



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for Criminal Justice Improvement and Recidivism Reduction through the State-Level Justice Reinvestment Initiative (

Criminal Justice Improvement and Recidivism Reduction through the State-Level Justice Reinvestment Initiative (JRI) FY 2013 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to national-scope private non-profit organizations and colleges and universities, both public and private.

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 June 27, 2013. (See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or 606-545-5035 or via e-mail at support@grants.gov.

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

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail 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-2013-3630

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Criminal Justice Improvement and Recidivism Reduction through the State-Level Justice Reinvestment Initiative (JRI) CFDA #16.751

Overview

Approximately 2.2 million people were incarcerated in federal, state, and local prisons and jails in 2011, a rate of 1 out of every 107 adults.¹ State spending on corrections has increased exponentially over the last 20 years from \$12 billion in 1988 to more than \$52 billion in 2011.² At yearend 2011, about 4,814,200 offenders were supervised in the community either on probation or parole, representing about 1 in every 50 adults under community supervision. Many states are searching for ways to reign in the growth in corrections spending in a manner consistent with public safety. State policymakers often have insufficient access to detailed, data-driven explanations about changes in crime, arrest, conviction, and jail and prison population trends. The Justice Reinvestment Initiative (JRI) is a data-driven public safety approach that provides extensive training and technical assistance (TTA) to states to analyze the data and develop criminal justice system policy options. These options are intended to reduce corrections spending while yielding more effective uses of scarce resources. The savings can sustain reinvestment strategies which can both initiate savings for reinvestment in high performing programs and support strategies that further states' public safety goals. Phase II provides intensive TTA during implementation of the states' JRI strategy and goals.

JRI is a public-private partnership between BJA, the Pew Charitable Trusts, and JRI TTA and assessment providers. Funding from BJA is authorized under the Consolidated and Further Continuing Appropriations Act, 2013, Pub. L. 113-6, 127 Stat. 198, 253.

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 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 June 27, 2013. See the "How To Apply" section on page 20 for more details. Note that while the deadline for submission is 11:59 p.m. eastern time on June 27, 2013, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the title page for more information about BJA's Justice Information Center).

Eligibility

Refer to the title page for eligibility under this program.

¹ www.bjs.gov/content/pub/pdf/cpus11.pdf

² National Association of State Budget Officers, State Expenditure Report 1998 (Washington: National Association of State Budget Officers, 1989), 71. National Association of State Budget Officers, State Expenditure Report, 2010 (Washington: National Association of State Budget Officers, 2011), 54.

Criminal Justice Improvement and Recidivism Reduction through the State-Level JRI—Specific Information

Goals, Objectives, and Deliverables

“Justice reinvestment” refers to a data-driven approach that: (1) analyzes criminal justice trends to understand what factors are driving the growth in jail and prison populations; (2) develops and implements policy options to manage the growth in corrections expenditures and increase the effectiveness of current spending and investment to increase public safety and improve offender accountability; and (3) measures the impact of the policy changes and reinvestment resources and holds policymakers accountable for projected results.

The JRI Model consists of the following action steps:

- Engagement of stakeholders across branches of government, political parties, and key special interest groups such as victim advocates, prosecutors, etc.
- Analysis of data to identify criminal justice population and cost drivers.
- Development of policy framework that leads to enacted JRI legislation at the state level.
- Implementation of JRI legislation through high-performing programs and strategies to reduce incarceration costs and increase public safety.
- Measurement of implementation of JRI strategy and reinvestment.

BJA’s role will include the following activities under this program:

- Reviewing and approving major work plans, including changes to such plans, and key decisions pertaining to project operations.
- Reviewing and approving major project-generated documents and materials used in the provision of project services.
- Providing guidance in significant project planning meetings and participating in project sponsored training events or conferences.
- Reviewing and approving any proposed publications prior to release or publication.
- Reviewing and approving any proposed subawards for implementation projects.

Implementation of the Justice Reinvestment Model

The JRI Model will be implemented in two phases.

Phase I Activities

JRI Phase I activities will involve data analysis and policy development. Technical assistance will be provided to states to (A) conduct a comprehensive analysis of state criminal justice data, including crime and arrest rates, conviction rates, pretrial, probation, parole, prison and jail populations, and policies; (B) evaluate the cost-effectiveness of the state spending on corrections and community corrections; and (C) develop data-driven policy options that can increase public safety and improve offender accountability.

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This comprehensive analysis and evaluation shall include an analysis of the following:

- Reported crime and arrest data.
- Felony conviction data to understand the percent of offenders who are sentenced to prison for particular offenses.
- Prison admissions and length-of-stay data over a three to five year time period to determine which cohorts of offenders are driving the growth of the population.
- Development of a prison population projection using a simulation model to test the impact of various policy changes.
- Current capacity and quality of institutional and community-based risk-reduction programs such as drug treatment, mental health, and other social services to reduce recidivism among offenders on community supervision.
- Criminal justice expenditures and the development of practical, data-driven policy options, including high-performing programs that research shows can increase public safety, improve offender accountability, reduce recidivism, and manage the growth of corrections spending.

For jurisdictions requesting acceptance into JRI Phase I, the jurisdiction must submit an application letter of interest as specified by guidelines officially published by BJA. Acceptances are done on a rotating basis and subject to annual appropriations from Congress. Under Phase I, priority consideration will be given to states requesting assistance that:

- Demonstrate a commitment from the Governor, legislature, judicial branch, law enforcement, prosecutors, and other key stakeholders to work together in a collaborative bipartisan approach to analyze the data and develop criminal justice policy options;
- Demonstrate access to data from across the criminal justice system, including crime and arrest, court and conviction, pretrial, jail, prison, community corrections data, and standards for analysis;
- Identify agency or consultant capacity to objectively analyze data, utilize simulation models for prison population projections, and develop concise written reports and policy options for policymakers to review; or
- Establish a multi-branch, bipartisan interagency task force of elected and appointed officials to address the criminal justice and public safety challenges facing the jurisdiction.
- Designate an experienced high-level coordinator for JRI.

Phase II Activities

JRI Phase II activities involve policy/program implementation and assessment of data-driven results. Resources will be provided to states to implement policies and programs designed to help those jurisdictions manage the growth in spending on corrections and increase public safety. This assistance will enable the state to (A) fund programs that provide TTA, develop risk-based programs that focus on persons most likely to reoffend, and improve offender accountability; (B) reinvest saved/averted corrections costs identified by prior data analysis and policy development into high-performing programs that enhance public safety by strengthening the criminal justice system and (C) provide the capacity to measure performance of policies and programs enacted or established as a result of Phase I activities and the reinvestment of cost savings.

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For states to become eligible to receive technical assistance (TA) and implementation dollars under Phase II, they must have completed the data analysis and policy development as a participant in Phase I activities, and have memorialized criminal justice changes via state legislation or other mechanism. Both fiscal and TA resources will be provided to an eligible state that shall be required to submit to the appropriate TA provider (provider) an application, in such form and manner and at such time as specified by guidelines published jointly by BJA and the provider.

Under Phase II, priority consideration will be given to states requesting assistance that:

- Provide training of corrections and community corrections, judicial, behavioral health, and other key staff on evidence-based practices for reducing recidivism and training to assist jurisdictions in implementing and validating new risk and needs assessment tools;
- Establish high-performing programs, including substance abuse and mental health treatment programs; programs that address both criminogenic and non-criminogenic needs; case management services; and swift and certain sanctions and graduated sanctions for individuals under community supervision; reduce the number of re-arrests, reconvictions, and revocations of people currently on probation and parole; and increase the number of successful completions of probation and parole, including programs that provide incentivized funding for local supervision agencies which successfully reduce technical violations and recidivism; and
- Establish policies and practices that will avert growth in the prison population and, as a result, avert the need to appropriate funds for the construction or operation of new correctional facilities.

Mandatory Requirements

The successful applicant must demonstrate wide-ranging experience providing TTA to state policymakers in areas including data analysis; corrections budgeting and spending; drivers of incarceration rates and populations; risk assessment and criminal justice research involving high-performing programs in the areas of pretrial, sentencing, courts, jails, prisons, behavioral health, community supervision, and other alternatives to incarceration and reentry.

The successful applicant TA provider must complete the following deliverables:

- In consultation with BJA, develop and disseminate to state-level government officials and policymakers materials required for states to indicate their interest in JRI participation.
- Conduct an in-depth review and assessment of each application, including site visits, and make recommendations to BJA and the JRI Steering Committee (comprised of JRI TA providers and funders) relative to appropriate candidates to participate in Phase I.
- Provide highly effective TTA to successful applicants to complete the required Phase I data analysis and policy development; stakeholder meetings; data presentations; and policy recommendations to JRI steering groups.
- Provide to BJA recommendations as to which jurisdictions are ready to advance to Phase II.
- Provide TA to Phase II jurisdictions in the development and implementation of key policies or programs informed by Phase I data analysis; including detailed implementation plans.

- In consultation with BJA, make appropriate subaward grants to Phase II jurisdictions to implement key strategies and programs which advance the JRI goals and priorities.
- Coordinate and collaborate with BJA to collect appropriate evaluation and assessment data from participating states in order to determine the effectiveness of the policies and programs implemented with Phase II resources.
- Submit monthly progress reports to the organization responsible for assessing the JRI (the Urban Institute).
- Cooperate with the independent assessor organization to ensure access to data, state JRI meetings, and state JRI service consumers.
- Make ongoing recommendations to BJA on relevant criminal justice research and ways to continue to improve the effectiveness of JRI.

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 and collects;
- 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 web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Amount and Length of Awards

BJA anticipates that it will make no more than three cooperative agreement awards to national-scope entities to implement JRI Phase I and II activities at the state level. Applicants may propose to provide either Phase I or Phase II assistance or both. While final budget numbers are not yet available, it is estimated that a total of \$4 million is available under this solicitation. The project period will be for up to 12 months, and the project start date should be on or after October 1, 2013.

If applying for both Phase I and Phase II activities, award recipients are expected to pass through at least 50 percent of the funds via subgrant awards to state jurisdictions that have fully completed Phase I activities. Pass-through funding recipients and amounts must be approved by BJA before being committed.

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

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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 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 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level. 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 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 its 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 that is 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

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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

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 the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA’s Training and Technical Assistance Reporting System (TTARS) available at www.bjatools.org. Performance measures for this solicitation are as follows:

Phase I Performance Measures

Objective	Performance Measure(s)	Data Grantee Provides
Assist jurisdictions engaging in justice reinvestment analyze data and devise data-driven policy options to efficiently manage corrections expenditures, increase public safety, and improve offender accountability through technical assistance.	Percentage of project plan outcomes met Number of agencies/ organizations receiving technical assistance	During the reporting period: Number of project tasks to include, but not limited to: <ul style="list-style-type: none"> • JRI Participation Guidelines • Application Reviews • Recommendation Memos Number of project tasks completed during the reporting period Number of jurisdictions receiving Phase I technical assistance

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	<p>Percentage of participating agencies/organizations with established Memoranda of Understanding (MOUs) with each of the identified groups</p> <p>Percentage of participating agencies/organizations successfully completing Phase I activities</p> <p>Percentage of jurisdictions recommended for Phase II</p> <p>Percentage of state and/or local agencies/organizations that rated the technical assistance as satisfactory or better</p>	<p>Number of participating jurisdictions with MOUs established with following groups:</p> <ul style="list-style-type: none"> A. Governor' office B. Legislature C. Judicial branch D. Law enforcement E. Prosecutors F. Other key stakeholders <p>Number of jurisdictions completing Phase I Activities to include, but not limited to:</p> <ul style="list-style-type: none"> • Analysis of criminal justice data • Evaluation of cost-effectiveness of the corrections expenditures • Development of data-driven policy options • Present data and recommendations to JRI steering groups <p>Number of jurisdictions recommended for Phase II</p> <p>Number of state and/or local agencies/organizations that completed an evaluation of services</p> <p>Number of state and/or local agencies/organizations that rated the services as satisfactory or better</p>
<p>Enhance the translation of evidence into practice by supporting the use of data analysis results to inform policy decisions</p>	<p>Number of analytic reports produced</p> <p>Number of analytic reports submitted</p> <p>Number of meetings with stakeholder groups</p>	<ul style="list-style-type: none"> A. Number of analysis reports produced B. Number of analysis reports delivered to policymakers C. Number of different stakeholder groups consulted during Phase I D. Number of meetings with stakeholder groups held during Phase I

Phase II Performance Measures

Objective	Performance Measure(s)	Data Grantee Provides
<p>Provide jurisdictions with training and technical assistance to implement policies and programs derived from JRI Phase I and conduct data-driven analysis to inform JRI Phase II outcomes.</p>	<p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained whose post-test demonstrated performance improvement</p> <p>Number of deliverables that meet expectations as determined by BJA</p> <p>Number of agencies/ organizations receiving technical assistance</p>	<p>For current reporting period, the number of participants who:</p> <ul style="list-style-type: none"> • Attended training • Successfully completed training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed a pre- and post-test • Completed the post-test with an improved score over their pre-test score <p>Number of deliverables that meet expectations as determined by BJA, to include but not limited to:</p> <ul style="list-style-type: none"> • Detailed Phase II implementation plans • Collect evaluation and assessment data • Recommendations: <ul style="list-style-type: none"> ○ Phase 2 subawards ○ Relevant criminal justice research data ○ Improving the effectiveness of JRI <p>Number of jurisdictions receiving Phase 2 technical assistance</p>
	<p>Number of onsite visits completed</p> <p>Number of reports submitted</p> <p>Percentage of participating agencies/organizations successfully completing Phase II activities</p>	<p>Number of onsite visits completed</p> <p>Number of reports submitted to JRI assessment organization (Urban Institute)</p> <p>Number of jurisdictions completing Phase II activities to include, but not limited to:</p> <ul style="list-style-type: none"> • Establish policies and practices • Establish high-performing programs • Provide key staff with training on evidence-based practices • Provide key staff with training on implementing and validating tools

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 12 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.

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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: Abstract; Program Narrative; and Budget Detail Worksheet and Budget Narrative. The Budget Detail Worksheet and Budget Narrative 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 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, please select "For-Profit Organization" or "Small Business" (as applicable).
- Applicants should ensure that all information is correct, check spelling, and pay careful attention to the legal name, award amount, address, and the points of contact.
- Applicants should select the appropriate Point of Contact (POC) and the Authorized Representative (Note: These two contacts should not be the same individual).
 - The Authorized Representative must have the authority to enter the state, county, municipality, or other eligible unit of local government into a legal contract with the federal government. This person is typically a county commissioner, mayor, city manager, or other similarly designated official.
 - The POC will serve as the primary point of contact and will be responsible for grant management duties such as a submission of reports. Please make sure that the name, contact information, title, and solicitation is correct.

2. Abstract

Applications should include a high-quality "Project Abstract" that summarizes the proposed project in 2 pages or less. The abstract should provide an overall summary of the project and include the project's purposes, goals, and deliverables.

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.

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.

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3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-4) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 15 pages. Number pages "1 of 15," "2 of 15," 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. Program 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 to BJA as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

Further information is available under the Selection Criteria section, see page 17.

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. Applicants should utilize the following approved budget categories to label the requested expenditures:

- Personnel
- Fringe Benefits
- Travel, Equipment
- Supplies
- Consultants/Contracts
- Other Costs
- Indirect Costs

Applicants must show all computations. The budget summary page must reflect the amounts in the budget categories as included in the budget detail worksheet. These amounts should mirror the amounts in the budget narrative.

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC.

For questions pertaining to budget and examples of allowable and unallowable costs, see the [OJP Financial Guide](#).

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 rate approval 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. Additional Attachments: Project Timeline, Position Descriptions, and Letters of Support

Ensure that the following documents are completed and attached:

- **Project Timeline** with each project goal, related objective, activity, expected completion date, responsible person, or organization.
- **Position Descriptions** for key positions.
- **Letters of Support** from all key partners, detailing the commitment to work with the applicant to promote the mission of the project.

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 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.”)

7. 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:

- [Standard Assurances*](#)
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- [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.
- [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 evaluate each application, with the different weight given to each based on the percentage value listed below after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 5 percent of the entire application in the review process.

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

- Describe in general terms the current state of corrections spending among states in relation to overall state budgets.
- Describe in general terms the availability of data at the state level to guide decision making with regard to criminal justice system funding and resource allocation, including extent of states' use of budget and prison population impact statements as accompanying changes in criminal code and sentencing policy.
- Describe challenges in calculating accurate prison population projections based on criminal justice policy recommendations which may result from JRI Phase I efforts.
- Describe challenges in calculating potential cost savings which could be generated if criminal justice policy recommendations resulting from JRI Phase I efforts are enacted.
- Describe the challenges in calculating cost savings accruals over time post JRI Phase II.
- Describe the challenges in tracking reinvestment of cost savings over time.

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

- Address in detail how the applicant proposes to undertake and accomplish each of the tasks and Mandatory Requirements outlined on pages 6-7. A detailed implementation plan with key benchmarks must be submitted.
- Describe how the proposed management structure and staffing of the project will facilitate the delivery of the required services as reflected in the implementation plan. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the implementation plan. Detailed information contained in project timeline, job descriptions of key project staff, and appropriate letters of commitment, will contribute significantly to the assigning of points relative to this criterion.

3. Capabilities/Competencies (30 percent of 100)

- Clearly articulate why the applicant is uniquely positioned to implement the JRI Model.
- Provide a detailed description of the capacity of the organization to deliver the required services and perform the key tasks required to maintain fidelity to the JRI Model.

- Provide information on the required TA and project oversight that will ensure successful application of the resources available through both Phase I and Phase II of the JRI implementation strategy, including the organization's capacity to execute and manage sub awards.
- Clearly articulate the organization's history of involvement with national scope and state-level criminal justice data analysis and policy recommendation projects.
- Clearly articulate the organization's and proposed key personnel's experience in convening and presenting to high-level state government officials.
- Discuss the staffing resources, either permanent full-time staff or proposed consultants, to effectively implement the program, including the applicant's ability to or experience with managing pass-through funding with appropriate accountability.

4. Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (15 percent of 100)

- Describe a process for assessing the initiative's effectiveness (see Performance Measures).
- Describe how performance metrics, including state cost savings and reinvestments will be documented, monitored, and evaluated.

5. Budget (10 percent of 100)

- Provide a proposed budget and budget narrative materials that are cost-effective, complete, and allowable. The budget must clearly address the portion of the award which will be dedicated to accomplishing the two core tasks of TA and site-based implementation sub-awards.
- While it is important that the applicant organization have the capacity to deliver the services required in Phase I, the award recipient is expected to pass through at least 50 percent of the funds awarded to jurisdictions that have completed Phase I activities.
- Pass-through funding recipients and amounts must be approved by BJA before being committed. Phase I applicants are not expected to receive pass-through funding, but will be awarded substantial TA throughout both Phase I and Phase II.
- Applicants should submit a budget that is complete, cost effective, and allowable (e.g. reasonable, allocable, and necessary for project activities). Budget narratives should generally 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.³

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.

³ Generally speaking, a reasonable cost is a cost that, 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.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current 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, 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 strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.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

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 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

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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-2013-3630.
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 (),

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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 its 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 e-mail 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 e-mail 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, e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback e-mail 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 has submitted an application.

Application Checklist

FY 2013 Criminal Justice Improvement and Recidivism Reduction Through State-Level Justice Reinvestment Initiative

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

Eligibility Requirements:

_____ Applicant meets eligibility requirements as a national-scope private non-profit organizations and colleges and universities, both public and private (see title page)

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 13)
- _____ Abstract* (see page 13)
- _____ Program Narrative* (see page 14)
- _____ Budget Detail Worksheet* and Budget Narrative* (see page 14)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 15)
- _____ Additional Attachments (see page 15)
 - _____ Project Timeline
 - _____ Position Descriptions
 - _____ Letters of Support
 - _____ Disclosure of Pending Applications
- _____ Other Standard Forms including (as applicable) (see page 16)
 - _____ Accounting System and Financial Capability Questionnaire

*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.