



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Justice Information Sharing Solutions Implementation Program. This program furthers the Department's mission by assisting state, local, and tribal jurisdictions in reducing crime and improving the functioning of the criminal justice system.

Justice Information Sharing Solutions Implementation Program FY 2013 Competitive Grant Announcement

Eligibility

There are five Purpose Areas described in this solicitation. Applicants are strongly encouraged to review these Purpose Areas and the eligibility requirements associated with them.

For Purpose Areas 1, 2, 3, and 4 (see pages 6–7 for descriptions), eligible applicants are limited to public agencies of state governments, units of local government, and tribal entities that perform criminal justice functions (or government agencies acting as fiscal agents for eligible applicants).

For Purpose Area 5 (see page 7 for description), eligible applicants are public agencies of state government, units of local government that perform criminal justice functions, and federally recognized Indian tribal governments as determined by the Secretary of the Interior; and national and regional public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

This solicitation includes a two-step application process:

- 1. Concept Paper: Applicants must apply through Grants.gov.**
- 2. Full Application: Selected applicants only, as outlined in this solicitation, will be invited via e-mail to provide a more detailed application through OJP's Grants Management System (GMS).**

It is recommended that applicants ensure registration is complete and up to date for both Grants.gov and GMS.

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

Deadlines

For Step 1—Concept Paper Submission: Grants.gov

Applicants must register with Grants.gov prior to submitting a concept paper. Concept papers are due by 11:59 p.m. eastern time on April 4, 2013. (See “Deadlines: Registration and Application,” page 4.)

For Step 2—Full Application Submission for Selected Applicants Only: GMS

Applicants must register in OJP's Grants Management System prior to submitting a full application for this funding opportunity. Select the “Apply Online” button associated with the solicitation title. (See “How To Apply,” page 19.) All registrations and applications are due by 8:00 p.m. eastern time 45 days from the date applicants receive e-mail notification to submit full applications. (See “Deadlines: Registration and Application,” page 4.)

Contact Information

- **Step 1—Concept Paper:** For technical assistance with submitting a concept paper, contact the Grants.gov Customer Support Hotline at 800-518-4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

- **Step 2—Full Application:** For technical assistance with submitting a full application (invited applicants only), contact the Grants Management System Support Hotline at 888-549-9901, option 3 or via e-mail at GMS.HelpDesk@usdoj.gov.

Note: The GMS support hotline hours of operation are Monday–Friday from 6:00 a.m. to midnight eastern time, 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 at JIC@telesishq.com, or via live web chat at www.justiceinformationcenter.us. 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-2013-3531

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CONTENTS

Overview	4
Deadlines: Registration and Application	4
Eligibility	5
Justice Information Sharing Solutions Implementation Program—Specific Information	5
Application Process	8
Step 1—Submission of a Concept Paper: What a Concept Paper Should Include	9
Concept Paper Review and Selection Process	10
How to Apply: Grants.gov (Concept Papers ONLY)	10
Step 2—Submission of a Full Application (selected applicants only): What a Full Application Should Include	13
Information to Complete the Application for Federal Assistance (SF-424)	
Abstract	
Program Narrative	
Budget Detail Worksheet and Budget Narrative	
Indirect Cost Rate Agreement (if applicable)	
Tribal Authorizing Resolution (if applicable)	
Additional Attachments	
Other Standard Forms	
Full Application Selection Criteria	17
Full Application Review Process	18
How to Apply: GMS (Invited Applicants ONLY)	19
Other Important Information	21
Performance Measures: Full Applications ONLY	23
Notice of Post-Award FFATA Reporting Requirement	25
Additional Requirements	25
Provide Feedback to OJP on This Solicitation	26
Application Checklist: Full Application	27

Justice Information Sharing Solutions Implementation Program (CFDA #s 16.751 and 16.735)

Overview

This FY 2013 grant program seeks to support implementation of justice information sharing solutions that address critical challenges currently faced by state, local, and tribal criminal justice agencies. The justice information sharing solutions implemented under this solicitation should leverage one or more of the components of the Global Standards Package (GSP) and support criminal justice policies, practices, and programs that are evidence-based and data-driven.¹ In addition, available funding is designed to assist state, local, and tribal jurisdictions advance information sharing capabilities by leveraging existing information systems and networks, and not build new systems and networks.

For more information on the GSP, see www.it.ojp.gov/gsp. For more information about evidence-based programs, visit the OJP's' [CrimeSolutions.gov web site](http://CrimeSolutions.gov).

This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) and the Prison Rape Elimination Act (PREA). The Byrne Competitive Program helps local communities improve the capacity of state and local criminal justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local needs. PREA (P.L. 108-79) supports federal survey work, state demonstration projects, and national training and technical assistance.

Deadlines: Registration and Application (Concept Paper and Full Application)

For Step 1—Concept Paper Submission: Grants.gov

Applicants must register with Grants.gov in order to submit a concept paper. OJP encourages applicants to **register several weeks before** the application submission deadline. The deadline to submit concept papers under this announcement is 11:59 p.m. eastern time on April 4, 2013. See “How To Apply: Grants.gov” on page 10 for details.

For Step 2—Full Application Submission for Selected Applicants Only: GMS

Applicants must register in GMS prior to submitting a full application for this funding opportunity. The deadline to register in GMS is 8:00 p.m. eastern time 45 days from the date applicants receive e-mail notification to submit full applications, and the deadline to apply for funding under this announcement is 8:00 p.m. eastern time 45 days from the date applicants receive e-mail notification to submit full applications, 2013. See “How to Apply: GMS” on page 19 for details.

¹ OJP's definition of “evidence-based programs or practices” is included on page 21 of this solicitation. “Data-driven” refers to policies, practices, and programs that are informed by a comprehensive understanding of a jurisdiction's criminal justice system, its offender population, and offender management approaches.

Timeline

- April 4, 2013: Deadline to submit concept papers into Grants.gov (30 days from solicitation posting date)
- April 24, 2013: Selected applicants will be notified via e-mail, and will have 45 days, from the date the email is sent, to submit full applications.

Eligibility

Refer to the title page for eligibility under this program.

Justice Information Sharing Solutions Implementation Program— Specific Information

Goals

Efficient and effective sharing of information between and among justice agencies and their partner organizations is at the heart of today's efforts across the nation to protect public safety and reduce offender recidivism. In the current fiscal environment of reduced resources at all levels of government, the ability to share information remains one of the most important factors that enables communities to address their most pressing criminal justice problems in cost-effective ways.

The funding available through this program represents BJA's commitment to support the implementation of technical justice information sharing solutions at the state, local, and tribal levels in ways that result in significant cost and time savings, and enhances criminal justice policies and practices that promote public safety.

Enabling Information Sharing Across Crime-Fighting Agencies and Entities

This program is intended to enable new or enhanced information sharing among the justice community and affiliated agencies and entities that play key roles in crime-fighting efforts or make significant contributions to such efforts. Examples of these agencies and entities include:²

- Law enforcement
- Public safety
- Crime analysis centers
- Adjudication (to include courts, pretrial, prosecution, and defense)
- Substance abuse
- Mental health
- Health and human services
- Social and family services
- Corrections
- Probation and parole
- Juvenile justice

² As stated under the Eligibility section on page 1, in Purpose Areas 1, 2, 4, and 4, the lead applicant must be a criminal justice agency or a government agency acting as the fiscal agent for an eligible applicant.

Leveraging Global Justice Information Sharing Initiative (Global) Tools

It is BJA's expectation that the justice information sharing solutions implemented under this program will leverage the components of the Global Standards Package, which includes the Global Reference Architecture, the National Information Exchange Model, Global Federated Identity and Privilege Management, and the Global Privacy Technology Framework. For more information about the GSP, visit www.it.ojp.gov/gsp.

In addition, successful applicants must be willing to work with a BJA-designated national technical assistance provider to ensure the appropriate Global- or BJA-recommended justice information sharing standards and tools are effectively applied in the solution used to address the stated business need(s).

Purpose Areas

Successful applicants will demonstrate, through their concept papers and full applications, a clear need in the field (supported, as appropriate, through data and information that have been collected regarding the problem to be addressed) and a readiness to address the problem statement using a GSP-conformant technical solution. In addition, applicants must propose implementation of innovative solutions promoting "cross boundary" justice information sharing (e.g., interstate information sharing; intrastate information sharing between localities and states, localities and counties, etc.; information sharing across agencies and functional disciplines within the same jurisdiction).

Because the primary focus of this program is implementation, evidence of cross-agency collaboration, and a high level of commitment from participating agencies and entities should be received and documented (via memoranda of understanding or other appropriate mechanisms) prior to pursuing funding under this solicitation. Such commitment should be described in concept papers and applications.

Priority consideration will be given to proposed information sharing technology solutions that support the integration of contemporary research and evidence into criminal justice policies and practices, and focus on one of the five purpose areas listed below. These purpose areas are high priorities for OJP, BJA, and Global:

1. Implementation of information sharing technology solutions that support crime-fighting strategies that leverage the current criminal justice research (e.g., the research on "hot spots" and "place-based" policing suggests significant crime prevention benefits can be gained by focusing on such places).³
2. Implementation of information sharing technology solutions that advance interagency information sharing, leveraging innovative use of crime analysis to fight violent crime and illegal drugs across jurisdictions.
3. Implementation of information sharing technology solutions that support offender management approaches that translate the contemporary criminal justice research into policies and practices that promote public safety and offender success (e.g., the literature on

³ See, e.g., Lum, C., Koper, C.S., & Telep, C.W. (2011). The evidence-based policing matrix. *Journal of Experimental Criminology*, 7, 3-26.

offender management suggests reductions in recidivism are likely when the principles of risk, need, and responsivity are operationalized).⁴

4. Implementation of information sharing technology solutions to enhance information sharing between criminal justice and health/mental health agencies to promote public safety, continuity of care, and offender success.
5. Development and implementation of a national pilot technology solution for confinement facilities required to comply with PREA standards. It is anticipated the successful proposal will include a minimum of three to five states as partners in pilot testing the solution.

For more information about and current research that focuses on these purpose areas, applicants are encouraged to review:

- Information about OJP's Topics and its Strategic Plan (www.ojp.usdoj.gov/about/strategicplan.htm)
- National Institute of Justice web site, www.nij.gov, and www.CrimeSolutions.gov
- *BJA's Strategic Plan, Fiscal Years 2013-2016* (www.bja.gov/About/BJAStrategicPlan.pdf)
- Global Services Task Team's *2012-2013 Priorities Definition Workshop Summary Report* (www.it.ojp.gov/docdownloader.aspx?ddid=1804)

This program is designed to provide an important opportunity for BJA to support efforts at the state, local, and tribal levels to use innovative technology solutions to address criminal justice problems. Applicants are, therefore, encouraged to consider the relevance of such technology in addressing the challenges they propose to address. Such applications must also clearly indicate that purpose, provide data which substantiates an increase in crime, and explain the solution to address problem.

Applicants are also strongly encouraged to propose the development and implementation of technical solutions that can be replicated or reused by other agencies and organizations nationwide that are facing similar criminal justice challenges.

Finally, in light of BJA's and OJP's focus on evidence-based and data-driven criminal justice strategies, successful applicants will be required to measure the impact of the solutions they implement on their criminal justice business practices. Applicants must be prepared to share data regarding project outputs and outcomes to assist future initiatives designed to replicate best practices and innovative technology solutions nationwide.

National Scope Requirement

In order to be eligible for funding under this solicitation, applicants must submit proposals that describe projects that are national in scope. For the purpose of this solicitation, "national in scope" is defined as projects whose lessons and outcomes are relevant to criminal justice

⁴ See, e.g., Andrews, D.A., & Bonta, J. (2007). *The psychology of criminal conduct* (4th ed.). Cincinnati, OH: Anderson.

agencies and entities and their partners throughout the country, without restriction to geographic areas. For example, a technical information sharing solution that leverages the GSP and enhances a criminal justice agency's ability to use an empirically-supported offender assessment tool to inform offender reentry would be national in scope, if the technical solution could be replicated (ideally, at a lower cost) by other criminal justice agencies across the country.

Alternatively, a technical information sharing system that does not use the GSP and focuses on a jurisdiction-specific criminal justice issue that is not relevant nationwide would not be considered national in scope.

Award Amounts and Length

BJA anticipates that five cooperative agreements will be awarded under this program. Awards under Purpose Areas 1-4 may not exceed an amount of \$500,000. Purpose Area 5 may not exceed \$550,000. All projects funded under this program will be 18 months in duration. Project start dates will be on or after October 1, 2013.

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

Program Deliverables

Program deliverables must include, at a minimum, the following:

- Successful implementation of an information sharing solution at the state, local, regional, tribal, or national level that leverages the GSP and has a demonstrably positive impact on criminal justice business practices related to promoting public safety.
- Development of a BJA-branded report that documents the successful implementation process, as well as appropriate project outputs, outcomes, and performance measures, to support national replication and adoption of the technical solution, and related policies and practices.

Application Process

After a review of BJA's previous efforts to support implementation of justice information sharing solutions that promote public safety at the state, local, and tribal levels, BJA is using a new approach to this the program in FY 2013. This approach is intended to:

- Encourage innovation on the part of applicants; and
- Make the process more efficient for applicants by reducing the level of effort required to put forth creative justice information sharing implementation strategies for BJA's consideration.

As noted above, applications will be processed through a two-step process:

- Step 1: Submission of a Concept Paper

- Step 2: Submission of a Full Application (*invited applicants only*)

*Instructions regarding how to submit both a concept paper and a full application are outlined in the following sections. **Please note: Step 2 will only be relevant to selected applicants who receive a specific e-mail inviting them to submit a full application based on evaluation of their Concept Paper.***

Step 1—Submission of a Concept Paper: What a Concept Paper Should Include

BJA's decision to request a concept paper recognizes limitations on available funding and the substantial time and effort necessary for applicants, particularly government entities, to submit full applications.

Applicants should expect that failure to submit a concept paper that contains all of the specified requirements, as outlined below, will negatively affect the review of the concept paper.

Concept Paper Requirements

- 1. Page limit:** The concept paper should not exceed three pages. Applicants may attach supplemental information (e.g., appendices, charts/graphs, memoranda of understanding, government forms, etc.) to the concept paper. The three-page concept paper must include a narrative and budget summary, as described below.
- 2. Concept Paper Narrative:** The concept paper should, at a minimum, include:
 - Name of the lead criminal justice agency.
 - Purpose area to be addressed, if applicable.⁵
 - Crime or criminal justice problem to be addressed, as well as reference to data and information that have been collected about the problem.
 - High-level description of the proposed project management approach, to include key organizations, governance process, execution of deliverables, and outcome/output measurement.
 - Proposed solution to be implemented that will address the identified problem and enable information sharing between two or more independent organizations that play key roles in crime fighting efforts or make significant contributions to such efforts.

Agencies that are ultimately asked to submit full applications (see the description of Step 2 below) will use their Concept Paper Narratives as their Program Abstracts and as the foundation of the comprehensive Program Narratives they develop.

- 3. Budget Summary:** The concept paper must also include a brief budget summary for the proposed project that is cost effective and allowable. The summary should be organized by budget category, so that it is clear how the overall cost of the proposed project has been calculated.

⁵ While applicants are not required to focus on one of the five purpose areas described on pages 6-7, priority consideration will be given to proposed information sharing technology solutions that focus on one of these areas.

Concept Paper Review and Selection Process

Concept papers will be reviewed by OJP staff with subject matter expertise. *Concept papers will be evaluated based on demonstrated responses to the following eight questions:*

1. Does the applicant demonstrate that they meet the eligibility requirements associated with this solicitation?
2. Is the problem to be addressed identified in a clear and compelling manner, and does the applicant communicate a comprehensive understanding of the nature and dimensions of the problem?
3. Is the proposed solution likely to address the identified problem successfully?
4. Does the applicant propose new or innovative use of technology solutions that are consistent with the GSP and Global best practices?
5. If implemented successfully, will the proposed solution be of significant value to other jurisdictions and agencies that are facing the same (or similar) problem?
6. Does the applicant demonstrate a reasonably high level of policy and technology implementation readiness?
7. Does the applicant propose a realistic method to measure the impact of the technical solution to be implemented on criminal justice business practices?

All decisions regarding the application process, including selecting applicants to submit full applications (Step 2 as described below), will be made by, and within the sole discretion of, BJA. All applicants, whether they are asked to submit full applications or not, will be notified via e-mail.

How to Apply: Grants.Gov (Concept Papers ONLY)

Applicants must submit concept papers through Grants.gov. Applicants must first register with Grants.gov in order to submit a concept paper 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.

In addition, BJA recognizes that Grants.gov includes a “Program Narrative” descriptor, but not a “Concept Paper” descriptor. As outlined in this solicitation, only concept papers will be reviewed during the first step of the application process. Applicants may submit “Concept Papers” as “Program Narratives” in Grants.gov.

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 16.735, titled, “Protecting Inmates and Safeguarding Communities Discretionary Grant Program: Prison Rape Elimination;” and the funding opportunity number is BJA-2013-3531.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend 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 **72 hours prior to** of 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: 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 2 for contact information) **within 24 hours after the application 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’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP 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, OJP will reject the application 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 each instruction 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.

Step 2—Submission of a Full Application (Selected Applicants Only)

As outlined in Step 1, BJA will formally invite via e-mail selected applicants to submit a full application in response to this solicitation. Invitations to submit a full application will be sent to the official points of contact listed on the applicant's SF-424. **Applications will be processed and reviewed using OJP's standard competitive review process.**

What a Full 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 the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include application elements 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. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, 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 standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Program Abstract

For their Program Abstract, applicants should use the narrative from the Concept Papers they submitted in Step 1 and include the information requested in the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Project abstracts should be submitted as a separate attachment with <Program Abstract> as part of the file name. As a separate attachment, the Program Abstract will **not** count against the page limit for the Program Narrative.

3. Program Narrative

The Program Narrative must respond to the solicitation (see Justice Information Sharing Solutions Implementation Program—Specific Information on pages 5-8) and the Selection Criteria (1–4 described below) 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 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 review process and in final award decisions.

The following sections should be included as part of the Program Narrative:

- a. Statement of the Problem
- b. Solution Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures
BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as a part of their reporting requirements. For this application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they 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. 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, 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.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide 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 in the application.

Applicants that are unable to submit with the application a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Additional Attachments

a. Project Timeline and Position Descriptions/Resumes

Applicants should attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization; and position descriptions for key positions and resumes for current staff.

b. 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 subawarding 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 a 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 submitted within the last 12 months 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.”)

8. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP’s funding page at www.ojp.usdoj.gov/funding/forms.htm. 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.

Full Application Selection Criteria

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

Identify the specific crime/criminal justice problem the applicant seeks to address through this program. Describe the process used to assess or determine the nature of the crime/criminal justice problem. Include data and information that has been used to identify and assess the problem, and that demonstrates the applicant's understanding of the nature and dimension of the problem.

2. Solution Design and Implementation (35 percent of 100)

- a) Describe the collaborative governance process that has been put into place to oversee the proposed project to address the identified problem, and the specific roles to be carried out by the governance group(s)/committee(s)/team(s).
- b) Explain the proposed solution to be implemented that will address the identified problem, and enable information sharing between two or more independent agencies/entities that play key roles in crime-fighting efforts. Include a summary of how the solution will leverage the GSP.
- c) Describe the current level of readiness to implement the proposed solution. Identify any issues or challenges related to implementation readiness, and explain how these will be addressed through this project.
- d) Address whether and how the proposed solution to be implemented is relevant to other jurisdictions/agencies across the nation.
- e) Identify the resources at the state/local/tribal level that will be used to support the proposed initiative.

3. Capabilities and Competencies (25 percent of 100)

Fully describe the capabilities present to implement the project successfully and the competencies of the staff assigned to the project. In addition, applicants should demonstrate sound knowledge of the GSP and describe any current or previous experiences using the GSP to enhance information sharing.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (15 percent of 100)

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately report implementation findings and, specifically, the impact of the solution on criminal justice

operational practices. Applicants should identify and describe both outputs and outcomes they anticipate as a result of their proposed implementation strategy, and a process for measuring these.

5. Budget (15 percent of 100)

Provide a proposed budget that is 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.⁶ In the narrative, applicants must fully explain why the proposed expenditures are necessary to support implementation of the technical solution described in the Program Narrative.

Applicants should also budget travel/lodging expenses for teams of individuals who share responsibility for the project's governance process and directing implementation efforts to attend one 2-day meeting during the 18-month project period in the Washington, DC area.

Full Application 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. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An 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, Office of Justice Programs, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

⁶ 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. For more guidance, see 2 C.F.R. Part 225, Appendix A(c)(2).

How to Apply: GMS (Selected Applicants ONLY)

Applicants must submit applications through the Grants Management System ([GMS](#)), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity**. Although the registration and submission deadlines are the same, OJP urges applicants to **register immediately**, especially if this is their first time using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP recommends that applicants **register immediately** to prevent delays in submitting an application package by the deadline.

All applicants should 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 application 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 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 that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. 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 a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Verify the SAM registration in GMS, formerly CCR.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select BJA and Justice Information Sharing Solutions Implementation Program.
6. **Register by selecting the “Apply Online” button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information and submit the form in GMS. Applicants that expend 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. Access the form at www.ojp.gov/funding/forms/disclosure.pdf.
8. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before they can submit an application. OJP urges applicants to submit the application **at least 72 hours prior** to the due date of the application.

Note: 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 GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline, must e-mail BJA contact identified in the Contact Information section on [page 2](#) **within 24 hours after the application 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’s DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP 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, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow GMS instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction 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 GMS, if any, are posted at the top of the OJP funding Web page at www.ojp.usdoj.gov/funding/solicitations.htm.

Other Important Information

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates;
- Integrating evidence into program, practice, and policy decisions within OJP and the field; and
- Improving the translation of evidence into practice.

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. OJP's CrimeSolutions.gov website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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, recipients may not use federal funds to pay total cash compensation (salary plus cash 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 greater 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 the 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 the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, 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 for individuals with limited English proficiency may be allowable. 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 at 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: Full Applications (Step 2) ONLY

To assist the Department with 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. OJP will require any award recipient, post award, to provide performance measurement data. BJA will work with award recipients to identify specific performance measures. Some examples of performance measures that may be appropriate are:

Objective	Performance Measure(s)	Data Grantee Provides
<p>To utilize a robust, collaborative governance structure to oversee implementation of a Global-supported technical solution to enhance criminal justice operational practices related to promoting public safety.</p>	<p>Number of agencies/entities participating in the collaborative governance process</p> <p>Number of governance meetings conducted</p> <p>Number of new policy or procedure templates, guidelines, or publications developed</p>	<p>During each reporting period:</p> <ul style="list-style-type: none"> • Number of agencies/entities participating in the collaborative governance process • Types of agencies/entities participating in the collaborative governance process • Number of governance meetings conducted • Number of new policy or procedure templates, guidelines, or publications developed
<p>To implement a Global-supported technical solution that enhances criminal justice operational practices related to promoting public safety.</p>	<p>Number of GSP components leveraged to support technical solution implementation</p> <p>Increase in the number of agencies/organizations receiving and sharing information</p> <p>Increase in the number of automated criminal justice and related information exchanges</p> <p>Increase in the number of data sources or elements that are shared</p>	<p>Number and type of GSP components leveraged to support technical solution implementation</p> <p>Date of full implementation of Global-supported technical solution</p> <p>Number of agencies/organizations receiving and sharing information prior to the implementation of the technical solution</p> <p>Number of agencies/organizations receiving and sharing information due to the implementation of the technical solution.</p> <p>Number of automated criminal justice and related cross-boundary information exchanges that occurred prior to the implementation of the technical solution</p> <p>Number of automated criminal justice and related cross-boundary information exchanges occurring due to the implementation of the technical solution.</p> <p>Number of data sources or elements shared across jurisdictions or domains prior to the</p>

	<p>Decrease in the length of time required to exchange criminal justice data between two or more entities</p> <p>Increase in the number of data sources that can be queried as a result of implementing the technical solution</p>	<p>implementation of the technical solution</p> <p>Number of data sources or elements shared across jurisdictions or domains due to the implementation of the technical solution.</p> <p>Length of time required for a specific data exchange between two or more entities prior to the implementation of the technical solution</p> <p>Length of time required for the same data exchange between two or more entities using the technical solution.</p> <p>Number of data sources that could be queried prior to the implementation of the technical solution</p> <p>Number of data sources that can be queried as a result of implementing the technical solution.</p>
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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 a Full 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 subject’s 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.

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 Subgrantees

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 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 ojpeerreview@lmbps.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: Full Applications

FY 2013 Justice Information Sharing Solutions Implementation Program

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

Eligibility Requirement:

- _____ Eligible applicants are limited to state, local, and tribal law enforcement agencies
- _____ The federal amount requested is within the allowable limit(s) of \$500,000 for Purpose Areas 1-4, or \$550,000 for Purpose Area 5.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 13)
- _____ Program Abstract (see page 13)
- _____ Program Narrative* (see page 14)
- _____ Budget Detail Worksheet* (see page 14)
- _____ Budget Narrative* (see page 14)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 20)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Tribal Authorizing Resolution (if applicable) (see page 15)
- _____ Additional Attachments (see page 15)
- _____ Other Standard Forms as applicable (see page 16), 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 funding from BJA.