



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the BJA Visiting Fellows Program. This program furthers the Department's mission by bringing talent and expertise from the field to BJA to inform policy and practice and create new tools for the field to disseminate knowledge of effective and innovative approaches to priority criminal justice issues.

BJA Visiting Fellows Program FY 2013 Competitive Announcement

Eligibility

Eligible applicants are individuals, as well as state, tribal, or local government, organizations, or academic institutions seeking to place a staff member in BJA. All persons serving in the fellowship positions must be U.S. citizens at the time of application. The person seeking to be placed in the Fellowship must have at least 5 years of criminal justice expertise in the relevant area of criminal justice practice or research, working in a policy or applied criminal justice setting, such as a criminal justice agency (law enforcement, criminal courts, prosecutor, corrections, or partner agency such as a social service provider), or an agency or office with responsibility for criminal justice and public policy (such as a governor's office, mayor's office, or other important policy setting pertinent to criminal justice). Researchers should apply only if they have an expertise and specific skills in the areas of developing models and applied research tools for the field, implementation of evidence-based practices, and collection and analysis of data and performance management.

Applicants must demonstrate the administrative capacity, particularly fiscal administrative capacity, to manage an agreement or award, as well as the knowledge and skills to successfully execute the proposed Fellowship activities. Eligibility will be determined only after a review of a complete, submitted application.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications, the availability of appropriations, and applicant availability and current interest.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 20.) All applications are due by 11:59 p.m. eastern time on March 28, 2013. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, 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 requirements 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.

Grants.gov number assigned to announcement: BJA-2013-3499

Release Date: January 29, 2013

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BJA Visiting Fellows Program (CFDA #16.751 and 16.754)

Overview

BJA's mission is to provide leadership and services in grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities. BJA supports programs and initiatives in the areas of law enforcement, justice information sharing, countering terrorism, managing offenders, combating drug crime and abuse, adjudication, advancing tribal justice, crime prevention, protecting vulnerable populations, and capacity building. Driving BJA's work in the field are the following principles:

- Emphasize local control.
- Build relationships in the field.
- Provide training and technical assistance in support of efforts to prevent crime, drug abuse, and violence at the national, state, and local levels.
- Develop collaborations and partnerships.
- Promote capacity building through planning.
- Streamline the administration of grants.
- Increase training and technical assistance.
- Create accountability of projects.
- Encourage innovation.
- Communicate the value of justice efforts to decision makers at every level.

BJA has four primary components: Policy, Programs, Planning, and the Public Safety Officers' Benefits Office. The Fellows will work in the Policy Office, which provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice. It also acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices. These Fellows will be placed to work in partnership with one of BJA's four Policy Office Teams: Adjudication and Law Enforcement, Justice Systems, Justice Information Sharing, and Strategic Initiatives.

To address emerging issues and build capacity to improve the administration of criminal justice, in FY 2012, BJA launched the new BJA Visiting Fellows Program. The purpose of this program is to leverage state, local, or tribal subject-matter expertise to assess areas of need and to develop strategies, tools, and policies in collaboration with BJA staff for the benefit of the criminal justice field. By hosting up to four Fellows with FY 2013 funds, BJA will collaborate with practitioners and researchers to build capacity to address gaps in priority and emerging issues in the criminal justice field. BJA encourages potential applicants from a broad range of disciplines to consider how their work in areas related to crime and justice might support work in the BJA Visiting Fellows Program's priority issue areas outlined below.

This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) and the Harold Rogers Prescription Drug Monitoring Program.

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on March 28, 2013. See the “How To Apply” section on page 20 for details. Note on the date submissions are due, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see “Contact Information” on the page 2 for more information about BJA’s Justice Information Center).

Eligibility

Refer to the title page for eligibility under this program.

BJA Visiting Fellows Program—Specific Information

Through the BJA Visiting Fellows Program, BJA announces plans to invest in the field to advance priority national policy issues and offer cross developmental opportunities for DOJ staff and the criminal justice field. Awards made under the BJA Visiting Fellows Program will fund fellowships for a total period of 12–18 months, including a residency period of at least 6–12 months onsite at BJA in Washington, D.C. The goal of the fellowship is to make important policy and programmatic contributions in a priority area of criminal justice practice. Fellows will work in collaboration with BJA and DOJ staff to help provide critical outreach, data, research, and subject-matter expertise to inform the development of new BJA strategies and programs to benefit the field.

Through this solicitation, BJA is recruiting Fellows who have significant work and academic experience in a criminal justice policy, practice, or research setting who can make significant contributions, through BJA, to enhancing practice and innovation in the field. BJA Fellows will be accomplished practitioners with the credentials and experience that demonstrate significant achievements in—and a continuing commitment to—solving the persistent challenges of crime and justice in the United States. A key priority for these Fellows will also be to support the use of data and research to inform the development of effective strategies, including the translation of research and evidence into implications for criminal justice policy and practice.

Program Strategy

The program is designed to bring accomplished practitioners into close working contact with the Director and staff of BJA. A centerpiece of the Visiting Fellows Program is a term of residency at BJA: BJA Fellows are expected to work full-time onsite at BJA for a period of at least 6–12 months. Fellows are expected to work onsite in Washington, D.C. because the fellowship is intended to provide professional development opportunities for the Fellow and technical expertise that supports BJA’s efforts, through Fellow/staff interaction. Additional time can be built into the period of the fellowship before or after the residency period at BJA to prepare for the fellowship work and to complete deliverables. The total fellowship, including both the offsite and residency periods, should be no more than 18 months. During the period of the fellowship, it is estimated that about 20 percent of the fellowship time will be devoted to collaborative work with BJA staff and leadership. BJA will consider periods less than 6 months (1,500 hours) or a

part-time schedule (i.e., 20 hours per week) for a period of 1 year where the applicant makes the case that the goals of this solicitation can still be accomplished in a shorter amount of time.

These Fellows will be expected to produce specific deliverables that can address these priority issues, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical subject-matter assistance. Through this process, the Fellows will assist BJA in enhancing strategies and building capacity and then bring their fellowship experience back into the field. The defined deliverables will be based upon those proposed in the application and then negotiated through the award and start-up period. These deliverables will be designed to advance a priority policy issue during the fellowship at BJA, and can either enhance existing policy or develop new strategies to address emerging policy issues.

Fellows will be required to maintain time records and submit progress reports documenting their work to help ensure a continuous level of effort. Progress reports will also be used to ensure that the fellow's activities support the stated purpose of the award and that the fellowship's deliverables are being met as established by the approved schedule for that reporting period. The Fellow's financial, administrative, and programmatic compliance, as well as overall performance, will be monitored by a BJA staff member within the assigned unit with ultimate oversight by the BJA Associate Deputy Director. Because the salary of a BJA Fellow is intended to compensate for an expected level of work during the funding period, any adjustment to a Fellow's level of effort during the funding period (e.g., changes to the number of days worked beyond that set out above) may require an adjustment of the Fellow's drawdown schedule or award budget. BJA will provide workspace and equipment, including telephone, computer, office supplies, and Internet access.

FY 2013 fellowships are expected to begin after October 1, 2013 and end before March 31, 2015. Any offer of a fellowship is contingent upon the applicant successfully passing a complete and thorough background security check. The BJA Fellow will be expected to undergo *Financial Guide* certificate training.

Goals, Objectives, and Deliverables

The overarching goal of these fellowships is to provide assistance through BJA to meet the field's need for evidence-based training, technical assistance, and public awareness resources in the priority areas outlined below. Each Fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues and build capacity to address priority issues in the criminal justice field. Critical deliverables could include:

- Outreach to BJA stakeholders to coordinate development of projects, such as interviews or focus groups.
- Creation of reports, toolkits and training curricula, applied research tools, and other creative learning strategies.
- Translating research and evidence into programmatic and policy implications for practitioners.
- Development of up to two significant articles or publications on topics relevant to BJA's mission.
- Provision of technical subject-matter training and assistance to the BJA staff, especially their Policy Team.

- Collaboration to facilitate creation of recommended strategies and enhancements to work in the specific priority issue area (identified below).
- Training of BJA stakeholders.

Enhancing the professional development of successful applicants is an important aspect of the fellowship program, but activities and deliverables must conform to the solicitation parameters. Applicants who propose more narrowly focused fellowships that focus on their specific interests will not be considered responsive to this solicitation and will not be forwarded for peer review.

Fellows will be expected to participate in a wide range of collegial work with the BJA Director and the BJA staff. Much of this collegial work will be designed to provide subject-matter expertise to expose BJA and other DOJ staff on issues facing the field and current practice to enhance the knowledge-building work of BJA. The Fellow will be exposed to a range of opportunities to participate in high-level policy discussions and processes that inform practice and will be expected to take this expertise back to share with the field. BJA is especially interested in funding Fellows who can make significant contributions toward building a cumulative body of knowledge in one of the four areas below.

In FY 2013, the priority issue areas are:

1. **Building Crime Analysis Capacity:** This fellowship will seek to improve and expand the ability of law enforcement nationwide to utilize crime analysis and data-driven strategies to improve operations, efficiencies, and decision making. The ideal candidate will have strong experience in identifying and collecting data, crime analysis, and an understanding of data sharing and information management principles. The candidate must also have the ability to facilitate national scope projects, communicate with diverse stakeholders, and work in a collaborative, team environment. The Fellow selected will be expected to assist BJA in developing national policy, guiding the delivery of training and technical assistance to local agencies, and shaping project activities that support BJA's efforts to enhance law enforcement capacity in crime analysis and justice information sharing. This fellowship will be housed with the Law Enforcement and Adjudications Team and will coordinate closely with other staff, including the Justice Information Sharing Team.
2. **Enhancing the Use of Data to Inform National Criminal Justice Policy:** This fellowship will seek to enhance the collection and analysis of BJA data, including grantee performance measurement data, to support the management of BJA programs and to inform the direction of future BJA priorities. The fellowship will especially focus on data and reporting from BJA discretionary grantees. The Fellow will review and assess BJA data and identify any barriers to collecting and reporting data, identify any capacity issues that might be affecting data collection or submissions, and summarize these issues for the BJA Leadership team. The Fellow will also be asked to work with BJA staff to: (a) assess and develop strategies to improve the quality of data submissions from BJA grantees; (b) recommend approaches to address any identified capacity issues; and (c) create a plan to reduce any identified barriers. In addition, the Fellow will support the analysis of data from several other perspectives including the creation and presentation of regional, statewide, and program-level trend reports to inform BJA staff efforts to target resources and develop solicitations, program models, training, and technical assistance. Specific tools could include data maps, issue briefs, fact sheets, publications for practitioners, webinars, and written recommendations for

BJA staff. This fellowship will be housed within the Strategic Initiatives Unit and will collaborate closely with other Policy Teams and with the budget and performance measurement staff.

3. **Prescription Drug Abuse:** This fellowship will seek to improve and expand the use of state prescription drug monitoring programs and other data to inform prescription drug abuse prevention and treatment efforts and resource allocation strategies, as well as law enforcement efforts to predict, target, investigate, and control diversion and fraud related to prescription drugs. The ideal candidate will have strong experience in identifying and collecting data, crime analysis, and a strong understanding of the Health Insurance Portability and Accountability Act of 1996 (HIPAA) and public health and criminal data sharing and information management principles. The ideal candidate will have experience in both the public health and public safety fields. The candidate must also have the ability to facilitate national scope projects, communicate with diverse stakeholders, and work in a collaborative, team environment. The Fellow selected will be expected to assist BJA in developing national policy, guiding the delivery of training and technical assistance to local and state agencies. Further, the Fellow's contributions will shape project activities that support BJA's efforts to enhance use of prescription drug monitoring and other data, including calls for law enforcement service, incident responses, emergency room data, medical examiner data, and others to enhance state, local, and tribal public health and public safety capacity in analysis and justice information sharing. This fellowship will be housed with the Justice Systems Team and will coordinate closely with other Policy staff, including the Justice Information Sharing Team.
4. **Health Care Reform and Justice Systems:** This fellowship will seek to increase state, local, and tribal understanding of how implemented provisions of the Patient Protection and Affordable Care Act can: (a) assist and prevent justice system involvement for at-risk people with substance abuse and mental health disorders; (b) increase justice system-linkages to healthcare (including behavioral healthcare) for eligible people; as well as (c) reduce recidivism by supporting continuity of care including substance abuse and/or mental health treatment for people with disorders after they have returned to the community from incarceration or during/after periods of community supervision. The Fellow will also be asked to work with BJA staff to develop and build partnerships with outside groups and to recommend approaches to address state, local, and tribal capacity issues with regard to healthcare reform. In addition, the Fellow will identify areas with BJA to tailor programming, training, and technical assistance to support state, local, and tribal understanding and justice system business process changes necessary to identify eligibility, link, and facilitate enrollment of people into appropriate publicly funded health insurance programs including Medicaid expansion. The Fellow will help inform BJA staff efforts to target resources and develop solicitations, program models, training, and technical assistance. Specific tools could include tracking of state planning efforts, issue briefs, fact sheets, publications for practitioners, webinars, and written recommendations for BJA staff. This fellowship will be housed within the Policy Justice Systems Team and will collaborate closely with other Policy Teams.

In addition, all Fellows will also be expected to complete the following activities as part of being a BJA Visiting Fellow Program:

- Assist BJA with activities designed to assess the technical assistance, training, and capacity building needs in the priority area.
- Assume lead responsibility for reviewing, updating, and maintaining any relevant BJA web site pages, in coordination with BJA staff.
- Assess current BJA training and technical assistance resources in the priority area to determine if the products should be updated to be relevant to the field.
- Assist BJA staff with the review and analysis of semi-annual performance measurement data submitted to BJA by grantees, if any, in the assigned priority area through OJP's Grants Management System (GMS) progress reports and the Performance Measurement Tool (PMT). The Fellow will highlight inconsistencies between the performance data and the narrative reports and work with BJA staff and grantee organizations to reconcile the data.
- Work with BJA staff to plan and implement monthly technical assistance conference calls with grantees on projects in assigned priority areas, including identifying potential call topics and speakers.
- At the request of BJA management, participate in internal and external stakeholder meetings, forums, conferences, and international briefings for the purpose of presenting information on BJA efforts to address issues in the priority area and corresponding gaps in services and capacity building needs of the field.
- Prepare detailed reports, speeches, and articles at the request of OJP and BJA management.
- Develop written responses to various requests for information, including public inquiries seeking information on BJA's efforts in the priority area.
- Participate in professional development and training activities in consultation with BJA management to enhance expertise related to the priority area.
- Travel to support the execution of the above activities.
- Other duties as assigned to support the implementation of the fellowship.

Interested applicants should note the following:

- BJA Fellows must pass the DOJ background investigation and receive the appropriate security clearance prior to the release of their grant funding.
- BJA Fellows must have no outstanding IRS tax debt or delinquent federal debt.
- BJA Fellows will be responsible for maintaining an accurate record of their time dedicated to the fellowship. BJA Fellows are required to spend at least **1,100 hours during the duration of their fellowship onsite at BJA.**

Amount and Length of Awards

BJA anticipates that it will make up to 4 awards for a maximum 18-month project period. Overall funding for FY 2013 will be \$900,000. The Fellows will be hosted at BJA for part of the project, and the budget should support salary and expenses and limited travel. BJA may choose to supplement and extend the period of fellowships.

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

Budget Information

The funding level for each visiting fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, housing expenses, travel and other limited administrative expenses. The needs must be fully documented in the budget and budget narrative and be clearly tied to the proposed fellowship activities. Travel can include: (1) travel associated with the Fellowship duties, (2) travel from the Fellow's home to BJA and back for the fellowship residency, and (3) up to two trips to travel home during the period of the residency. This travel will not include local travel between the Fellow's local residence during the period of the residency at BJA. Proposals primarily to purchase equipment, materials, or supplies will not be funded. BJA will not fund salary for other staff as part of the Fellowship. Fellows are generally required to spend a minimum of 1,100 hours during the duration of their fellowship on site at BJA, though BJA will consider periods less than 6 months/1,100 hours where the applicant makes the case that a shorter time will still accomplish the goals of the solicitation. Proposals that do not respond to the specific goals of this solicitation will not be funded.

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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/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 Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should 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 to be done.

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical

planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable)

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

Match Requirement

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Any award recipient will be required, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
<p>Advance priority issues by enhancing existing policy or developing new strategies to address priority or emerging policy issues in the criminal justice field</p>	<p>Provide a final report with a comprehensive overview of the project</p> <p>Percentage of deliverables that meet expectations</p> <p>Percent of deliverables completed on time</p> <p>Number of conferences, focus groups, and forums attended</p> <p>Number of papers presented at national conferences</p> <p>Number of recommendations developed</p> <p>Number of program policies changed, improved, or rescinded based upon recommendations</p>	<p>Final comprehensive report providing an overview of the project and a detailed description of the design, activities, outcomes of assessments, and deliverables completed. Report must also include copies of all deliverables completed as well as a discussion of the implications of the project findings for criminal justice practice and policy in the United States.</p> <p>During the current reporting period:</p> <p>Number of deliverables to include (but not limited to): reports, toolkits, training curricula, applied research tools, publications.</p> <p>Number of deliverable that meet expectations as approved by BJA staff.</p> <p>Number of deliverables to include (but not limited to): quarterly financial and data reports, semi-annual narrative reports, and the final report.</p> <p>Number of deliverables completed on time.</p> <p>Number of conferences, focus groups, and forums attended.</p> <p>Number of papers presented at national conferences.</p> <p>Number of recommendations made to BJA Policy staff during the length of the fellowship.</p> <p>Number of recommendations made to BJA Policy staff that were implemented .</p>

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 13 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 protection regulations. 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 Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require 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), 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.

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.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical:

- Program Narrative
- Budget Detail Worksheet and Budget Narrative
- Resumes/curriculum vitae of key personnel

Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, 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 required standard form used 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, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Abstract**

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 400 words or less. Project abstracts should be—

- Written for a general public audience.
- Submitted as a separate attachment with <Project Abstract> as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

The abstract should provide the following information:

- Name of the applicant.
- Priority area under which the applicant is applying.
- Brief summary of the criminal justice expertise of the applicant that is relevant to the priority area under which they are applying.
- Proposed fellowship period and period of the residency at BJA.
- An overall summary of the project, including the project's purpose, goals, and deliverables.

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

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 not less than 1-inch margins, and should not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc.

If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance 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 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.

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. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, 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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their 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/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

7. Additional Attachments

Applicants must include a resume/curriculum vitae demonstrating a minimum of 5 years criminal justice-related experience.

Applicant disclosure of pending applications

Applicants are to disclose whether they have pending applications for Federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be sub-awarding Federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the federal or state funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g. “[Applicant Name] does not have pending applications within the last 12 months for Federally funded assistance that include requests for funding or support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”)

8. Other Standard Forms

Additional forms that OJP may require 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. Note in particular the following forms:

- a. [Standard Assurances](#)*
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)*
Applicants must read, certify and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)
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, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

The following five selection criteria will be used to peer review each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, “Statement of the Problem,” is worth 10 percent of the entire score in the application review process.

1. **Statement of the Problem (10 percent of 100)**
 - a. Identify the particular priority area of the fellowship, consistent with one of the four areas identified on pages 7-8.
 - b. Describe the challenges facing the criminal justice field in this area.
 - c. Provide data to show the nature and scope of the problem and explain previous or current efforts to address the problem.
 - d. Describe applicant’s professional interest in working on this issue.
2. **Project Design and Implementation (35 percent of 100)**
 - a. Clearly state how the applicant proposes to address the identified priority issue, including the issues identified in the Statement of the Problem.

- b. Outline the specific goals and objectives of the project and how they will address the problem identified in the Statement of the Problem.
- c. Describe the activity to be undertaken during the fellowship, including specific deliverables to be completed during the period of the fellowship.

3. Capabilities and Competencies (40 percent of 100)

- a. Describe the knowledge of BJA and/or prior experience working with BJA or its projects.
- b. Describe the experience and capability of the applicant, including relevant work and academic experience.
- c. Provide documentation of any prior work or collaboration that has previously been undertaken by the applicant in the particular issue area.
- d. Describe any potential barriers to implementing the project and strategies to overcome them.
- e. Demonstrate that the applicant possesses the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround time.
- f. Document the ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, agencies, and practitioners in the field.
- g. Include a resume/curriculum vitae demonstrating a minimum of 5 years criminal justice-related experience.

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

Identify who will collect performance data, who will be responsible for performance measures, and how the information will be used to guide the program.

5. Budget (10 percent of 100)

- a. Refer to the budget information listed on page 15 for more detailed information.
- b. Ensure the fellowship period is consistent with solicitation requirements.
- c. Budgets should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹

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 subject matter of a given solicitation who is NOT a current DOJ employee. An

¹ Generally speaking, a reasonable cost is a cost that if, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. 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, reviews 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, who may consider 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 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
- Civil Rights Compliance Specific to State Administering Agencies
- 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Sub-grantees

How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 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 several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: BJA encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used to 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. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records have already been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.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. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** 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-2013-3499.
6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether OJP has received and validated the application, or rejected it, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior to the**

application due date to allow time to receive the validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. 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.”

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA Justice Information Center (see page 1 for contact information) **within 24 hours after the deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approved requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, BJA will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, BJA will reject the applications as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 with the applicant's computer or information technology environment, including firewalls.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual

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who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@imbps.com. The OJP Solicitation Feedback email account cannot forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 BJA Visiting Fellows Program

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

Eligibility Requirement:

_____ Eligible applicants are U.S. citizens with at least 5 years of relevant criminal justice experience.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Abstract (see page 14)
- _____ Program Narrative* (see page 14)
- _____ Budget Detail Worksheet* (see page 15)
- _____ Budget Narrative* (see page 15)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Tribal Authorizing Resolution (if applicable) (see page 16)
- _____ Additional Attachments (see page 16)
 - _____ Resume/curriculum vitae demonstrating a minimum of 5 years criminal justice related experience*
- _____ Other Standard Forms as applicable (see page 17), including:
 - _____ 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.