



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for Maximizing the Affordable Care Act: Improving Recidivism and Health Outcomes for the Justice-Involved Population. This program furthers the Department's mission by strengthening state and local criminal justice systems' abilities to leverage the opportunities provided by the Patient Protection and Affordable Care Act to improve access to health coverage for the justice-involved population in order to lower recidivism and improve outcomes for this population.

Maximizing the Affordable Care Act: Improving Recidivism and Health Outcomes for the Justice-Involved Population FY 2014 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to nonprofit organizations, tribal organizations, faith-based and community organizations, institutions of higher learning, and for-profit (commercial) organizations. For-profit organizations must agree to waive any profit or fees for services.

BJA welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as sub recipients. The applicant must be the entity with primary responsibility for conducting and leading the project.

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 18.) All applications are due by 11:59 p.m. eastern time on May 22, 2014. (See "Deadlines: Registration and Application," page 4.)

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

Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to support@grants.gov. 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 BJA Justice Information Center **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to JIC@telesishq.com, or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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Maximizing the Affordable Care Act: Improving Recidivism and Health Outcomes for the Justice-Involved Population (CFDA #16.751)

Overview

Because of the Medicaid expansion to childless adults and the subsidies to make private health insurance more affordable under the Patient Protection and Affordable Care Act (PPACA), a significant portion of the justice-involved population will gain eligibility, for the first time, for Medicaid and/or private health insurance coverage through the Health Insurance Marketplace. Justice-involved individuals are seven times as likely as the general population to experience mental illness, substance abuse disorders, infectious disease, and chronic health conditions,¹ making reentry from jails and prison an especially critical juncture. For individuals reentering communities after incarceration, disruptions in medical care and treatment contribute to increased rates of reincarceration, increased drug use, and poor and costly health outcomes, including a 12-fold increase in the risk of death in the first 2 weeks after release.² State and local criminal justice systems can play an important role in ensuring justice-involved populations receive assistance and support in applying for health coverage, which can help divert individuals from the criminal justice system, reduce recidivism, and also provide a continuum of care for individuals preparing to reenter back into their communities. This solicitation seeks a national training and technical assistance provider to assist select state and local criminal justice systems in maximizing the opportunities for expanded health care coverage under the PPACA, as well as develop resources to assist the broader criminal justice field nationwide. As a result of improved coverage, state and local justice systems may experience considerable cost savings by utilizing expanded coverage options under Medicaid and the Marketplace.

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 22, 2014. See “How to Apply” on page 18 for details.

Eligibility

Refer to the title page for eligibility under this program.

¹ National Institute of Corrections, “Solicitation for a Cooperative Agreement—Evaluating Early Access to Medicaid as a Reentry Strategy,” *Federal Register* 76, no. 129 (2011): 39438-39443.

² Ingrid A. Binswanger, et al., “Release from Prison—A High Risk of Death for Former Inmates,” *New England Journal of Medicine* 356, no. 2 (2007): 157–165.

Maximizing the Affordable Care Act: Improving Recidivism and Health Outcomes for the Justice-Involved Population—Specific Information

Until recently states and localities have had to solely bear the expensive and complicated burden of meeting the healthcare needs of the justice-involved population, which include treatment for mental illness, substance abuse, infectious disease, and chronic health conditions. Compared to the general population, individuals in jails and prisons suffer four times the rate of active tuberculosis, nine to ten times the rate of Hepatitis C, eight to nine times the rate of HIV infection, three times the rate of serious mental illness, and four times the rate of substance abuse disorders.³ Because an estimated 70 to 90 percent of those individuals released from prisons and jails have not had access to public or private health care coverage,⁴ states and localities have previously had no way to protect the investment they have made in inmate health care. Few options have been available to ensure that individuals leaving jail or prison receive the necessary care in their communities. Without access to adequate healthcare, including treatment services for substance abuse and mental health disorders, recently released individuals run the risk of relapse, reincarceration, and even death. One in 70 individuals leaving prisons and jails will be hospitalized within a week of release, and 1 in 12 will be hospitalized within 90 days of release.⁵ The result is poor health outcomes for reentering individuals, diminished public safety due to increased recidivism rates, overburdened emergency rooms, and high costs to states and localities.

Goals, Objectives, and Deliverables

The PPACA offers the opportunity throughout the criminal justice system to improve health outcomes, whether at the front-end of the system by diverting eligible individuals from the justice system into treatment programs, or at the back-end of the system by ensuring seamless healthcare coverage in the reentry process. Through this initiative, BJA aims to target technical assistance to assist states and localities in creating the necessary policy, programmatic, and business practice reforms to facilitate an improvement in health-related outcomes among the justice-involved population, reduce recidivism, and maximize the use of available Medicaid resources to better leverage existing state and local dollars currently being expended for reimbursable healthcare costs. This initiative aims to increase the percentage of the justice-involved population covered by health insurance, and facilitate the development and testing of a comprehensive continuity of care plan that will accompany each individual receiving healthcare and/or treatment services while under court or correctional involvement. Additionally, by better maximizing Medicaid and the Marketplace resources at all points in the justice system (pre-arrest, arrest/booking, pretrial, adjudication, corrections, and reentry), states and localities stand

³Prisoner Reentry: What are the Public Health Challenges? RAND Research Brief. RAND, Santa Monica, CA, May 2003.; Steadman, H. et al. Prevalence of serious mental illness among jail inmates. *Psychiatric Services* 2009 60: 761-65.; Jennifer C. Karberg and Doris J. James. Substance Dependence, Abuse, and Treatment of Jail Inmates, 2002. Special Report, Bureau of Justice Statistics, U.S. Department of Justice, Washington, DC, July 2005.

⁴ Kamala Mallik-Kane and Christy A. Visher. Health and Prisoner Reentry: How Physical, Mental, and Substance Abuse Conditions Shape the Process of Reintegration. Urban Institute, Washington, DC, February 2008; Wang, E.A. et al. (2008.) Discharge planning and continuity of health care: Findings from the San Francisco county jail. *American Journal of Public Health* 98 (12): 2182-2184.

⁵ Wang, E. et al. (2013). A high risk of hospitalization following release from correctional facilities in Medicare beneficiaries: A retrospective matched cohort study, 2002 to 2010. *JAMA Internal Medicine* 173(17).

to save valuable resources by diverting individuals from the justice system altogether or better equipping justice-involved individuals with healthcare resources upon reentry to lower their risk of returning to jail or prison.

BJA is soliciting proposals from applicants to provide in-depth assistance to a select number of states and local jurisdictions in planning for and implementing key provisions of the PPACA in criminal justice systems. Deliverables will include:

- 1.) **In-depth assistance to a limited number of states/localities.** Provide intensive assistance and guidance to select states and localities in crafting detailed strategies addressing how the state/locality will work to increase enrollment in health insurance, coordinate care (both within and outside of correctional supervision), and leverage Medicaid reimbursable expenses at each intercept in the criminal justice system process (pre-arrest, arrest/booking, pretrial, adjudication, corrections, and reentry). Assistance could include local convenings, systems mapping, the development of implementation guides, business process change plans, and relevant tools, such as electronic intake forms/tools, apps, that may assist the target sites in implementing the designated strategy.
- 2.) **Data Collection and Analytic Capacity Building.** Provide assistance and guidance to select states and localities in building capacity to collect, analyze, and report data in order to demonstrate the reforms put in place had the intended impact.
- 3.) **Policy Guide and Briefs.** Develop three policy guides in close collaboration with BJA for national use and dissemination that include:
 - (a) **A national policy guide** that provides guidance for any state or locality interested in improving access to healthcare coverage and services in accordance with the PPACA within criminal justice populations, including detailed guidance and examples of and necessary factors for consideration in how to provide greater access to healthcare coverage for justice-involved individuals at every intercept of the criminal justice process, from pre-arrest through reentry. Applicants may also consider providing guidance across criminal justice disciplines as well, considering resources for law enforcement, sheriffs, defense attorneys, prosecutors, judges, corrections personnel, probation, and parole.
 - (b) **Two other subject-matter policy briefs** that provide in-depth analysis on relevant pressing topics to be determined based on gaps in knowledge and the current needs of the field surrounding maximizing healthcare coverage and services for criminal justice populations. Examples of issues that may be considered include: challenges in enrollment, individual tax considerations for reentering individuals, coverage of mandated treatment while under court or correctional supervision, and other emerging issues affecting the criminal justice population.
- 4.) **Serve as a Resource to BJA and BJA Criminal Justice Partners.** Consult, assist, and advise BJA and BJA's national criminal justice partners and stakeholders on matters pertaining to maximizing the opportunities afforded to state and local criminal justice systems by the PPACA, as well coordinate with BJA's current national training and technical assistance providers to ensure that BJA's grantees receive the most up to date information and guidance pertaining to the PPACA .

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.

Amount and Length of Awards

BJA anticipates that it will make one cooperative agreement of up to \$500,000 for a 12-month 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.

Budget Information

Unallowable Uses for Award Funds

In addition to the unallowable costs identified in the [OJP Financial Guide](#), award funds may not be used for the following:

- Prizes/rewards/entertainment/trinkets (or any type of monetary incentive)
- Client stipends
- Gift cards
- Vehicles
- Food and beverage
- Costs that do not support approved project activities

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

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.

Compensation Waiver request must be submitted as a separate attachment and entitled "Waiver: Employee Compensation."

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

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. Post award, recipients will be required to submit quarterly performance metrics through BJA's online Training and Technical Assistance Reporting System (TTARS), located at www.bjatools.org. Applicants should review the BJA TTA reporting matrix at: ttars.bjatools.org/tta2/View/BJATTARSReportingMatrix.pdf. Sample performance measures appear below:

Objectives	Performance Measure	Data Grantee Provides
<p>Provide technical assistance to assist states and localities in creating the necessary policy, programmatic, and business practice reforms to facilitate an improvement in health-related outcomes among the justice-involved population, reduce recidivism, and maximize the use of available Medicaid resources to better leverage existing state and local dollars currently being expended for reimbursable healthcare costs</p>	<p>Percentage of requesting agencies who rated services as satisfactory or better</p> <p>Percentage of requesting agencies that were planning to implement one or more recommendations</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits • Number of requesting agencies who completed an evaluation of services • Number of agencies who rated the services a satisfactory or better <ul style="list-style-type: none"> • a) in terms of timeliness • b) quality • Number of follow-ups with requesting agencies completed 6 months after onsite visit. • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit. • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services as satisfactory or better
<p>Develop materials and resources to help maximize the opportunities afforded to state and local criminal justice systems by the PPACA</p>	<p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percentage of information requests responded to</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of publications/resources developed • Number of publications/resources disseminated • Number of information requests • Number of information requests responded to.

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 10 for additional information.

What an Application Should Include

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

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

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Resumes”) for all attachments. Also, OJP recommends that applicants include resumes 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 OJP’s Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable). The applicant should include the full amount requested for the entire 12 – 18 month project period on the SF-424.

Selecting the Appropriate Point of Contact (POC) and the Authorized Representative.

Applicants should be cognizant that these two contacts should not be the same. The authorized representative must have the authority to enter the state, county, municipality, or other eligible unit of local government into a legal contract with the federal government. This person is typically a county commissioner, mayor, city manager, or other similarly designated official. The POC will serve as the primary point of contact and will be responsible for grant management duties such as a submission of reports. Make sure that the name, contact information, title and solicitation is correct

2. Project Abstract

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

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

- Identify the specific state and local jurisdictions the applicant will be targeting for in-depth assistance

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative. All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

Do not submit your abstract in .PDF format. BJA requires the ability to copy and paste abstract text. Examples of usable formats include Microsoft Word and WordPerfect.

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 should respond to the solicitation and the Selection Criteria (1-4) in the order given. The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and should not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc.

If the program narrative fails to comply with these length-related restrictions, BJA *may* consider such noncompliance in peer review and in final award decisions.

The following sections should be included as part of the program narrative.

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
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 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.

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 a budget summary page and utilize the following approved budget categories to label the requested expenditures:

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

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.

The budget detail worksheet must show all computations and provide itemized breakdowns of all costs. If the computations do not show sufficient detail or are incorrect, the budgets will be returned for corrections.

The budget categories and amounts included in the budget detail worksheet should mirror the amounts in the budget narrative.

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, applicants may 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, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or 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.

Applicants unable to submit an application that includes 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 for cases in which, 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. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications 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. 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 subaward 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.”).

b. Writing Sample

Applicants should submit a writing example in which policy guidance was provided on a given topic. The sample should be no less than three pages in length and should demonstrate the applicant’s skills and abilities to provide a thorough analysis of relevant policy issues and provides concise recommendations or instructions for adequately addressing the issues identified. While not required, BJA would prefer that writing samples be written for a criminal justice or state/local government audience.

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](#).

Selection Criteria

1. Statement of the Problem (20 percent)

- Describe the challenges that states and localities are experiencing in providing access to healthcare for justice-involved individuals and how the selected state/local sites reflect the broader national trends (if sites have already been identified).
- If sites have already been identified, indicate the states/localities to be served, including how the sites were chosen, the rationale for selecting those sites, whether those sites have expanded Medicaid or not, and what efforts have been made to date in

implementing the provisions of the PPACA. Also discuss sites that were considered but rejected and explain why those sites were not selected.

- If sites have not yet been identified, describe the process for how sites will be considered and selected, and identify how many state/and or local sites will be selected.
- Provide any site-specific data and/or any available information pertaining to the target population to be affected by these efforts, namely uninsured justice-involved individuals.
- Describe the specialized needs of criminal justice agencies within the target sites, including the unique needs of law enforcement, courts, corrections, and probation and parole.
- Describe any considerations built into project design that takes into account special populations such as American Indians/Alaska Natives.

2. Project Design and Implementation (40 percent)

- Describe the proposed project and the project's purpose, goals, and objectives.
- Describe the strategy that the applicant will employ in working with the selected sites to initiate and implement increased access to healthcare coverage and services to better serve justice-involved populations to meet the three articulated deliverables described under the "Goals, Objectives and Deliverables" section on page 5. This strategy should detail the pertinent agencies and individuals that the applicant will be working with at each selected site.
- Under the third deliverable, developing three national policy guides:
 - For the **national policy guide**, describe the key components of the guide that the applicant will work to create, the audience for the guide, and how the guide will be used to assist in implementing or enhancing efforts to expand access to healthcare coverage and services for the justice-involved population.
 - For the two **subject-matter policy briefs**, describe the information gathering efforts that the applicants will undertake to determine the appropriate subjects for the two subject-matter policy guides, or if known, identify and describe the subjects to be explored in the two subject-matter guides, how those subjects were determined, what knowledge gap they are intended to fill, and the value they will add to states and localities in improving access to healthcare for the justice-involved population.

3. Capabilities and Competencies (25 percent)

- Describe the management structure and staffing of the project, and in-house or contracted capacity to complete each of the potential tasks or projects outlined in the proposal, including a list and description of the staff or consultants with whom the organization plans to work to deliver technical assistance services.
- Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations with necessary expertise to enhance the organization's and staff's experience in providing technical assistance.
- Demonstrate the capability of the applicant to provide technical assistance, including the applicant's methodology and approach to providing technical assistance; i.e., how the applicant will go about working with the sites.
- Describe how the applicant will diagnose challenges and obstacles the site is facing, as well as how those challenges and obstacles will be met and overcome

- Provide an example of technical assistance that was provided by the applicant to a site in the past, and describe what the outcome of that technical assistance was.
- Describe any experience working with criminal justice agencies and improving access to health coverage for the justice-involved population.

4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (10 percent)

Explain how the program’s effectiveness will be demonstrated. For each performance measure selected by the applicant, indicate 1) what data will be collected, by whom, and how; 2) how it will be assessed and analyzed; and 3) the process for reporting the findings and outcomes.

5. Budget (5 percent)

Provide a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁶

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 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, 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.

⁶ 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.

All final award decisions will be made by the Director of the Bureau of Justice Assistance who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

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 Subgrantees

How to Apply

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.

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 Grant Program," and the funding opportunity number is BJA-2014-3843.
- 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 Justice Information Center 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.

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 ojppeerreview@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.

Application Checklist

FY 2014 National Initiatives: Implementation of the Affordable Care Act for State and Local Criminal Justice Systems

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

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

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 19)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 19)

To Find Funding Opportunity:

- _____ Search for the funding opportunity on Grants.gov (see page 19)
- _____ Download Funding Opportunity and Application Package (see page 19)
- _____ Sign up for Grants.gov email notifications (optional) (see page 18)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

General Requirements:

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

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$500,000.

Eligibility Requirement:

- _____ Eligible applicants are limited to nonprofit organizations, tribal organizations, faith-based and community organizations, institutions of higher learning, and for-profit (commercial) organizations.
- _____

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 10)
- _____ Project Abstract (see page 10)
- _____ *Program Narrative (see page 11)
- _____ *Budget Detail Worksheet (see page 12)
- _____ *Budget Narrative (see page 12)
 - _____ Employee Compensation Waiver request and justification (if applicable) (see page 7)
 - _____ Read OJP policy and guidance on "conference" approval, planning, and reporting available at www.ojp.gov/funding/confcost.htm (see page 8)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 19)

- _____ Indirect Cost Rate Agreement (if applicable) (see page 13)
- _____ Tribal Authorizing Resolution (if applicable) (see page 13)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 13)
 - _____ Writing Sample (see page 19)
- _____ Accounting System and Financial Capability Questionnaire (if applicable) (see page 14)

* NOTE: 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.