



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for the Prison Rape Elimination Act (PREA) Program. This program furthers the Department's mission by providing resources to state, tribal, and local governments to implement comprehensive approaches to address the detection, prevention, and response to sexual abuse within confinement environments.

PREA Program: Demonstration Projects to Establish "Zero Tolerance" Cultures for Sexual Assault in Correctional Facilities FY 2013 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to states, units of local governments, and federally recognized Indian tribes (as determined by the Secretary of the Interior).

Note: 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.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 21.) All applications are due by 11:59 p.m. eastern time on July 5, 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-2013-3656

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PREA Program: Demonstration Projects to Establish “Zero Tolerance” Cultures for Sexual Assault in Correctional Facilities CFDA #16.735

Overview

The Bureau of Justice Statistics (BJS) just released the 2011-2012 findings from the most recent surveys of jail and prison inmates about incidences of sexual victimization.¹ Based on this information, 4.0 percent of state and federal prison inmates and 3.2 percent of jail inmates within the United States reported experiencing one or more incidents of sexual victimization by another inmate or facility staff in the past 12 months or since admission to the facility.² In juvenile facilities, the numbers are even more troubling. At least 17,100 adjudicated or committed youth (amounting to some 12 percent of the total population in juvenile detention facilities) reported having suffered sexual abuse within 12 months of arriving at their facility, with rates as high as 36 percent in specific facilities.³

On June 20, 2012, DOJ published the [Final Rule](#) creating standards as required by the Prison Rape Elimination Act. The standards apply to adult prisons and jails, juvenile correctional facilities, police lockups, and community residential centers. The standards, which took effect on August 20, 2012, seek to prevent sexual abuse and to reduce the harm that it causes. The standards are grouped into 11 categories: prevention planning; responsive planning; training and education; screening for risk of sexual victimization and abusiveness; reporting; official response following an inmate report; investigations; discipline; medical and mental care; data collection and review; and audits.

This program is funded under the Prison Rape Elimination Act, 42 USC 15601, et seq., and the Consolidated and Further Continuing Appropriations Act, 2013, Pub. L. 113-6, 127 Stat. 198, 255. Demonstration projects funded through this solicitation will support comprehensive approaches within state, tribal, and local adult and juvenile correctional facilities to prevent, detect, and respond to incidences of sexual victimization.

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

¹ See BJS, [Sexual Victimization in Prisons and Jails Reported by Inmates, 2011–12](#) (May 2013).

² See id., page 6.

³ See BJS, [Sexual Victimization in Juvenile Facilities Reported by Youth, 2008–09](#) (January 2010), pages 1, 4. This total includes the cross-sectional number covered in BJS surveys plus the number of estimated victims released in the 12 months prior to the survey. It includes adjudicated/committed youth only. For methodology, see Initial Regulatory Impact Analysis (IRIA), page 9, available at www.ojp.usdoj.gov/programs/pdfs/prea_nprm_iria.pdf.

apply for funding under this announcement is 11:59 p.m. eastern time on July 5, 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 July 5, 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.

PREA Program: Demonstration Projects to Establish “Zero Tolerance” Cultures For Sexual Assault in Correctional Facilities—Specific Information

The PREA Program provides funding to eligible applicants for demonstration projects within confinement settings, including adult prisons and jails; juvenile facilities; community corrections facilities; law enforcement lockups and other temporary holding facilities; and tribal detention facilities. Applicants must successfully communicate a comprehensive approach to the prevention, detection, and response to the incidence of sexual abuse and clearly prioritize gaps which are as of yet unaddressed, either programmatically or through changes in policy and procedures, as they relate to implementation of the PREA standards.

Goals, Objectives, and Deliverables

The goal of this program is to assist facilities in implementing prevention, identification, and response mechanisms that will reduce the incidence of sexual abuse in confinement facilities. Facilities or systems that have reflected a higher than average number of reported sexual assaults on the annual administrative records review submitted to BJS will be given priority. This program will provide federal assistance to implement comprehensive demonstration projects in local adult and juvenile correctional facilities to meet the PREA requirements of the standards.

Objectives under this program include the following:

- Increase awareness of the problem of sexual assault in adult prisons and jails; juvenile facilities; community corrections facilities; law enforcement lockups and other temporary holding facilities; and tribal detention facilities. Identify causes and contributing factors leading to sexual victimization supported by data.
- Track performance indicators to ensure the effective application of policy and implementation of program strategies which achieve compliance with the PREA standards and create a “zero tolerance” within confinement environments.
- Provide resources to develop comprehensive programs, strategies, and policies that will enhance state, local, or tribal government’s abilities to achieve compliance with the PREA standards and eliminate sexual abuse.

The deliverables under this program should include comprehensive demonstration projects with program design elements to reduce sexual abuse and reach the goal of a “zero tolerance” environment. Design elements of a comprehensive response may include the following: policy and

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practice review and revision; preventative infrastructure and technology enhancements; offender education; victim support services; leadership and cultural examination; data collection; staffing support; and evaluation. Comprehensive demonstration projects, when feasible, should focus on systemic changes as opposed to discrete changes in single facilities or operational practices.

Collaboration with Other Federal Agencies

BJA, BJS, the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the Office for Victims of Crime (OVC), the Office on Violence Against Women (OVW), and the National Institute of Corrections (NIC) will all collaborate to ensure that adult and juvenile PREA efforts are supported and that victim services are incorporated into comprehensive responses.

Training and Technical Assistance: The National PREA Resource Center

Established through a FY 2010 competitively awarded cooperative agreement from BJA, the National PREA Resource Center (PRC) represents a unique collaborative partnership with a wide array of national stakeholder organizations representing the federal, state, local, and tribal corrections field; adult prisons and jails; juvenile detention; community corrections; tribal facilities; lockups; and victim advocacy groups. The PRC will provide training and technical assistance to applicants funded through this solicitation and serve as the national online source for direct support, training, technical assistance, and research to assist adult and juvenile corrections, detention, and law enforcement professionals, as well as victim advocates and other professionals such as community service providers in their ongoing work to eliminate sexual assault in confinement.

Focusing on areas such as prevention strategies, improved reporting and detection, investigation, prosecution, and victim-centered responses, the PRC will identify promising programs and practices that have been implemented around the country and demonstrate models for keeping inmates, detainees, and residents safe from sexual assault. The center also maintains a full resource library including webinars, studies, and articles, and will include a wide range of subject matter experts to respond to the technical assistance and training needs of jurisdictions in complying with the PREA standards. For more information, visit prearesourcecenter.org/.

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 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.

Allowable Uses of Funds

Demonstration projects may include, but are not limited to, the following allowable uses of award funds:

Policy and Practice Review, Revision, and Implementation

- Review and revise current policies, procedures, contracts, and written materials that are provided to staff and detainees/inmates to ensure compliance with PREA standards and best practices. Considerations should be made for policies/protocols on cross-gender viewing and searching, hiring, and promotion decisions; accommodations for inmates with special needs; contents of contracts with private entities; evidence and forensic medical examination protocols; investigation protocols and assurances; employee/volunteer/contractor training; inmate education; and reporting protocols; protective custody protocols; staff and inmate disciplinary sanctions; medical and mental health screenings and treatment availability; and data collection and auditing protocols.
- Review current staffing levels and patterns with regard to the make-up of the inmate/detainee population and the physical layout of the facility.
- Conduct sexual abuse vulnerability assessments to identify and isolate circumstances and physical plant artifacts that can contribute to increased incidences of sexual assault.

Preventative Infrastructure and Technology Enhancements

- Utilize technology resources to improve prevention and security. For example, using incident mapping technologies that may help identify places where inmates and staff are vulnerable with the perspective that physical modifications backed up with electronic monitoring will help mitigate risks.
- Develop or modify offender management systems or other data bases that will track aggressors and victims.
- Integrate different data systems used by internal departments. For example, combining security information around sexual abuse with medical and mental health information.
- Purchase "limited" equipment and supplies (purchase of rape kits, etc.). "Limited" is defined as less than 10 percent of the total federal award amount.

Offender Education

- Develop and institute offender education programming to promote sexual abuse awareness, sexual abuse reporting mechanisms, victim services, and relevant facility policies and procedures (offender education programming should be responsive to gender/sexual orientation differences).

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Victim Support Services

- Develop first response strategy protocols that detail how to work with victims to address their needs while at the same time managing the investigation.
- Leverage community-based resources and develop relationships with Rape Crisis Centers and the creation of Sexual Assault Response Teams (SART).
- Contract with outside community-based organizations or services providers for counseling activities and assistance to facilities with addressing sexual victimization issues.
- Provide support services to protect vulnerable populations and victims. Currently, most vulnerable populations, including many victims, are kept in long-term segregation. Some systems may have alternatives that could be replicated, or funding could be used to test policies/programs that aim to protect this population without relying on long-term segregation.
- Provide support to victim advocates who are either specially trained staff or are from community-based sexual assault service providers.
- Initiate partnerships that can make the work of all involved agencies more effective in bringing cases forward for successful prosecution of abusers.
- Provide reimbursement of treatment and medical expenses (to allow for elimination of inmate co-pays/fees).
- Establish facility hotlines to report sexual victimization incidents.

Leadership, Organizational Culture, and Performance

- Examine extent that the organizational culture, including leadership and staff/inmate communications are responsible for high incidence of sexual abuse.
- Plan and implement strategies to improve leadership, organizational culture, and performance through policy development, accreditation enhancement activities, training, and other strategies (applicants are strongly encouraged to examine the extensive and cutting edge resources of NIC in this area).

Data Collection and Performance Measurement

PREA activities and the standards implementation will require the continued accumulation and reporting of data reflecting levels of sexual assault in various settings. As a result, funds can be used for the following data collection activities:

- Develop and utilize more effective and efficient strategies and efforts to improve the capacity to collect these data, analyze, and report them.
- Build or enhance data systems, data collection, storage, and publication of data results to further promote best practices.

Planning, Analysis, and Staffing Support

- Develop sustainability protocols to maintain staff after federal funding may no longer be available. Staffing support examples could include hiring these types of individuals: PREA Coordination Officer; additional officers (supervision staff); Investigators; and medical and mental health practitioners.
- Staff or hire individuals to conduct statistical analysis of alleged sexual assaults, monitor each reported incident to guarantee staff compliance with policies, facilitate staff training and awareness programs for offenders, and identify issues for further policy development.

Evaluation

- Conduct an independent evaluation of the effectiveness of the policies, programs, and strategies proposed within the funded project related to reducing sexual abuse in confinement environments.

Priority Considerations

Priority consideration will be given to applications that:

- Propose to address facilities which demonstrate high (above the national average) incidence of sexual abuse based on data reported annually to BJS, or other available data that suggest past problems with sexual abuse within the facility. According to 2011-2012 data, BJS suggests 4.0 percent of the prison population and 3.2 percent of the jail population within the United States suffered sexual abuse during that year.
- Target specific standards with complex implementation requirements such as the standard which requires the separation of all youth under the age of 18 from any adults.
- Propose to address specific confinement facilities that demonstrate significant progress in PREA-related policy and protocol review and which propose to use project funds to implement clearly prioritized and demonstrated need(s) and agree to provide a report on the improvement efforts so that others may learn from the experience.
- Propose to address specific findings of the BJS reports [Sexual Victimization in Prisons and Jails Reported by Inmates, 2011–12](#) and [Sexual Victimization in Juvenile Facilities Reported by Youth, 2008–09](#), including specific variations in victimization rates and the circumstances of victimization, or other available data that suggest past problems with sexual abuse within the facility.
- Propose to rigorously evaluate their efforts toward the elimination of sexual abuse in confinement environments, share results with the field through BJA and the PRC, and have identified a research partner.

Amount and Length of Awards

Awards under this program will be made for up to \$250,000 for a 2-year project period. All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Applicants must apply in one of three categories, depending upon their jurisdictional status:

- **Category 1, Competition ID BJA-2013-3657:** Units of state government agencies.

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- **Category 2, Competition ID BJA-2013-3658:** Units of county or city local government agencies.
- **Category 3, Competition ID BJA-2013-3659:** Federally recognized Indian tribes and Alaska Native tribes and/or tribal organizations.

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/oca/13tables/indexSES.asp. Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General (AAG) for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of 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

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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 (50 percent In-Kind)

Federal funds awarded under this program may not cover more than 50 percent of the total costs of the project being funded. The applicant must identify the source of the 50 percent non-federal portion of the total project costs and how match funds will be used. If a successful applicant's proposed match exceeds the required match amount, the match amount that is incorporated into its OJP-approved budget is mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Federal funds received and match provided by the grantee shall be used to supplement, not supplant, non-federal funds that would otherwise be available. Applicants may satisfy this match requirement with in-kind services.

The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 50 percent match requirement: for a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{50\%} = \$1,000,000 \quad 50\% \times \$1,000,000 = \$500,000 \text{ match}$$

Match Waiver:

The Attorney General may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application defining the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets,

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furloughing or reductions in force of correctional staff or other similar documented actions which have resulted in severe budget reductions.

A match waiver request must be submitted as a separate attachment to the application and titled as the “Match Waiver.”

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 online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org.

BJA is currently revising the PREA performance measures with the intent of having them finalized for grantees to report on by October 1, 2013. The following measures are examples of performance measures that were required in earlier solicitations. The revised measures may be substantially different from the examples below. BJA will provide additional guidance and training as soon as the revised performance measures are finalized.

Objective	Performance Measure(s)	Data Grantee Provides
To assist priority facilities in implementing prevention, identification, and response mechanisms that will reduce the incidence of sexual abuse in confinement environments.	Percentage of substantiated occurrences of inmate-on-inmate non-consensual sexual acts	A. Number of allegations B. Number of substantiated allegations C. Number of unsubstantiated allegations D. Number of unfounded allegations E. Number of ongoing investigations
	Percentage of substantiated occurrences of inmate-on-inmate non-consensual sexual acts that were completed	A. Number of substantiated allegations B. Number of substantiated occurrences of inmate on inmate non-consensual sexual acts that were completed C. Number of substantiated occurrences of inmate-on-inmate non-consensual sexual acts that were attempted
	Percentage of male victims involved in substantiated occurrences of inmate-on-inmate non-consensual sexual acts	A. Number of victims B. Number of male victims
	Percentage of female victims involved in substantiated occurrences of inmate-on-inmate non-consensual sexual acts	C. Number of victims D. Number of female victims
	Percentage of male perpetrators involved in substantiated occurrences of inmate-on-inmate non-consensual sexual acts	A. Number of perpetrators B. Number of male perpetrators

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	Percentage of female perpetrators involved in substantiated occurrences of inmate-on-inmate non-consensual sexual acts	C. Number of perpetrators D. Number of female perpetrators
	Most frequent place of occurrence of where inmate-on-inmate sexual violence happened	A. Number of occurrences of sexual violence that happened in the victim's cell/room B. Number of occurrences of sexual violence that happened in the perpetrator's cell/room C. Number of occurrences of sexual violence that happened in a dormitory or other multiple housing or living area D. Number of occurrences of sexual violence that happened in a temporary holding cell within the facility E. Number of occurrences of sexual violence that happened in a program service area (yard, gym, library, or clinic) F. Number of occurrences of sexual violence that happened in another common service area (commissary, kitchen, storage, laundry, cafeteria, workshop, or hallway) G. Other
	Percentage of persons involved in occurrences of inmate-on-inmate non-consensual sexual acts that had HIV/AIDS tests	A. Number of persons involved in occurrences of inmate non-consensual sexual acts B. Number of persons involved in occurrences of inmate-on-inmate non-consensual sexual acts that had HIV/AIDS tests
To reduce incidents of sexual assault through prevention training.	Percentage of custodial staff trained in sexual assault prevention within inmate populations Percentage of inmates trained in sexual assault prevention	Total number of custodial staff who received training to prevent sexual assault Total number of custodial staff Total number of inmates who received training to prevent sexual assault Total number of inmates
To support the investigation and prosecution of inmate-on-inmate sexual assault.	Total number of inmate-on-inmate sexual assaults prosecuted Percentage of inmate-on-inmate sexual assault prosecutions that result in convictions	Total number of inmate-on-inmate sexual assaults prosecute Total number of convictions for inmate-on-inmate sexual assault
To provide appropriate services and treatment for both victims and perpetrators of sexual assault within inmate populations.	Percentage of victims who received physical treatment as a result of inmate-on-inmate non-consensual sexual acts Percentage of perpetrators who received physical treatment as a result of inmate-on-inmate non-consensual sexual acts	Number of victims of inmate-on-inmate non-consensual sexual acts Number of perpetrators of inmate-on-inmate non-consensual sexual acts Total number of victims who received physical treatment as a result of inmate-on-inmate non-consensual

	<p>Percentage of victims who received psychological counseling as a result of inmate-on-inmate non-consensual sexual acts</p> <p>Percentage of perpetrators who received psychological counseling as a result of inmate-on-inmate non-consensual sexual acts</p> <p>Percentage of victims who received other treatment as a result of inmate-on-inmate non-consensual sexual acts</p> <p>Percentage of perpetrators who received other treatment as a result of inmate-on-inmate non-consensual sexual acts</p>	<p>sexual acts</p> <p>Total number of perpetrators who received physical treatment as a result of inmate-on-inmate non-consensual sexual acts</p> <p>Total number of victims who received psychological counseling as a result of inmate-on-inmate non-consensual sexual acts</p> <p>Total number of perpetrators who received psychological counseling as a result of inmate-on-inmate non-consensual sexual acts</p> <p>Total number of victims who received other treatment as a result of inmate-on-inmate non-consensual sexual acts (please specify)</p> <p>Total number of perpetrators who received other treatment as a result of inmate-on-inmate non-consensual sexual acts (please specify)</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. Please refer to the section “What an Application Should Include” on page 14 for additional information.

Note on Project Evaluations

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” (28 C.F.R. § 46.102(d)). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of \$25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling \$25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Should Include

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

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

- 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.

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- 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

The abstract should provide an overall summary of the project and include the project's purpose, goals, and deliverables. The abstract may be single- or double-spaced, but must use a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins and **must not** exceed 2 pages. OJP strongly recommends that the Abstract be in a "Word" document format and that <Project Abstract> as part of its file name.

The program abstract should:

- Identify the facility(ies) in which the demonstration project would be targeted that includes the specific name of the facility, as well as whether the facility is for adults or juveniles.
- Specifically, provide information on the facility's(ies') rate of sexual abuse and compare this rate to the national average.
- Describe clearly how the applicant addresses any Priority Considerations (see page 8).
- Describe clearly the data available on the incidence and nature of sexual abuse within the facility(ies) for which funding is being requested.
- Describe clearly the extent that the applicant has already completed a comprehensive review of the facility's(ies') policies and protocols as they relate to PREA.
- Provide a brief description of the proposed activities to be conducted with grant funds.

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

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP's funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of promising but unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

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 19.

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.

- Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities.

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- The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet.
- The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project.
- The budget materials must include information on the 50 percent in-kind match requirement
- 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. Tribal Authorizing Resolution (if applicable)

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

7. Additional Attachments: Project Timeline, Position Descriptions, and Letters of Support/Memoranda of Agreement

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.”).

8. Other Standard Forms

Additional forms that OJP may require in connection with an award are available on OJP’s funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

- [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, for the first criteria, "Statement of the Problem," this section is worth 20 percent of the entire application in the review process.

1. Statement of the Problem (20 percent out of 100)

- Identify and describe the challenges faced with addressing sexual victimization within the facility(ies).
- Provide data to show the nature and scope of the problem of high incidence or rates of sexual abuse in confinement environments, and explain previous or current efforts to address the problem.
- Clearly state if and how the applicant will address the Priority Considerations listed on page 8.

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

- Outline the specific goals and objectives of the project and how they will address the problem.
- Describe the strategies that substantiate the project as a comprehensive demonstration project.
- Clearly describe how the project will address the Allowable Uses of Funds and Priority Considerations outlined on pages 6-8.
- Describe how this program design will result in a reduction in sexual victimization and enhancement of PREA activities.

3. Capabilities and Competencies (20 percent out of 100)

- Describe the experience and capability of the applicant organization and any partner organization or contractors that also includes the resume materials for these individuals.
- Identify the agency that will serve as the grantee and fiscal agency responsible for the grant's administration, and the staff team supporting the project including the name, title, and affiliation of each member.
- Provide documentation of any collaboration that has or is previously occurring on the initiative.
- Describe any potential barriers to implementing the project and strategies to overcome them.

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

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

5. Budget (10 percent out of 100)

- Provide a proposed budget for the entire project period 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.⁴

- Refer to the budget information listed on page 16 for more detailed information.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current 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

⁴ 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.

- 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

Note: Grants.gov limits 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.”

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

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validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

All applicants are required to complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used to for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

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

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

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

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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 16.735, titled “Protecting Inmates and Safeguarding Communities Discretionary Grant Program: Prison Rape Elimination,” and the funding opportunity number is BJA-2013-3656.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **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.
8. **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: 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 PREA Program: Demonstration Projects to Establish “Zero Tolerance” Cultures for Sexual Assault in Correctional Facilities

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

Eligibility Requirements:

_____ Applicant meets eligibility requirements (see title page)

What an Application Should Include:

- _____ SF-424 Form (see page 14)
- _____ *Abstract (see page 15)
- _____ *Program Narrative (see page 15)
 - _____ Statement of the Problem/Program
 - _____ Project/Program Design and Implementation
 - _____ Capabilities and Competencies
 - _____ Plan for Collecting Data for this Solicitation’s Performance Measures
- _____ *Budget Detail Worksheet and Budget Narrative (see page 16)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 23)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 17)
- _____ Tribal Authorizing Resolution (if applicable) (see page 17)
- _____ Additional Attachments (see page 17)
 - _____ Project Timeline
 - _____ Position Descriptions
 - _____ Letters of Support
 - _____ Applicant disclosure of pending applications
- _____ Other Standard Forms including (as applicable) (see page 18)
 - _____ 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.