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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is seeking applications to provide: 1) training and technical assistance to State Administering Agencies, 2) training and technical assistance to criminal justice policymakers, 3) training and technical assistance to paroling authorities, and 4) training and technical assistance to state and local departments of corrections. This program furthers the Department's mission by disseminating evidence-based information to criminal justice policymakers.

## National Initiatives: Reaching Criminal Justice Policymakers

### FY 2014 Competitive Grant Announcement

#### Eligibility

Eligible applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal for-profit or nonprofit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), tribal jurisdictions, and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior). For-profit organizations must agree to forgo any profit or management fee.

Applicants must also have experience in delivering training and technical assistance nationwide.

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

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

#### Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How to Apply," page 25.) All applications are due by 11:59 p.m. eastern time on June 2, 2014, 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](mailto:support@grants.gov). The [Grants.gov](http://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 contact identified below **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 at [JIC@telesishq.com](mailto:JIC@telesishq.com), or via live web chat at [www.justiceinformationcenter.us](http://www.justiceinformationcenter.us). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2014-3886

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# National Initiatives: Reaching Criminal Justice Policymakers (CFDA #16.738 and 16.751)

## Overview

The purpose of this program is to provide the nation's criminal justice policymakers with objective, fact-based information, resources, and training and technical assistance (TTA) on timely and pressing criminal justice issues of potential concern to them. The intent is to support pathways for evidence-based best practices to reach policymakers in various roles.

Category 1 of this solicitation seeks a provider to deliver training, technical assistance, and strategic planning services to State Administering Agencies (SAAs) on topics most relevant to them.

Category 2 of this solicitation seeks multiple TTA providers to provide specialized information, training, and technical assistance to policymakers at all levels of state and local government—such as governors, state legislators, county officials, and mayors—on criminal justice topics most relevant to them.

Category 3 of this solicitation seeks a provider to deliver training, technical assistance, and specialized information to paroling authorities on evidence-based practices most relevant to them.

Category 4 of this solicitation seeks a provider to deliver training and technical assistance to state and local departments of corrections designed to reduce the use of segregation.

It is important to note that the four categories described within this competitive grant announcement are soliciting applications from providers to deliver nationwide training and technical assistance (TTA). This grant announcement is **not** soliciting applications from individual jurisdictions to receive funding, training, or technical assistance from BJA.

Categories 1 and 2 are funded under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions, and JAG funds support all components of the criminal justice system. The Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat. 5, 68, 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.”

Categories 3 and 4 are funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program), Public Law No. 113-76, 128 Stat. 5, 62. Among other things, 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.

Recipients of funding under this solicitation should understand and, as a condition of award, will agree that it cannot use any federal funds, either directly or indirectly, in support of the enactment, repeal, modification or adoption of any law, regulation or policy, at any level of government, without the express prior written approval of OJP.

## **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 June 2, 2014. See “How to Apply” on page 25 for details.

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Project-Specific Information**

### **Award Categories, Amount, and Length**

BJA is seeking applications under the four categories described below.

Each award is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Supplemental funding for awards made may be available based on the availability of future appropriated funds and the grantee’s performance history.

### **Category 1: Provision of Training and Technical Assistance to the State Administering Agencies. Competition ID: BJA-2014-3887**

BJA expects to make one award under Category 1 of up to \$800,000 for a 24-month project period.

### **Goals, Objectives, and Deliverables**

SAAs are vital partners to BJA in the administration of JAG Program funding. In most states the SAA is responsible for disseminating the state JAG allocation (along with other DOJ funding) in a manner consistent with statutory and programmatic requirements and in providing assistance in addressing the pressing concerns of state and local criminal justice entities. The strategic implementation of a funding program at the state level can be a complicated process with many competing needs utilizing limited resources. BJA, through its strategic plan, has committed to “helping criminal justice agencies to access, share, and use data in decision making.” One of the ways BJA intends to further this goal is by providing SAAs with TTA specifically tailored to their unique needs.

As such, BJA is seeking a provider to deliver TTA and strategic planning services to SAAs on topic areas most relevant to them. The focus of the TTA should be the unique needs of this

specific group. In addition, the provider should integrate the latest promising and evidence-based practices into the strategic planning process.

Additionally, applicants must be able to provide relevant and timely training and respond to specific technical assistance requests on a variety of criminal justice needs and concerns throughout the course of the project. By way of example, in the past, such requests have ranged from providing information about the basics of implementing an accountable grants management system to assistance in developing comprehensive anti-violence initiatives.

The work of the SAAs in coordination with county, city, or quasi-governmental criminal justice coordinating councils (CJCCs) is a vital but often overlooked element of success. Through this effort, the provider should develop the capacity of SAAs to work with CJCCs in developing and implementing their strategic plans.

Information exchange between and among SAAs and with BJA is also critical. The provider must collect annual information on the JAG-funded activities, programs, and best practices being implemented by SAAs. Additionally, the provider must collect information on the extent and manner to which SAAs are incorporating evidence-based practices into their programs at the state and local level.

Applicants must be able to:

- Provide annual orientation sessions to new SAAs.
- Provide “on-demand” strategic planning technical assistance as requested, particularly related to grants management, oversight, and program implementation.
- Develop and deliver customized training, as requested by the SAAs in the field.
- Provide relevant, objective and timely up-to-date fact-based information to BJA and/or SAAs on policy and practice in the criminal justice field including major state policy efforts or innovative practices.
- Coordinate regional and national information exchanges.
- Conduct a focus group on integration of evidence-based practices.
- Develop and disseminate articles, publications, materials, webinars, and guides as needed to reinforce the information exchange goals and objectives.
- Arrange travel and all logistical requirements for each training.
- Collect data and information on SAAs’ JAG-related activities as described above
- Complete the OJP conference reporting requirements (see page 10).

The applicant should have demonstrated expertise in delivering and managing a national-level TTA program and have particular knowledge of SAA operations, organizational structure, culture, and environment.

## **Category 2: Provision of Training and Technical Assistance to State and Local Policymakers. Competition ID: BJA-2014-3888**

BJA expects to make up to four awards under Category 2 of up to \$175,000 each for a 24-month project period.

### **Goals, Objectives, and Deliverables**

State and local policymakers are critical to the success of sound criminal justice practice and often make decisions that can affect the long- and short-term viability of criminal justice

programs, practices, and operations. Additionally, the informational needs of policymakers are often specific to the role of the particular policymaker group. It is BJA's goal to provide non-biased specialized information and TTA to policymakers at all levels of state and local government— such as governors, state legislators, county officials, and mayors—on criminal justice topics most relevant to them.

Additionally, BJA seeks to provide these individuals with objective information on the latest in evidence-based practices, promising practices, and evidence integration in criminal justice-related fields. Applicants should propose a specific target audience and propose specific topics of importance to that audience. BJA recognizes that the best ways to reach these types of target audiences can vary greatly; therefore, applicants seeking to address a particular target audience should specify the best ways to inform that particular audience and propose an implementation plan suited to that entity that educates with available information rather than advocating for specific change. Funds under this solicitation can not be used in support of advocacy for or against changes in state legislation, administrative regulations, and/or rules. Funds may be used to promote concepts in an entirely objective manner so that policymakers are left to make choices on their own. For successful applicants, all topics will be approved and implemented in consultation with BJA.

Policymakers often have a need for short-term, fast action technical assistance in new or emerging criminal justice areas of concern. Applicants should propose a mechanism for providing limited on-demand technical assistance.

Lastly, in order for BJA to most effectively meet the needs of policymakers, applicants should include a detailed report to BJA on the issues of most concern to the particular constituent group based on data collected through formal processes. The report should highlight where similarities or differences among the group members may exist based on region or other pertinent factors. This should serve as the basis for planning and implementing TTA efforts.

### **Category 3: Provision of Training and Technical Assistance to Paroling Authorities. Competition ID: BJA-2014-3889**

BJA expects to make one award under Category 3 of up to \$500,000 for a 24-month project period.

#### **Goals, Objectives, and Deliverables**

Paroling authorities—i.e., parole board members, leadership, and staff who may have responsibility for discretionary release decisions, setting conditions of release and supervision, and responding to violations of conditions—play a key role in the criminal justice system, positioned to ensure public safety, facilitate rehabilitation, and involve victims appropriately.

BJA aims to provide targeted training, technical assistance, and strategic planning support to paroling authorities. Applicants should propose a mechanism for providing limited on-demand TTA to respond to needs identified by paroling authorities based on, for example, developments in state law, changes in membership, or identification of gaps in evidence-based practices. In addition, applicants should describe a plan to provide long-range strategic planning assistance to boards that seek and show readiness to benefit from this kind of assistance.

Additionally, it is BJA's goal for the provider to synthesize and translate evidence to improve the effectiveness of paroling authorities. Applicants should propose specific topics of importance to that audience. Under a cooperative agreement, all training and technical assistance topics will be approved and implemented in consultation with BJA.

Lastly, in order for BJA to most effectively meet the needs of policymakers—including parole board leadership as well as others responsible for shaping parole policy—applicants should include an assessment of the current state of parole practice. In the Program Narrative “Statement of the Problem” section, applicants should highlight similarities or differences among the paroling authorities' needs based on board size, region, member qualification requirements, or other pertinent factors. This should serve as the basis for planning and implementing TTA efforts.

**Category 4: Provision of Training and Technical Assistance to State and Local Departments of Corrections Designed to Reduce the Use of Segregation.  
Competition ID: BJA-2014-3890**

BJA expects to make one award under Category 4 of up to \$500,000 for a 24-month project period.

**Goals, Objectives, and Deliverables**

Segregation is a practice that typically involves separating inmates from those in general population, restricting contact with staff and inmates, and curtailing participation in activities including recreation, shared mealtimes, and other programming. It is a commonly used tactic in prisons across the country to accomplish many goals, including discipline, behavioral control, violence prevention, and inmate protection. .

Segregation poses a unique set of challenges for correctional administrators. It is also a costly type of confinement relative to general population housing and little is known about its effectiveness in reaching its goals. This practice has become an area of growing concern in the last few years as administrative segregation populations have increased in many state prisons and local jails.

The overall goal of this category is to work with state and local corrections departments to review and assess segregation practices and develop and implement data-driven, alternative strategies to safely and effectively reduce the use of and dependence on segregation bed days and reduce the safety risks posed by inmates during and after their time in special housing. The successful applicant will be expected to work with nationally recognized experts in the areas of high security confinement, mental health, and evaluation. The technical assistance provider will work with a subset of and state and local departments of corrections collaboratively to develop strategies that fit the established practices, policies, and conditions.

BJA aims to provide targeted training, technical assistance, and strategic planning to support state and local departments of corrections that share an interest in achieving this goal. Applicants should propose a mechanism for providing limited on-demand TTA to respond to needs identified by state departments of corrections based on, for example, analysis of population characteristics, changes in law, or identification of gaps in evidence-based practice. In addition, applicants should describe a plan to provide 24-month strategic planning assistance



to state and local departments of correction that seek and show readiness to benefit from this kind of assistance.

Applicants should propose specific topics of importance to that audience. For successful applicants, all topics will be approved and implemented in consultation with BJA. In order for BJA to most effectively meet the needs of policymakers, applicants should include an assessment of the current state of segregation practice. In the Program Narrative “Statement of the Problem” section, applicants should highlight similarities or differences among various state or local departments of corrections relating to the use of segregation.

Applicants should consider, to the extent possible and feasible, the use of technology and Internet resources to enhance the delivery of targeted technical assistance.

### **TTA Provider Requirements for Categories 1, 2, 3, and 4**

BJA TTA providers are required to coordinate all TTA activities with BJA’s National Training and Technical Assistance Center (NTTAC). The successful applicant will be required to comply with NTTAC protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to reasonably modify these protocols at any time at its discretion.

The TTA provider also will be required to participate in BJA’s GrantStat for specified grantees. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee’s and program’s performance as measured against the program’s goals and objectives.

### **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](http://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.

## **Budget Information**

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2014 salary table for SES employees is available at [www.opm.gov/salary-tables](http://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](http://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](http://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](http://www.bjatools.org). Applicants should review the BJA training and technical assistance reporting matrix at: <https://ttars.bjatools.org/tta2/View/BJATTARSReportingMatrix.pdf>.

Objectives	Performance Measure	Data Grantee Provides
<p><b>Category 1</b> Support State Administrative Agencies (SAAs) with strategic planning and effectively administering criminal justice funds through training and technical assistance specifically tailored to the needs of the SAA</p>	<p>Number of trainings conducted</p> <p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p> <p>Number of curricula developed</p> <p>Number of curricula that were pilot tested</p> <p>Percentage of curricula that were revised after pilot testing</p>	<p>For the current reporting period:</p> <p>A. Number of trainings (by type):</p> <ul style="list-style-type: none"> <li>• In-person</li> <li>• Web-based</li> <li>• CD/DVD</li> <li>• Peer-to-peer</li> <li>• Workshop</li> </ul> <p>B. Number of trainings (by subject matter)</p> <ul style="list-style-type: none"> <li>• Grants Management</li> <li>• Grants Oversight</li> <li>• Program Implementation</li> <li>• Strategic planning</li> <li>• Customized (Other)</li> </ul> <p>Number of individuals who:</p> <p>A. Attended the training (in-person) or started the training (web-based)</p> <p>B. Completed the training</p> <p>C. Completed an evaluation at the conclusion of the training</p> <p>D. Completed an evaluation and rated the training as satisfactory or better</p> <p>E. Completed the post-test with an improved score over their pre-test</p> <p>Number of training curricula:</p> <ul style="list-style-type: none"> <li>• Developed</li> <li>• Pilot tested</li> <li>• Revised after being pilot tested</li> </ul>

	<p>Number of State Administrating Agencies (SAAs) participating in BJA-funded strategic planning services</p> <p>Percentage of requesting SAAs who rated services as satisfactory or better</p> <p>Percentage of requesting SAAs that were planning to implement one or more recommendations</p> <p>Number of strategic plans developed by State Administrating Agencies (SAAs) in partnership with CJCCs</p> <p>Percentage of strategic plans implemented</p> <p>Number of SAAs using data to inform local decisionmaking</p>	<p>For the current reporting period:</p> <p>A. Number of State Administrating Agencies (SAAs) participating in BJA-funded strategic planning services</p> <p>B. Number of onsite visits completed</p> <p>C. Number of reports submitted to requesting SAAs after onsite visits</p> <p>D. Number of requesting SAAs who completed an evaluation of services</p> <p>E. Number of SAAs who rated the services a satisfactory or better a) in terms of timeliness b) quality</p> <p>F. Number of follow-ups with requesting SAAs completed 6 months after onsite visit</p> <p>G. Number of SAAs that were planning to implement at least one or more recommendations 6 months after the onsite visit</p> <ul style="list-style-type: none"> <li>• Number of strategic plans developed by SAAs in partnership with CJCCs</li> </ul> <p>A. Number of strategic plans</p> <p>B. Number of strategic plans implemented</p> <ul style="list-style-type: none"> <li>• Number of SAAs that report using data and research to increase effectiveness of criminal justice programs and policy</li> </ul>
<p>Increase information provided to BJA and the criminal justice community</p>	<p>Number of conferences or advisory/focus groups held</p> <p>Percentage of advisory/focus groups evaluated as satisfactory or better</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p> <p>Percent of web sites developed and maintained.</p> <p>Percent increase in the number of visits to web sites</p>	<p>For the current reporting period:</p> <p>A. Number of conferences or advisory/focus groups held</p> <p>B. Number of conference or advisory/focus group attendees who completed an evaluation</p> <p>C. Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better</p> <p>A. Number of publications/resources developed</p> <p>B. Number of publications/resources disseminated</p> <p>A. Number of web sites developed</p> <p>B. Number of web sites maintained</p> <p>C. Number of visits to web sites during the current reporting period</p> <p>D. Number of visits to web sites during the previous reporting period</p>

	Percentage of information requests responded to	A. Number of information requests B. Number of information requests responded to
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Objectives	Performance Measure	Data Grantee Provides
<p><b>Category 2</b> Increase the effectiveness of criminal justice programs and policies by providing state and local policy-makers with training and technical assistance on emerging criminal justice issues of concern and the use of substantiated data, research, and information</p>	<p>Number of trainings conducted</p> <p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p>	<p>For the current reporting period:</p> <p>Number of trainings (by type):</p> <ul style="list-style-type: none"> <li>• In-person</li> <li>• Web-based</li> <li>• CD/DVD</li> <li>• Peer-to-peer</li> <li>• Workshop</li> </ul> <p>Number of individuals who:</p> <ul style="list-style-type: none"> <li>A. Attended the training (in-person) or started the training (web-based)</li> <li>B. Completed the training</li> <li>C. Completed an evaluation at the conclusion of the training</li> <li>D. Completed an evaluation and rated the training as satisfactory or better</li> <li>E. Completed the post-test with an improved score over their pre-test</li> </ul>
<p>Increase information provided to BJA and the criminal justice community</p>	<p>Number of education/training modules developed</p> <p>Number of conferences or educational forums/sessions held</p> <p>Percentage of conference or educational forum/session attendees evaluated as satisfactory or better</p> <p>Number of publications/resources developed</p> <p>Number of publications/resources disseminated</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of educational forums/sessions developed for policy-maker constituency</li> </ul> <ul style="list-style-type: none"> <li>A. Number of conferences/educational forums/sessions (i.e., panels, presentations, or working sessions) on BJA-related programs at the key groups national meetings, gatherings, or membership sessions held</li> <li>B. Number of conference or educational forum/session attendees who completed an evaluation</li> <li>C. Number of conference or educational forum/session attendees who rated the advisory/focus group as satisfactory or better</li> </ul> <ul style="list-style-type: none"> <li>A. Number of publications/resources developed to support policy-maker constituency</li> <li>B. Number of publications/resources disseminated to support policy-maker constituency</li> </ul>

	Percentage of information requests responded to	A. Number of information requests B. Number of information requests responded to
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Objectives	Performance Measure	Data Grantee Provides
<p><b>Category 3</b> Provide paroling authorities with targeted training, technical assistance, and strategic planning support to improve the effectiveness of parole practices and policies</p>	<p>Number of trainings conducted</p> <p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p>	<p>For the current reporting period:</p> <p>A. Number of trainings (by type):</p> <ul style="list-style-type: none"> <li>• In-person</li> <li>• Web-based</li> <li>• CD/DVD</li> <li>• Peer-to-peer</li> <li>• Workshop</li> </ul> <p>B. Number of trainings (by subject matter)</p> <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Evidence-based Practices</li> <li>• State Law</li> <li>• Resource/Service Gaps</li> <li>• Member Qualification</li> <li>• Other (Define)</li> </ul> <p>Number of individuals who:</p> <p>A. Attended the training (in-person) or started the training (web-based)</p> <p>B. Completed the training</p> <p>C. Completed an evaluation at the conclusion of the training</p> <p>D. Completed an evaluation and rated the training as satisfactory or better</p> <p>E. Completed the post-test with an improved score over their pre-test</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>For the current reporting period:</p> <p>A. Number of onsite visits completed</p> <p>B. Number of reports submitted to requesting agencies after onsite visits</p> <p>C. Number of requesting agencies who completed an evaluation of services</p> <p>D. Number of agencies who rated the services a satisfactory or better</p> <p style="margin-left: 20px;">a) in terms of timeliness</p> <p style="margin-left: 20px;">b) quality</p> <p>E. Number of follow-ups with requesting agencies completed 6 months after onsite visit.</p> <p>F. Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit.</p>

	Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better	<p>A. Number of other onsite services provided (by subject matter and type)</p> <p>B. Number of requesting agencies who completed an evaluation of other onsite services</p> <p>C. Number of agencies who rated the services a satisfactory or better</p>
Increase information provided to BJA and the criminal justice community	<p>Number of publications/resources developed</p> <p>Number of publications/resources disseminated</p> <p>Number of education/training modules developed</p> <p>Percentage of information requests responded to</p>	<p>For the current reporting period:</p> <p>A. Number of publications/resources developed for the paroling authority constituency</p> <p>B. Number of publications/resources disseminated to the paroling authority constituency</p> <ul style="list-style-type: none"> <li>• Number of educational forums/sessions developed for paroling authority constituency</li> </ul> <p>A. Number of information requests</p> <p>B. Number of information requests responded to</p>

Objectives	Performance Measure	Data Grantee Provides
<p><b>Category 4</b>            Assist state and local corrections departments with assessing segregation practices and implementing alternative strategies to safely and effectively reduce the use of segregation through targeted training and technical assistance</p>	Number of trainings conducted	<p>For the current reporting period:</p> <p>A. Number of trainings (by type):</p> <ul style="list-style-type: none"> <li>• In-person</li> <li>• Web-based</li> <li>• CD/DVD</li> <li>• Peer-to-peer</li> <li>• Workshop</li> </ul> <p>B. Number of trainings (by subject matter)</p> <ul style="list-style-type: none"> <li>• Strategic Planning</li> <li>• Analysis</li> <li>• Resource/Service Gaps</li> <li>• Policy/Practices</li> <li>• Other (Define)</li> </ul>

	<p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p> <p>Number of strategic plans developed by local Department of Corrections to reduce the use of segregation</p> <p>Percentage of strategic plans to reduce the use of segregation implemented</p>	<p>Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Attended the training (in-person) or started the training (web-based)</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training</li> <li>• Completed an evaluation and rated the training as satisfactory or better</li> <li>• Completed the post-test with an improved score over their pre-test</li> </ul> <p>A. Number of strategic plans developed by local Department of Corrections to reduce the use of segregation</p> <p>B. Of those, the number of strategic plans implemented to reduce the use of segregation implemented</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> <p>A. Number of onsite visits completed</p> <p>B. Number of reports submitted to requesting agencies after onsite visits</p> <p>C. Number of requesting agencies who completed an evaluation of services</p> <p>D. Number of agencies who rated the services a satisfactory or better</p> <p style="padding-left: 20px;">a) in terms of timeliness</p> <p style="padding-left: 20px;">b) quality</p> <p>E. Number of follow-ups with requesting agencies completed 6 months after onsite visit.</p> <p>F. Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit.</p> <p>A. Number of other onsite services provided (by subject matter and type)</p> <p>B. Number of requesting agencies who completed an evaluation of other onsite services</p> <p>C. Number of agencies who rated the services a satisfactory or better</p>
<p>Increase information provided to BJA and the criminal justice community</p>	<p>Number of publications/resources developed</p> <p>Number of publications/resources disseminated</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> <li>• Number of publications/resources developed to support the effectiveness of state and local Department of Corrections</li> </ul>



	<p>Number of education/training modules developed</p> <p>Percentage of information requests responded to</p>	<ul style="list-style-type: none"> <li>• Number of publications/resources disseminated to support the effectiveness of state and local Department of Corrections</li> <li>• Number of educational forums/sessions developed for local Department of Corrections</li> </ul> <p>A. Number of information requests B. Number of information requests responded to</p>
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OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 17 for additional information.

**Note on Project Evaluations**

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

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://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.

**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).

## **2. Project Abstract**

Applicants should provide an abstract identifying the applicant's name, title of the project, and dollar amount requested. The abstract should include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans.

Applications should 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.

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](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

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

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

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

### 3. Program Narrative

The Program Narrative must respond to the solicitation and the Selection Criteria 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 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](http://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](http://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](mailto: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](http://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. Time/Task Plan

Include a comprehensive time/task plan that identifies milestones, numerically listed deliverables, and who is responsible for each activity.

### b. 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.>").

### c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal's other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research and evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability is a problem.

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

For situations in which potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

#### **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**

The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed below after each individual criteria. For example, for the first criteria, "Statement of the Problem," this section is worth 15 percent of

the entire application in the review process.

**1. Statement of the Problem (15 percent of 100)**

Applicants should describe and demonstrate understanding of the nature of the problem, describe the need for addressing the problem, and very briefly introduce how the applicant proposes to address the problem specific to the category to which the applicant is applying.

**2. Project Design and Implementation (40 percent of 100)**

Applicants should demonstrate how they will design and implement a project to address the specific category for which they are applying. They should address the requirements outlined in this solicitation. Applicants may choose to include other items/deliverables in addition to the ones listed in this grant announcement and under the specific category for which they are applying and should provide detailed information on those items as well. Applicants must include a time/task plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity. Describe how the TTA will encompass data-driven and evidence-based practices. Describe how the applicant will identify and assess training and technical assistance needs.

**3. Capabilities and Competencies (30 percent of 100)**

Applicants must demonstrate a history of successfully providing complex national TTA programs related to the subject matter. This history should include capabilities and competencies required to successfully complete the project under the specific category for which they are applying. Examples of capabilities/competencies include: curriculum development; recruitment and maintenance of subjects matter experts; nationwide instruction delivery using a range of training modalities, such as online and in-person training, to a variety of criminal justice professionals and leaders; training/meeting logistics planning and implementation; conducting individual course evaluations; and development and publication of well-written reports, presentations, training materials, articles, publications, etc.

**4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 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 assess the program. Describe process to accurately report implementation findings.

**5. Budget (10 percent of 100)**

Provide a proposed budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to the goals of the project.<sup>1</sup>

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<sup>1</sup> 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.

## 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.

## 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](http://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](http://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 (!)
Number 0 – 9	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Underscore ( _ )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Hyphen ( - )	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Space	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;#amp;” format.</b>		
Period ( . )			

**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](http://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](http://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](http://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 numbers for this solicitation are 16.738 titled "Edward Byrne Memorial Justice Assistance Grant (JAG) Program" 16.751 titled "Edward Byrne Memorial Competitive Grant Program," and the funding opportunity number is BJA-2014-3886.
6. **Select the correct funding opportunity.** Some OJP funding opportunities posted in GMS contain multiple purpose areas, denoted by the funding opportunity categories identified in the funding opportunity title. If applying to a funding opportunity with multiple categories, select the appropriate funding opportunity title for the intended purpose area of the application.
7. **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.
8. **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](http://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](mailto: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](mailto: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: Reaching Criminal Justice Policymakers

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 25)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 25)

#### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 26)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 26)

#### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 26)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 26)
- \_\_\_\_\_ Select the correct Competition ID (see page 26)
- \_\_\_\_\_ Sign up for Grants.gov email notifications (optional) (see page 25)
- \_\_\_\_\_ 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 \$800,000 for Category 1, \$175,000 for Category 2, \$800,000 for Category 3, and \$500,000 for Category 4

**Eligibility Requirement:** Eligible applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal for-profit or nonprofit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), tribal jurisdictions, and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior).

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 18)
- \_\_\_\_\_ Project Abstract (see page 18)
- \_\_\_\_\_ \*Program Narrative (see page 19)
- \_\_\_\_\_ \*Budget Detail Worksheet (see page 20)
- \_\_\_\_\_ \*Budget Narrative (see page 20)
  - \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 10)
  - \_\_\_\_\_ Read OJP policy and guidance on "conference" approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 10)

- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 26)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 20)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 20)
- \_\_\_\_\_ Additional Attachments
  - \_\_\_\_\_ Time/task plan (see page 21)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 21)
  - \_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 21)
- \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable) (see page 22)

\* 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.