



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the FY 2014 Justice Information Sharing Solutions (JIS) Implementation Program. This program furthers the Department's mission by assisting state, local, and tribal jurisdictions in reducing crime and improving the functioning of the criminal justice system through more effective information sharing, multi-agency collaboration, and implementation of data-driven, evidence-based strategies.

Justice Information Sharing Solutions Implementation Program FY 2014 Competitive Grant Announcement

Eligibility

Applicants are limited to public agencies (i.e., states, units of local government (including tribal entities recognized by the Secretary of the Interior), combinations of such states or units, or any department, agency or instrumentality of the foregoing), that perform criminal justice functions (or government agencies designated to act as a fiscal agent for an eligible applicant).

This solicitation includes a two-step application process:

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

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

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

If clarification as to an entity's eligibility is needed, applicants are encouraged to contact BJA to confirm their eligibility before developing a full application. BJA will consider supporting documentation in order to determine eligibility.

Deadline

For Step 1—Concept Paper Submission: Grants.gov

Applicants must register with Grants.gov prior to submitting a concept paper. Concept papers are due by 11:59 p.m. eastern time on April 1, 2014. (See “Deadlines: Registration and Application,” page 4.)

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

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

Applicants must register in OJP’s [Grants Management System](#) prior to submitting a full application for this funding opportunity. Select the “Apply Online” button associated with the solicitation title. (See “How To Apply,” page 19.) All registrations and applications are due by 8:00 p.m. eastern time on May 30, 2014. (See “Deadlines: Registration and Application,” page 4.)

Contact Information

Step 1—Concept Paper: For technical assistance with submitting a concept paper, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

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 JIC contact identified below **within 24 hours after the application deadline** and request approval to submit their application.

Step 2—Full Application: For technical assistance with submitting a full application (invited applicants only), contact the Grants Management System Support Hotline at 888-549-9901, option 3, or via e-mail at GMS.HelpDesk@usdoj.gov. The GMS support hotline hours of operation are Monday–Friday from 6:00 a.m. to midnight eastern time, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center (JIC) at 1–877–927–5657, via e-mail at JIC@telesishq.com, or via live web chat at www.justiceinformationcenter.us. The JIC 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 this announcement: BJA-2014-3808

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Justice Information Sharing Solutions (JIS) Implementation Program (CFDA #16.751, 16.738)

Overview

This FY 2014 grant program seeks to support implementation of justice information sharing solutions that address critical challenges currently faced by state, local, and tribal criminal justice agencies. The JIS solutions implemented under this solicitation should leverage one or more of the components of the Global Standards Package (GSP) and support criminal justice policies, practices, and programs that are data-driven and evidence-based. Funding is provided to assist state, local, and tribal jurisdictions advancing information sharing capabilities by leveraging existing information systems and networks, rather than the creation of new systems or networks.

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

This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Authorized by the Department of Justice Appropriations Act, 2014, Pub. L. No.113-76, the Byrne Competitive Program helps communities improve the functioning and capacity of their state and local criminal justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local, state, and tribal needs. Funds may not be used for the acquisition of land, construction projects, or security enhancements or equipment to non-governmental entities not engaged in law enforcement, law enforcement support, criminal or juvenile justice, or delinquency prevention. The JAG Program (42 U.S.C. 3751(a) *et seq.*) is the primary provider of federal criminal justice funding to state, local, and tribal jurisdictions, and JAG funds support all components of the criminal justice system. The JAG Program authorization also provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 ("Omnibus") may be granted, among other reasons, for one or more of the purposes specified in Section 501 of Title I, Part E, Subpart 1 of Omnibus upon a determination that it is necessary "to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime" (42 U.S.C. 3756(b)(1)). Furthermore, the Department of Justice Appropriations Act, 2014, provides that up to 3 percent "of funds made available to the Office of Justice Programs for grant or reimbursement programs may be used by such Office to provide training and technical assistance."

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

For Step 1—Concept Paper Submission: Grants.gov

Applicants must register with Grants.gov prior to submitting a concept paper. 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 submit concept papers under this announcement is 11:59 p.m. on April 1, 2014. See “How To Apply: Grants.gov” on page 10 for details.

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

Applicants must register in GMS prior to submitting a full application for this funding opportunity. The deadline to register in GMS as well as the deadline to submit an application for funding under this announcement is 8:00 p.m. eastern time on May 30, 2014. See “How To Apply: GMS” on page 19 for details.

Timeline

- April 1, 2014: Deadline to submit concept papers into Grants.gov.
- April 16, 2014: Selected applicants will be notified via e-mail, and full applications will be due May 30, 2014.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

Goals, Objectives, and Deliverables

Efficient and effective sharing of information between and among criminal justice agencies and their partners is critical to preserving public safety and ensuring the fair and expeditious administration of justice. In the current fiscal environment of reduced resources at all levels of government, the ability to share information and collaborate across organizations remains one of the most important factors that enables communities to address their most pressing criminal justice problems in cost-effective ways.

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

Enabling Information Sharing Across Crime-Fighting Agencies and Entities

This program is intended to enable new or enhanced information sharing among the criminal justice community and affiliated agencies and entities that play key roles in crime-fighting efforts or make significant contributions to such efforts. Proposed projects should contribute directly to the informational needs of key stakeholders in one or more of the following: law enforcement, public safety/first responders, adjudications/courts, corrections, treatment services, juvenile justice/family services, etc.

BJA and its partners have also identified some of the more common business challenges being faced by criminal justice practitioners today with respect to information sharing. BJA encourages applicants to address one or more such topic areas in their applications, and set appropriate strategic goals for how to improve or enable these business capabilities across organizations.

- **Crime Analysis:** including crime analysis centers, cybercrime identification and investigation, case coordination, and multi-agency analytical capabilities
- **Data Linking:** improved ability to cross-index common records across organizations to link people, cases, investigations, services, legal status, etc.
- **Identity Management:** positive identification, user authentication, authorization and access controls, and federated identity management solutions implementation
- **Data Integrity:** maintaining complete and timely records across the criminal justice process; for example, from warrant to arrest record to disposition report to warrant update/cancellation
- **Big Data:** supporting improved data collection and analysis, particularly for large data sets and those from permissible, nontraditional data sources such as public records, social media, and others from non-criminal justice contexts that can be demonstrated to improve criminal justice decision making
- **Regional and National Collaboration:** improving information sharing and coordination along particular lines of business, such as prescription drug monitoring, human trafficking, gang investigations, combatting violent crime, offender management, etc.

Leveraging Global Justice Information Sharing Initiative (Global) Tools

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

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

Justice Information Sharing Solution Implementation Projects

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

Because the primary focus of this program is implementation, evidence of cross-agency collaboration and a high level of commitment from participating agencies and entities should be received and documented (via memoranda of understanding or other appropriate mechanisms)

prior to pursuing funding under this solicitation. Such commitment should be described in concept papers and applications.

Priority consideration will be given to proposed information sharing projects that support the integration of contemporary research and evidence into criminal justice policies and practices, and focus on one of the three purpose areas listed below. These purpose areas are high priorities for OJP, BJA, and Global. If the applicant plans to address one or more of these purpose areas, it should be clearly identified in the concept paper, the project abstract, and the full narrative.

1. **Data Analytics:** Implementation of information sharing technology solutions that advance interagency information sharing through the innovative use of data analytics, crime analysis, and other evidence-based practices to combat major crime problems across jurisdictions. Concept papers should identify why the problem is classified as a major crime problem.
2. **Justice and Health Collaboration:** Implementation of information sharing technology solutions to enhance information sharing between criminal justice and health and human service/mental health service agencies to combat drug-related crime, promote holistic solutions to offender rehabilitation, and enable effective continuity of care for justice-involved individuals.
3. **Offender Triage:** Implementation of information sharing technology solutions to improve and automate the flow of offender information between courts and corrections agencies to enhance offender programming and rehabilitation. Specifically, BJA is looking to support electronic sharing of structured court sentencing data to correctional organizations to better inform post-sentence programming. BJA is also seeking enhanced methodologies for providing accurate and timely data for risk/needs assessments, much of which is too often self-reported, and often comes from non-criminal justice sources including health records and educational programs.

Precipitous Increase in Crime: BJA is also seeking applications that specifically address a precipitous increase in crime (especially violent crime) within their jurisdictions. A portion of the grant funds available to support this funding program will be dedicated exclusively to this purpose. Applicants must clearly identify in their project abstracts that the project is seeking to address a “precipitous increase” in crime; be able to cite empirical evidence through data and statistical analysis that precipitous or extraordinary increases in crime have taken place as described in 42 USC Section 3756; and fully describe the link between the particular types of crime and how the proposed information sharing solution(s) will address and mitigate the problem. An application that falls within this ‘precipitous increase’ definition may receive priority consideration, especially when also addressing one of the purpose areas described above.

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

- Information about OJP’s Topics and its Strategic Plan (www.ojp.usdoj.gov/about/strategicplan.htm)
- National Institute of Justice web site, www.nij.gov
- Crime Solutions web site, www.CrimeSolutions.gov

- *BJA's Strategic Plan, Fiscal Years 2013-2016* (www.bja.gov/About/BJAStrategicPlan.pdf)
- *Global Services Task Team's 2012-2013 Priorities Definition Workshop Summary Report* (www.it.ojp.gov/docdownloader.aspx?ddid=1804)

This program is designed to allow BJA to support efforts at the state, local, and tribal levels to use innovative technology solutions to address complex criminal justice problems. Applicants are, therefore, encouraged to consider the relevance of such technology in addressing the challenges identified. Applications addressing precipitous increases in crime must clearly indicate the data which substantiates such increases, and articulate the anticipated outcomes as a result of implementing such technology.

Applicants are also strongly encouraged to propose the development and implementation of technical solutions that can be replicated or reused by other agencies and organizations nationwide that are facing similar criminal justice challenges. BJA encourages applicants to address the replicability of proposed solutions in the abstract of their application. BJA may require grantees under this program to work with designated training and technical assistance partners to identify such opportunities for replication, and assist in the documentation and promotion of replicable solutions.

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

National Scope Requirement

In order to be eligible for funding under this solicitation, applicants must submit proposals that describe projects that are national in scope. For the purpose of this solicitation, "national in scope" is defined as projects whose lessons and outcomes are relevant to criminal justice agencies and entities and their partners throughout the country, without restriction to geographic area. For example, a technical information sharing solution that leverages the GSP and enhances a criminal justice agency's ability to use an empirically-supported offender assessment tool to inform offender reentry would be "national in scope," if the technical solution could be replicated (ideally, at a lower cost) by other criminal justice agencies across the country.

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

Program Deliverables

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

- Successful implementation of an information sharing solution at the state, local, regional, tribal, or national level that leverages the GSP and has a demonstrably positive impact on criminal justice business practices related to promoting public safety.

- Development of a report for consideration by BJA that captures the implementation process, as well as appropriate project outputs, outcomes, and performance measures, to support national replication and adoption of the technical solution, and related policies and practices.

Amount and Length of Awards

BJA expects to award five cooperative agreements under this program, subject to funding availability. Proposed projects should be no more than 18 months in duration, with budget requests of no more than \$500,000.

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

Application Process

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

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

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

- Step 1: Submission of a Concept Paper
- Step 2: Submission of a Full Application (*invited applicants only*)

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

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

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

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

Concept Paper Requirements

1. **Page limit:** The concept paper should not exceed three pages. Applicants may attach supplemental information (e.g., appendices, charts/graphs, memoranda of understanding,

government forms, etc.) to the concept paper. The three-page concept paper must include a narrative and budget summary, as described below.

2. **Concept Paper Narrative:** The concept paper should, at a minimum, include:
 - a. Name of the lead criminal justice agency.
 - b. Purpose area to be addressed, if applicable.
 - c. Crime or criminal justice problem to be addressed, as well as reference to data and information that have been collected about the problem.
 - d. High-level description of the proposed project management approach, to include key organizations, governance process, execution of deliverables, and outcome/output measurement.
 - e. Proposed solution to be implemented that will address the identified problem and enable information sharing between two or more independent organizations that play key roles in crime fighting efforts or make significant contributions to such efforts.

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

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

3. **Budget Summary:** The concept paper must also include a brief budget summary for the proposed project that is cost effective and allowable. The summary should be organized by budget category, so that it is clear how the overall cost of the proposed project has been calculated. The budget summary should include only as much detail as necessary to convey critical project design factors that will assist BJA in evaluating the likelihood of successful execution.

Concept Paper Review and Selection Process

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

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

6. Does the applicant demonstrate a reasonably high level of policy and technology implementation readiness?
7. Does the applicant propose a realistic method to measure the impact of the technical solution to be implemented on criminal justice business practices?

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

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

Applicants must register in, and submit applications 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.

BJA strongly 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 updates will be notified.

Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&amp;” format.		

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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

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

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used 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 is 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. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

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 number for this solicitation is 16.751 titled “Edward Byrne Memorial Competitive Program,” and the funding opportunity number is BJA-2014-3808.
- 6. Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form *Disclosure of Lobbying Activities* (SF-LLL).

Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.

7. **Submit a valid 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 the application has been received and validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

Note: Duplicate Applications

If an applicant submits multiple versions of an application, BJA will review only the most recent valid 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 contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant’s request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant’s computer or information technology environment, including firewalls.

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

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

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

What a Full Application Should Include

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

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include application elements BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "Resumes") for all attachments. Also, OJP recommends that resumes be included in a single file.

1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. OJP's GMS takes information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable).

2. Project Abstract

For their Project Abstract, applicants should use the narrative from the concept papers they submitted in Step 1 and include the information requested in the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf. Project abstracts should be submitted as a separate attachment with <Program Abstract> as part of the file name. As a separate attachment, the Project Abstract will **not** count against the page limit for the Program Narrative.

3. Program Narrative

The Program Narrative must respond to the solicitation (see Justice Information Sharing Solutions Implementation Program—Specific Information on pages 5-8) and the Selection Criteria (pages 18-19) in the order given. The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc.

If the Program Narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in review process and in final award decisions.

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

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

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary) for project activities.

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

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

c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently

set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/pdfs/indirect_costs.pdf.

6. Tribal Authorizing Resolution (if applicable)

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

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

7. Additional Attachments

a. Project Timeline and Position Descriptions/Resumes

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

b. Applicant Disclosure of Pending Applications

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

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

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

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

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

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page. (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

8. 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](#).

Full Application Selection Criteria

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

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

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

- a. Describe the collaborative governance process that has been put into place to oversee the proposed project to address the identified problem, and the specific roles to be carried out by the governance group(s)/committee(s)/team(s).

- b. Explain the proposed solution to be implemented that will address the identified problem, and enable information sharing between two or more independent agencies/entities that play key roles in crime-fighting efforts. Include a summary of how the solution will leverage the GSP.
- c. Describe the current level of readiness to implement the proposed solution. Identify any issues or challenges related to implementation readiness, and explain how these will be addressed through this project.
- d. Address whether and how the proposed solution to be implemented is, or may be, relevant to other jurisdictions/agencies across the nation.
- e. Identify the resources at the state/local/tribal level that will be used to support the proposed initiative.

3. Capabilities and Competencies (25 percent of 100)

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

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

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately report implementation findings and, specifically, the impact of the solution on criminal justice operational practices. Applicants should identify and describe both outputs and outcomes they anticipate as a result of their proposed implementation strategy, and a process for measuring these.

5. Budget (15 percent of 100)

Provide a proposed budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should detail how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.¹ In the narrative, applicants must fully explain why the proposed expenditures are necessary to support implementation of the technical solution described in the Program Narrative.

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

¹ 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.

Full Application Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, reviews applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants, examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

How To Apply: GMS (Selected Applicants ONLY)

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

Note on File Types: 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.”

All applicants should complete the following steps:

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an

existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and sub-recipients. 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 is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire a GMS username and password.** New users must create a GMS profile by selecting the “First Time User” link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Verify the SAM (formerly CCR) registration in GMS.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the “CCR Claim” link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.
5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the “Funding Opportunities” link on the left side of the page. Select BJA and BJA FY14 RSAT.
6. **Register by selecting the “Apply Online” button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the “Apply Online” button in the “Action” column to register for this solicitation and create an application in the system.
7. **Complete the Disclosure of Lobbying Activities, if applicable.** Any applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* ([SF-LLL](#)).
8. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before they can submit an application. OJP urges applicants to submit the application **at least 72 hours prior** to the due date of the application.

Note: Duplicate Applications

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

Experiencing Unforeseen GMS Technical Issues

Applicants that experience unforeseen GMS technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any GMS Help Desk or SAM tracking number(s). **Note: BJA does not approve requests automatically.** After the program office reviews the submission, and contacts the GMS Help Desk to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or GMS in sufficient time
- failure to follow GMS instructions on how to register and apply as posted on the GMS web site
- failure to follow each instruction in the OJP solicitation
- technical issues with the applicant's computer or information technology environment, including firewalls.

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

Other Important Information

Evidence-Based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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.

Limitation on Use of Award Funds for Employee Compensation; Waiver

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at www.opm.gov/salary-tables. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm. OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

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

Match Requirement

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

Performance Measures (Full Application, Step 2 ONLY)

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide performance measurement data. BJA will work with award recipients to identify specific performance measures. Some examples of performance measures that may be appropriate are:

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

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

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 14 for additional information. Grantees will be required to report data pertaining to performance measurement to either the Performance Management Tool (PMT) or the Training and Technical Assistance Reporting System (TTARS), depending on the nature of the project proposed.

Note on Project Evaluations

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

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

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP encourages applicants to review the information pertaining to

these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Non-profit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)

- OJP Training Guiding Principles for Grantees and Sub-grantees

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback 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, please e-mail your resume to ojpeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Full Application Checklist

FY 2014 Justice Information Sharing Solutions Implementation Program

This application checklist has been created to assist in developing a full application (invited participants only).

What an Applicant Should Do:

Prior to Registering in GMS:

- _____ Acquire a DUNS Number (see page 19)
- _____ Acquire or renew registration with SAM (see page 20)

To Register with GMS:

- _____ For new users, acquire a GMS username and password* (see page 20)
- _____ For existing users, check GMS username and password* to ensure account access (see page 20)
- _____ Verify SAM registration in GMS (see page 20)
- _____ Search for correct funding opportunity in GMS (see page 20)
- _____ Register by selecting the “Apply Online” button associated with the funding opportunity title (see page 20)

*Password Reset Notice – GMS users are reminded that while password reset capabilities exist, this function is only associated with points of contacts designated within GMS at the time the account was established. Neither OJP or the GMS Help Desk will initiate a password reset unless requested by the authorized official or a designated point of contact associated with an award or application.

General Requirements:

- _____ Review [“Other Requirements”](#) web page

Scope Requirement:

- _____ The federal amount requested is within the allowable limit of \$500,00.

Eligibility Requirement: see page 1

What an Application Should Include:

- _____ Concept Paper (see page 14)
- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ Project Abstract (see page 14)
- _____ *Program Narrative (see page 14)
- _____ *Budget Detail Worksheet (see page 14)
- _____ *Budget Narrative (see page 14)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 22)
- _____ Read OJP policy and guidance on “conference” approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 22)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 20)

- _____ Indirect Cost Rate Agreement (if applicable) (see page 16)
- _____ Tribal Authorizing Resolution (if applicable) (see page 16)
- _____ Additional Attachments
 - _____ Project Timeline (see page 16)
 - _____ Position Descriptions/Resumes (see page 16)
 - _____ Applicant Disclosure of Pending Applications(see page 16)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 17)

*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.