and technical assistance to support the revitalization efforts of an initial cohort of five neighborhoods, and to develop an online resource center. This program furthers the mission of the partner agencies by strengthening the capacity of distressed neighborhoods to leverage assistance from multiple federal agencies and other sources in support of local neighborhood revitalization initiatives.

Building Neighborhood Capacity Program Training and Technical Assistance Coordinator FY 2011 Competitive Grant Announcement

Eligibility

Applicants are limited to nonprofit organizations, faith-based and community organizations, institutions of higher learning, and for-profit organizations (commercial) with significant experience in supporting neighborhood and community development through training and technical assistance. For-profit organizations must agree to forgo any profit or management fee.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 15, for more details.) All applications are due by 11:59 p.m. eastern time on July 25, 2011. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov.

The Grants.gov Support Hotline hours of operation are 24 hours a day, seven 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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Building Neighborhood Capacity Program Training and Technical Assistance Coordinator (CFDA #16.595)

Overview

The Neighborhood Revitalization¹ Initiative (NRI) is a White House-led federal partnership² that supports transformation of distressed neighborhoods into neighborhoods of opportunity.

The Building Neighborhood Capacity Program (BNCP) Training and Technical Assistance Coordinator (TTA Coordinator) Program is a core component of the NRI strategy. BNCP focuses on the nation's neediest neighborhoods, those that struggle with such issues as crime, poor health, struggling schools, inadequate housing, and access to employment. BNCP seeks to assist neighborhoods in developing the capacity to undertake comprehensive planning and development activities and to partner with neighborhoods in the long-term process of rebuilding and revitalization.

This program is being jointly funded by the Bureau of Justice Assistance, Office of Justice Programs, the U.S. Department of Housing and Urban Development, and the U.S. Department of Education. Statutory authorities for this initiative are dependent upon final funding decisions and the proportional contributions of each participating agency (as well as the number and composition of participating agencies) may be subject to change during the term of this project.

Through the BNCP TTA Coordinator Program, five competitively selected neighborhoods will be provided a range of TTA to help them begin to undertake revitalization, guided by comprehensive neighborhood revitalization plans, in concert with relevant local and state plans and planning processes. The competitively selected BNCP TTA Coordinator will coordinate, provide and/or broker needed support to the selected sites, through a variety of TTA activities outlined in the following solicitation.

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 eastern time on July 25, 2011. Please see the "How to Apply" section, page 15 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on July 25, 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).

¹ Neighborhood revitalization is a process that aims to increase the stability and safety of the neighborhood and to improve the quality of life and opportunities for residents that create a satisfying and desirable place to live by strengthening interconnected economic, social and physical factors and conditions.

² Participating federal agencies in FY 2011 include the Departments of Education (ED), Housing and Urban Development (HUD), Justice (DOJ), Health and Human Services (HHS), and Treasury.

Eligibility

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

BNCP TTA Coordinator—Specific Information

The Neighborhood Revitalization³ Initiative (NRI) is a White House-led federal partnership⁴ that supports transformation of distressed neighborhoods into neighborhoods of opportunity – places that provide the choices, resources, and environments that children, youth, and adults need to thrive. NRI is founded on the belief that the desired change can best be achieved by addressing interrelated issues in education, employment, financial security, housing, economic development, physical and behavioral health, and community and household safety. The initiative is operating under a shared theory of change⁵—that an integrated, coordinated effort to increase the quality of a neighborhood’s assets⁶, sustained by local leadership over an extended period, will improve resident well-being and community quality of life. (For more information on the NRI, visit www.whitehouse.gov/sites/default/files/nri_description.pdf.)

The BNCP initiative is being funded in furtherance of the NRI to improve the quality of life for residents in participating sites. It complements traditional, program-based public and private investment, especially federal investments, with support for holistic, place-based, community-driven development and neighborhood planning. The NRI and BNCP approach to working with neighborhoods is comprehensive, place-based⁷, flexible, and data- and results-driven.

The overarching goals of the BNCP are to:

- Develop and assess a model of technical assistance focused on helping neighborhoods identify and integrate existing resources to support revitalization work.
- Help selected neighborhoods strengthen their abilities and infrastructure to plan, implement and sustain neighborhood revitalization.

³ Neighborhood revitalization is a process that aims to increase the stability and safety of the neighborhood and to improve the quality of life and opportunities for residents that create a satisfying and desirable place to live by strengthening interconnected economic, social and physical factors and conditions.

⁴ Participating federal agencies include the Departments of Education (ED), Housing and Urban Development (HUD), Justice (DOJ), Health and Human Services (HHS), and Treasury.

⁵ Theory of change means an organization's beliefs about how its inputs, and early and intermediate outcomes, relate to accomplishing its long-term desired results.

⁶ Neighborhood assets comprise—(1) Developmental assets that allow residents to attain the skills needed to be successful in all aspects of daily life (e.g., educational institutions, early learning centers, and health-related resources); (2) Commercial assets that are associated with production, employment, transactions, and sales (e.g., labor force and retail establishments); (3) Recreational assets that create value in a neighborhood beyond work and education (e.g., parks, open space, community gardens, and arts organizations); (4) Physical assets that are associated with the built environment and physical infrastructure (e.g., housing, commercial buildings, and roads); and (5) Social assets that establish well-functioning social interactions (e.g., criminal justice and community engagement).

⁷ Comprehensive initiatives that focus on place (i.e., neighborhoods) seek to simultaneously address the interconnected causes of multiple challenges. These place-based programs can be more effective in delivery and leveraging of activities because attention is given to the entire context in which people live. The benefits from these efforts may also diffuse to adjacent neighborhoods, compounding their positive effects. The efforts of the federal government to encourage utilizing place-based programs and policies is embodied in a White House memo on the development of effective place-base policies that can be found at:

www.whitehouse.gov/sites/default/files/omb/assets/memoranda_2010/m10-21.pdf.

- Promote effective use of data in areas such as neighborhood needs assessments, data collection and analysis, fiscal analysis, resource mapping, and policy barrier analyses.

The key components of the BNCP include the following:

1. TTA Coordinator
2. Five competitively selected neighborhoods (funded and selected through the TTA Coordinator and BJA).
3. A formative process assessment
4. An interagency federal management team (FMT) that will provide project oversight.

The BNCP TTA Coordinator must possess (1) demonstrated experience working with—and providing training and technical assistance on—innovative and evidence-based public safety and resident-driven community development; (2) the capacity to conduct training and technical assistance on a national level and on a variety of subject areas, including improved community and criminal justice cooperation, enhanced intergovernmental communications and coordination, reductions in serious/violent crime, health, housing, education, etc.; and (3) the management capability to administer and monitor contracts.

The BNCP TTA Coordinator will help selected neighborhoods develop and begin implementing revitalization plans in concert with relevant local and state plans. The TTA Coordinator will assist neighborhoods identify and better use or “integrate” existing fiscal and technical resources and will help them undertake strategic, comprehensive place-based problem solving. This strategy will complement traditional, program-based public and private investment, especially federally-funded programs in neighborhoods and is intended to lead to shared decision-making among all relevant stakeholders that drives holistic, neighborhood development planning and implementation in coordination with relevant local and state plans and planning processes. The BNCP TTA Coordinator will tailor the TTA services to the needs of the selected neighborhoods and will establish a BNCP Resource Center to provide access to online guidance, resources, and links to existing federal TTA services.

The TTA Coordinator will broker, coordinate, and make available services and resources to the selected sites, based on identified needs, from a range of sources, programs and initiatives including federal and non-federal resources. The TTA Coordinator will use various TTA modalities including but not limited to consultation, facilitated planning, peer-to-peer networks, mentorship approaches (matching experienced and new sites), and resource development. The TTA Coordinator will work with the FMT and assigned BJA staff to strengthen the capacity of the selected sites to undertake successful revitalization work in concert with relevant local and state plans and planning processes. Performance tracking and monitoring support to the sites will also be provided by the TTA Coordinator.

Additionally, the TTA Coordinator will work to establish a web-based resource center to provide guidance, resource materials and links to relevant federal resources including TTA services that are publicly available. The TTA Coordinator shall draw upon the experiences and available resources of other public and privately funded place-based initiatives, such as Promise and Choice Neighborhoods. The TTA Coordinator will also align the BNCP Resource Center with the National Resource Bank to be developed as part of the Strong Cities, Strong Communities Initiative.

The TTA Coordinator shall manage and implement its work through a cooperative agreement. A key evaluative factor in selection will be the extent to which the applicant describes an effective

and practical design for providing specific TTA services to build the capacity of distressed communities with high crime rates and address anticipated challenges, such as offender reentry. Particular emphasis will be placed on the applicant's ability to delineate how the services proposed will be delivered; the applicant's understanding of potential challenges and the mechanisms proposed to overcome such challenges; the timeframe for service delivery; the cost efficiencies that will be achieved in the management and staffing of the project; and the applicant's experience in successfully supporting similar efforts. The applicant is encouraged to be creative and innovative in their proposal to implement the overall project. The applicant may partner with other eligible entities to undertake this work.

Objectives for the TTA Coordinator

The TTA Coordinator will assist selected neighborhoods in:

- Identifying and developing a shared vision, theory of change, mission and plan.
- Accessing and using existing resources, particularly federal assistance, in accord with their vision for local development and revitalization and in concert with relevant local and state plans and planning processes.
- Planning early in the award cycle to help build local and regional capacity among sites to sustain their work in the future.
- Strengthening their abilities to collect and use data to drive their decisions and inform their plans.

The TTA Coordinator shall complete the tasks outlined below and will be expected to work and consult with the BNCP Federal Management Team (FMT). The FMT is an interagency team of federal representatives including the funders of this program. In the Program Narrative, applicants shall describe an approach including goals, measurable objectives, and performance measures for each task, including the necessary procedures, formats, and designs to indicate how the requirements of, and management of, the tasks listed below will be met. In addition, the applicant shall provide a general timeline chart detailing activities for a 24-month budget period.

TTA Coordinator Tasks

- Selection of Participating Sites. The TTA Coordinator will develop selection criteria⁸ and administer an open competition in consultation with the FMT to determine up to five urban neighborhoods, targeting those with high need and developing capacity.⁹ The successful TTA Coordinator applicant will consider the advantages of selecting multiple neighborhoods within a single jurisdiction in contrast to five geographically dispersed neighborhoods as well as the advantages of demographic diversity in making its recommendation in the

⁸ Criteria should include a range of characteristics and factors, e.g., geographic distribution or site location concentration, rates of criminal activity within neighborhood, especially violent crime, evidence of neighborhood cohesion, degree of capacity, and breadth of relevant stakeholders actively engaged in revitalization.

⁹ High need/developing capacity are characteristic of neighborhoods with limited fiscal and social assets; possessing some core elements needed to undertake a neighborhood revitalization process such as modest experience in collaboration and joint problem solving, and engaged leadership and residents; willingness to partner with federal government and other stakeholders; ability to allocate limited resources to fund remainder of costs to retain key personnel and support initial planning work; and evidence of a vision for revitalization. This contrasts with both minimal- and high- capacity sites that respectively have either no or extensive collective action experience; competing or fully aligned priorities among local entities; and none or a number of key neighborhood institutions that are engaged in neighborhood work and are respected and trusted by neighborhood residents and business. Successful Choice Neighborhood and Promise Neighborhood grantees would have greater capacity than the neighborhoods targeted in the BNCP.

Problem Statement section of its application. Throughout the project period, the successful TTA Coordinator applicant will administer, monitor, and track funds provided to the selected sites, generally synchronizing funding sources with the authorized project purposes attached to the funding. Each site will be provided \$75,000 through a contract to defray costs for a senior site director and expenses associated with planning and convening neighborhood stakeholders during the planning process. There will be a requirement that the selected neighborhoods provide a minimum 100 percent cash or in-kind match to the funding that is being subawarded to the site through the TTA Coordinator.

- Development of a BNCP Resource Center. Within eight months of project start date, the TTA Coordinator will activate a resource center, which is to be comprised of both an online portal (a repository of relevant tools and links) and call center to support and supplement on-site support. It will aggregate and link with, (but should not duplicate,) material and tools found on other web portals and provide guidance and tools associated with the convening, planning, implementation and tracking stages and processes inherent to neighborhood revitalization work, possibly including mechanisms for cross-site discussions and consultation. The resource center services will initially concentrate its support on the selected sites, though its web services will be publicly available, and the Resource Center will be marketed to other Administration place-based initiatives for limited support. The Resource Center also will include and disseminate publicly available summaries and lessons learned from the BNCP activities to aid the broader field. The FMT will assist the successful applicant to align development of this resource center with that of the planned National Resource Bank of the Strong Cities, Strong Communities initiative to eliminate duplication of effort.
- Identification of Neighborhood Site Directors. The TTA Coordinator will work with each selected neighborhood to expedite the identification, selection, and orientation of an individual responsible to help support and facilitate neighborhood planning and implementation activities. Each site director will be retained by, and report to, a local fiscal agent. For each selected neighborhood, the site director will serve as the primary convener, facilitator and liaison among the local stakeholders. The site director will also serve as the neighborhood's primary point of contact for the TTA Coordinator, evaluator and, as appropriate, the BNCP FMT. Site directors will be locally based and identified by the participating neighborhoods and hired with concurrence and input from the TTA Coordinator and FMT. Site directors are expected to be experienced, senior-level individuals situated in or affiliated with local government, non-profit organizations or community foundations and to have some experience with, and expertise in, neighborhood planning.
- Support to Convene the Neighborhood Collaboratives. The TTA Coordinator will assist each selected neighborhood to convene a body of neighborhood entities and individuals who will become the primary recipients of the training and technical assistance services and the primary drivers of the neighborhood revitalization planning process. To this end, the expectation is that each neighborhood collaborative includes representatives of all relevant stakeholder sectors including (but not limited to) residents, local elected officials, local criminal justice leaders, faith institutions, businesses, neighborhood organizations, and community institutions that serve the neighborhood. The following entities must be included: the local Public Housing Authority, local school district, police department (and/or other criminal justice entities such as courts, prosecutors, and community corrections), a Community Development Financial Institution, and at least one health and/or human service agency that directly or indirectly receives federal funding from the U. S. Department of

Health and Human Services such as a local community health center, or Head Start provider.

- Development of Neighborhood Needs Assessments and TTA Plans for Neighborhoods. The TTA Coordinator will work with the selected sites to develop comprehensive needs assessments to inform development of TTA plans tailored to each site and to strengthen sites' capacities to undertake neighborhood revitalization.
- Support for Development of Neighborhood Revitalization Plans. The TTA Coordinator will work with the FMT to support the selected neighborhoods in development or updating of their revitalization plans and components including, but not limited to, the vision, theory of action, goals and objectives, neighborhood assessments, inventory of fiscal and other resources, policy and fiscal analyses, entities responsible for implementation, an implementation time line and a process for continuing accountability. These revitalization plans must be coordinated with relevant local and state plans and planning processes and may be developed in stages but the final minimum deliverable for each site will be a viable, comprehensive, long-term revitalization plan, as described in BNCP Neighborhood Deliverables Section below.
- Provision of Training and Technical Assistance. The TTA Coordinator will be responsible for providing, coordinating and brokering access to TTA in accordance with the approved TTA plans. The TTA Coordinator must have the in-house expertise to support and guide identification of fiscal and other resources, community development work and to address broad community planning domains (criminal justice, health, housing, education, economic development) and other key issues that impact community development, resident engagement and resident well being. Alternatively, it will have strong relationships with other entities that can be engaged through subcontracts. The TTA Coordinator will have the capacity to conduct training and technical assistance on a national level at conferences, trainings and events as needed.
- Formative Process Assessment. The TTA Coordinator will undertake directly or manage through contract a formative process assessment that documents processes, outputs and outcomes of the BNCP through data collection, systematic and social observation, construction of case studies and key stakeholder interviews, and development and production of regularly submitted written reports.
- Reporting and Meeting Requirements. In addition to OJP reporting requirements the TTA Coordinator will be required to:
 - Provide status updates at least monthly to the interagency FMT and BJA via conference calls, reports and/or electronic communication.
 - Conduct site visits as needed, arrange and staff conference calls, and convene one to two all-project meetings yearly. Meeting schedules must be coordinated with the assigned BJA Policy Office contact. The TTA Coordinator must ensure adequate travel funding is available to cover all meeting requirements. Additional information will be discussed further in the budget section; and
 - Ensure that data collected for this project is submitted to the grantor agency upon project completion for archiving purposes.

BNCP Neighborhood Deliverables

With guidance from OJP/BJA and the interagency FMT, the TTA Coordinator will assist the selected neighborhoods to achieve or develop the following:

Short-term (by one year after site director selection):

- Increased resident and stakeholder participation in planning and decision-making as evidenced by composition of active participants in the collaborative.
- Shared governance among local entities across the domains of education, economic development, health, housing, community development, and criminal justice as demonstrated by formal executed agreements.
- Participation in a comprehensive needs assessment as documented by the TTA plan.
- Completed fiscal and policy inventory and analyses for at least one domain (e.g., housing).
- Use of innovative, promising, and/or evidence-based decision-making through a neighborhood needs assessment and/or fiscal and policy analyses.
- Development or updating of, and broad-based support for, the neighborhood revitalization plan that seeks to improve the quality of the assets of all five selected neighborhoods and that is done in concert with relevant local and state plans and planning processes.

Medium-term (one to three years):

- Shared set of neighborhood-level outcomes and metrics to measure progress developed and documented in the plan.
- Secured funding for and began or completed at least one “do while planning” implementation project to build momentum and community buy-in and to test the capacity of the neighborhood revitalization governance structure.
- Neighborhood is part of relevant cross-agency information-sharing system(s) and collects, analyzes and uses data for decision-making and real-time program improvement as documented through the evaluation and project reports.
- Completed fiscal and policy inventory and analyses for core activity domains (e.g., housing and infrastructure, criminal justice, education, employment, physical and behavioral health, crime prevention, and economic development).
- Increased and more efficient tracking, access, utilization, and braiding of available resources including federal, state, local and private sources.
- Identification and reporting of federal, state, or local policies, regulations, or other requirements that impede the achievement of neighborhood revitalization goals.
- Revision and updating of the neighborhood revitalization plan.

Long-term (three to five years):

- Implementation of a long-term revitalization plan that has broad resident, stakeholder and investor buy-in and details activities to sustain the revitalization effort beyond the five year project period in coordination with local and state development efforts.
- Neighborhood has increased its participation in relevant cross-agency information-sharing system(s) and its use of data for decision-making and real-time program improvement as documented through the evaluation and project reports.

Timeline for Key Activities

Note: The FMT will work in close collaboration with the TTA Coordinator and the sites on the following timeline and TTA process. These time frames are estimates and may be modified as determined by the FMT and selected applicant.

Month 1: OJP/BJA and FMT to hold initial orientation/project meeting with TTA Coordinator

TTA Coordinator recommends process and criteria for site selection for discussion with BJA and FMT.

TTA Coordinator recommends mechanism for undertaking the formative assessment and data collection in the neighborhoods.

Month 2: TTA Coordinator convenes pre-application meeting of potential sites and broadcast webinars. Invites interested sites to apply (45 to 60 days to develop applications)

TTA Coordinator provides structure and content outline for online resource center.

By Month 5: TTA Coordinator identifies slate of finalists and begins neighborhood assessment/selection process to include one visit to each finalist site by team led by TTA Coordinator that includes the evaluator and FMT members (TTA Coordinator pays for expenses of its staff only)

TTA Coordinator creates beta version of on line resource center for FMT review and comment and begins to populate web with resources

TTA Coordinator ensures mechanisms are in place for formative process assessment, including staffing or contract in place.

By Month 6: TTA Coordinator recommends slate of neighborhoods to FMT

TTA Coordinator revises on line resource center and initiates user testing

By Month 7: Neighborhoods selected, notified, and contracts executed

By Month 8: Neighborhood site directors identified and/or retained by neighborhoods with input, concurrence of TTA Coordinator, FMT

By Month 9: TTA Coordinator convenes first all-site orientation

TTA Coordinator stands up online resource center and continues to add material

By Month 10: TTA Coordinator creates initial TTA plan for each site based on assessment of site-specific TTA needs

For Duration of Award Period:

TTA Coordinator provides on- and off-site TTA support based on each site's TTA plan

TTA Coordinator continually updates and revises TTA plan in accord with local development and needs

TTA Coordinator participates in monthly meetings/calls of FMT

TTA Coordinator facilitates monthly project calls with sites, evaluator

TTA Coordinator convenes semi-annual all-site meetings

TTA Coordinator maintains and updates on line web resource center

Evidence-Based Programs or Practices

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

Amount and Length of Awards

It is anticipated that one cooperative agreement of \$2 million will be awarded for a 24-month budget period. Pending funding availability in future years, this project could be extended to 60 months.

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

Cooperative Agreements

This award will be made through a cooperative agreement, which is used to enter into the same kind of relationship as a grant, between the awarding agency and the recipient, but recognizes that substantial collaboration is anticipated to be involved during the funding period in carrying out the activities contemplated in the cooperative agreement. In this jointly funded project, all federal agency members of the BNCP FMT will be substantially involved.

Final legal responsibility for the oversight and (if necessary) redirection of this project, is vested in the agencies collaboratively funding the award(s). For the purposes of the FY2011 solicitation, BJA has agreed to serve as the administering agency for the interagency

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partnership, though all members of the BNCP FMT will participate equally in the oversight and necessary redirection of the project. BJA will serve as the primary point of contact with the grantee and liaison with the other project team members. The authority to oversee and redirect (as necessary) project activities includes, but is not limited to, the review and approval, in a timely manner, of all Memoranda of Understanding (MOUs), neighborhood site selection, key personnel selections, consultants, assessments, plans, and instruments, and all other matters as may be more specifically set forth in the grant award documents. Additionally, manuals, documents and any other written or electronic material developed or identified for use during the project must be submitted to the funding agency prior to finalization to allow for review by the administering agency and the FMT. Responsibility for the coordination of review and approval processes will be shared by the FMT. Where appropriate, the recipient will act jointly with the interagency federal management team and BJA (as the administering agency) to determine modifications to the program implementation plan or budget. In executing this responsibility, BJA requires that the FMT representatives meet periodically, in person and/or by phone throughout the life of the project to discuss project activities, plans, problems, and solutions. Responsibility for the day-to-day conduct of the project rests with the TTA Coordinator. This specifically includes operations, data collection, analysis, and interpretation.

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.) 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 (based on federal subaward amount): This solicitation does not require a match for the TTA Coordinator, but a match will be required of subrecipients (see above). Federal funds subawarded to sites under this program require a 100 percent cash (or in-kind) match from state, local, or private sources. For each federal dollar awarded on behalf of the selected site, up to the first \$75,000, the subrecipient must provide 100 percent match toward the project. (Match is restricted to the same uses of funds as allowed for the federal funds.)

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
Strengthen capacity and infrastructure of sites to plan, implement and sustain neighborhood revitalization	Percentage of sites that establish/enhance local collaboration with three or more key stakeholders in domains of education, economic development, health, housing and public safety	Number of sites that establish/enhance local collaboration with three or more key stakeholders in domains of education, economic development, health, housing and public safety, as evidenced by executed MOUs Number of targeted sites
	Percentage of sites with approved comprehensive revitalization plan to include vision, theory of action, goals, outcome measures and evidence of broad resident, stakeholder and funder buy in	Number of sites with approved comprehensive revitalization plan to include vision, theory of action, goals, outcome measures and evidence of broad resident, stakeholder and funder buy in, as evidenced by an approved plan, updated annually
	Percentage of sites identifying and obtaining additional sources of funding by the end of years two through five	Number of sites identifying and obtaining additional sources of funding by the end of years two through five, as evidenced by the listing of new funding sources
Promote effective use of data by sites through support for needs and fiscal analysis, resource mapping, policy barrier analyses and by TTA Coordinator for continual quality assurance purposes	Percentage of sites using data to inform local decision-making Number of grantee self- assessment measures per site approved by the federal management team (FMT)	Number of sites using data to inform local decision-making, as evidenced by the existence of a data base, inventory of fiscal resources and other neighborhood assets, and/or policy and fiscal analyses Number of grantee self- assessment measures per site approved by the FMT
Develop and test a system of assistance focused on helping neighborhoods identify and integrate existing resources to support revitalization work	Number of existing resources newly committed to revitalization work Dollar amount of existing resources newly committed to revitalization work	Number of existing resources newly committed to revitalization work, as evidenced in monthly narrative reports Dollar amount of existing resources newly committed to revitalization work, as evidenced in monthly narrative reports
Positive changes in web tracking statistics of the BNCP Resource Center over time	Percent increase in visits to web sites	Number of visits to web sites in the current reporting period Number of visits to web sites in the previous reporting period

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 a Successful 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 sub awards will be made through the FFATA Subaward Reporting System (FSRS), found at 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. If the applicant experiences technical difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours a day, seven days a week, except Federal holidays. Registering with Grants.gov is a one-time

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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. The Office of Management and Budget requires that all businesses and non-profit applicants 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 1-866-705-5711 or by applying online at www.dnb.com. Individuals are exempt from this requirement.
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 **at least once per year** 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 Authorization for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log in to 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 16.595, titled "Weed and Seed Program," and the funding opportunity number is BJA-2011-3076.
6. **Submit an Application Consistent with this Solicitation by Following the Directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an

explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must contact BJA staff **within 24 hours after the deadline** and request approval to submit its application. At that time, BJA 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 the applicant reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues the applicant 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 a Successful 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 nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that some application elements are so critical that applications unresponsive to the scope of the solicitation, or that 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. **Application for Federal Assistance (SF-424A)**

The SF-424A is a standard form required for use as a cover sheet for submission of pre-applications, applications and related information. Please see www.grants.gov/assets/DraftInstructionsSF424%20A_DOL.pdf for instructions on how to complete the SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the "Type of Applicant 1" data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

2. **Program Abstract**

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

3. **Program Narrative**

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

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

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

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

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. 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.

Additional budget requirements:

- In addition to budgeting for the deliverables as described on pages 7-10, the applicant must include estimated funding for the required in-person or web-based meetings:
 - Pre-Application Meeting of Potential Sites—Web-based meeting
 - Site Visit to Finalists—In-person site visits; include travel costs for TTA Coordinator staff to travel to sites.
 - All-site Orientation Meeting—In-person meeting; include costs for related meeting expenses for a meeting for up to 30 people including travel costs for BNCP site representatives.
 - Semi-annual All-Site Meeting—In-person meeting; include costs for related meeting expenses for a meeting for up to 30 people including travel costs for BNCP site representatives.

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. Additional Attachments: Project Timeline and Position Descriptions

Attach a Project Timeline (with an estimated start date of October 1, 2011) with each task, expected completion date, and responsible person or organization; and resumes or position descriptions for key staff.

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. Please note in particular the following forms. For successful applicants, receipt of funds may be contingent upon submission of all necessary 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.

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

Describe applicant's understanding of the challenges inherent to supporting neighborhood revitalization in high-need/developing-capacity sites and strategies to address such challenges. Describe the advantages of selecting multiple neighborhoods within a single jurisdiction in contrast to selecting five neighborhoods that are geographically dispersed and the advantages of demographic diversity and make a recommendation in this section of the application.

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

Describe applicant's plan of action to meet the solicitation requirements including a description how the applicant will design and implement the deliverables (pages 9-11) and work with selected sites to identify and promote success in neighborhood revitalization and achieve deliverables for selected neighborhoods (pages 11-12). Include a detailed Project Timeline as an attachment for the initial award period of 24 months.

3. Capabilities and Competencies (25 percent of 100)

Applicant should describe the skills, experience and capacity of the applicant organization and proposed project personnel to undertake this work. Use specific examples of related efforts and reference challenges described in Statement of the Problem. Describe in particular how applicant will undertake the needs assessments and provide support for all five sites simultaneously. Discuss site selection criteria and rationale for use of proposed criteria. Delineate competencies and process and content knowledge needed to undertake this work such as experience in content and process areas germane to neighborhood revitalization. Include resumes of proposed staff showing corresponding skills, and describe organization's experience with like efforts. Explain how the applicant will integrate learning, resources, technical assistance from public and private entities, i.e., foundation and civic initiatives. Include a detailed management plan.

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

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.

The applicant should indicate an understanding of the reporting requirements and discuss how the applicant will gather the required data and who will be responsible for data collection. The application should explain how the program's effectiveness will be

demonstrated. Describe how data will be collected and how it will be assessed to measure the impact of the proposed efforts.

5. Budget (10 percent of 100)

Provide a comprehensive budget and budget narrative that are complete, allowable, and justified based on the proposed project. See the additional budget and budget narrative requirements on page 18.

Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, 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. Consistent with the interagency collaboration that has developed, funded and will manage the BNCP, representatives of the FMT partner agencies will participate in the peer review and final award decisions.

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
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR registration

Application Checklist
FY 2011 Building Neighborhood Capacity Program Training and
Technical Assistance Coordinator

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

Eligibility Requirement:

- _____ Applicants are limited to nonprofit organizations, faith based and community based organizations, institutions of higher learning and for-profit organizations (commercial).
- _____ The federal amount requested is within the allowable limit of \$2 million

What a Successful Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 18)
- _____ Program Narrative* (see page 18)
- _____ Budget Detail Worksheet* (see page 18)
- _____ Budget Narrative* (see page 18)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 19)
- _____ Tribal Authorizing Resolution, (if applicable) (see page 19)
- _____ Additional Attachments: Project Timeline (see page 19)
- _____ Other Standard Forms as applicable (see page 19), 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.