



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the BJA Visiting Fellows Program. This program furthers the Department's mission by bringing talent and expertise from the field to BJA to inform policy and practice and create new tools for the field to disseminate knowledge of effective and innovative approaches to priority criminal justice issues.

BJA Visiting Fellows Program FY 2015 Competitive Announcement

Eligibility

Eligible applicants are limited to individuals, as well as state, tribal, or local government, organizations, or academic institutions seeking to provide federal-level experience for one of its staff members. Organizations seeking to place their employee as a Fellow under this program **will not** have programmatic oversight of the staff person for those activities conducted as part of the fellowship. For-profit organizations must agree to forgo any profit or management fee.

Eligible applicants for the Second Chance Act Fellow position are limited to individuals who have formerly been incarcerated.

All persons serving in the fellowship positions must be U.S. citizens at the time of application. The prospective Fellow should have all of the expertise needed to conduct the proposed activities in the fellowship, including at least 5 years of criminal justice expertise in the relevant area of practice or research, working in a policy or applied criminal justice setting (such as a criminal justice agency (law enforcement, criminal courts, prosecutor, corrections, or partner agency such as a social service provider), or an agency or office with responsibility for criminal justice and public policy (such as a governor's office, mayor's office, or other important policy setting pertinent to criminal justice). Researchers should apply only if they have expertise and specific skills in developing models and applied research tools for the field, implementation of evidence-based practices, and collection and analysis of data and performance management.

Applicants must demonstrate the administrative capacity, particularly fiscal administrative capacity, to manage an agreement or award, as well as the knowledge and skills to successfully execute the proposed fellowship activities. Eligibility will be determined only after a review of a complete, submitted application.

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.

For additional eligibility information, see Section [C. Eligibility Information](#).

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on April 16, 2015.

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

For additional information, see [How To Apply](#) in section D. Application and Submission Information.

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 contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How To Apply](#) section.

For assistance with any other requirements of this solicitation, contact National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email responsecenter@ncjrs.gov; fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation closing date.

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BJA Visiting Fellows Program (CFDA #s 16.752, 16.320, 16.812, 16.735, and 16.828)

A. Program Description

Overview

BJA's mission is to provide leadership and services through grant administration and criminal justice policy development to support local, state, and tribal justice strategies to achieve safer communities. Driving BJA's work in the field are the following principles: to reduce crime, recidivism, and unnecessary confinement; and to promote a safe and fair criminal justice system. To implement our strategies consistent with these principles, BJA supports effective criminal justice policy, programs, information sharing, and collaborations within state, local, and tribal agencies and communities, and promotes the use of data, research, and information to increase the effectiveness of criminal justice programs. BJA has four primary components: Policy, Programs, Planning, and the Public Safety Officers' Benefits Office. The Fellows will work in the Policy Office, which provides national leadership in criminal justice policy, training, and technical assistance to further the administration of justice. It also acts as a liaison to national organizations that partner with BJA to set policy and help disseminate information on best and promising practices.

To address emerging issues and build capacity to improve the administration of criminal justice, BJA launched the BJA Visiting Fellows Program in FY 2012. The intent is to leverage state, local, or tribal subject-matter expertise to assess areas of need and to develop strategies, tools, and policies in collaboration with BJA staff for the benefit of the criminal justice field. By hosting up to five Fellows with FY 2015 funds, BJA will collaborate with practitioners and researchers to build capacity to address gaps in priority and emerging issues in the criminal justice field. BJA encourages potential applicants from a broad range of disciplines to consider how their work in areas related to crime and justice might support work in the BJA Visiting Fellows Program's priority issue areas outlined below.

This program is likely to be funded under Economic High-Tech and Cyber Crime Prevention, Services for Trafficking Victims, Second Chance Act, Prison Rape Elimination Act, and Swift and Certain Sanctions/Replicating the Concepts Behind Project HOPE.

Program-Specific Information

Through the BJA Visiting Fellows Program, BJA announces plans to invest in the field to advance priority national policy issues and offer cross developmental opportunities for DOJ staff and practitioners and researchers in the criminal justice field. Awards made under the BJA Visiting Fellows Program will fund fellowships for a total period of 12–18 months, including a residency period of at least 6–12 months onsite at BJA in Washington, D.C. The goal of the fellowship is to make important policy and programmatic contributions in a priority area of criminal justice practice. Fellows will work in collaboration with BJA and DOJ staff to help provide critical outreach, data, research, and subject-matter expertise to inform the development of new BJA strategies and programs to benefit the field.

To ensure the goals of the program are achieved, BJA is only recruiting Fellows who have significant work and academic experience in a criminal justice policy, practice, or research setting on the issue area for which they are applying.

Therefore, the Fellow must have the experience and expertise to make significant contributions, through BJA, to enhance practice and innovation in the field. BJA Fellows will be accomplished practitioners with the credentials and experience that demonstrate significant achievements in—and a continuing commitment to—solving the persistent challenges of crime and justice in the United States. A key priority for these Fellows will also be to support the use of data and research to inform the development of effective strategies, including the translation of research and evidence into implications for criminal justice policy and practice.

In FY 2015, the priority issue areas are:

1. Justice Information Sharing, Analysis, and Cyber Crimes Fellow:

This fellowship will focus on the use of justice information sharing and data analytics in the identification and reduction of crime, examining specifically crimes committed using high tech means involving network intrusions, infrastructure protection, investigations, awareness, and prevention. Responsibilities will include documenting how state law enforcement agencies, major city police departments, intelligence units, and fusion centers handle high tech crime, intelligence, sharing of information, and recommending how demonstrated practices can assist other agencies in identifying, preventing, and reacting to these types of threats. High tech crimes are classified as those crimes committed using electronic devices, the internet, and secure networks within the jurisdiction of federal, state, local, and tribal criminal justice and public safety agencies. The ideal candidate will have a strong technical background with an emphasis on data analysis, as well as a working knowledge of electronic communication methods, storage of electronic data, methods for securing communication and data, methods for reporting electronic based crimes, investigation techniques, and supporting effective prosecutions. The candidate must also possess the ability to help facilitate national scope projects, communicate with diverse stakeholders, and work both independently and in a team environment. The selected Fellow will be expected to assist BJA in developing national policy, evaluating delivery of training and technical assistance services to criminal justice and public safety agencies, and shaping project activities in support of BJA's efforts to enhance the justice communities' capacity to combat crime through information sharing and analytics. This fellowship will be assigned to BJA's Justice Information Sharing team, and will coordinate closely with other staff, including BJA's Policy Office Law Enforcement team.

2. Law Enforcement Human Trafficking Fellow:

This fellowship will seek to improve and expand the ability of law enforcement and prosecutors nationwide and the BJA-funded human trafficking task forces to utilize innovative, proactive investigative practices, build innovative partnerships and networks, and develop data-driven strategies to improve responses, operations, efficiencies, and decision making in addressing the crime of human trafficking. The focus of the fellowship will be on enhancing state, local, and tribal law enforcement and prosecutorial capacity to address human trafficking through identifying innovative investigatory and prosecutorial practices, documenting successful practices and sharing information. The ideal candidate will have strong experience in human trafficking investigations, prosecutions, collaborative task force operations, victim services, collaboration across justice entities, identifying and collecting data, and an understanding of stakeholder dynamics within communities and criminal justice practice. The candidate must also have the ability to facilitate national scope projects, communicate with diverse stakeholders, and work in a collaborative, team environment. The Fellow selected will propose a project which will work on a parallel track with BJA in the development of national policy, delivery of training and technical assistance to local agencies, and shaping project activities that support BJA's efforts to enhance law enforcement capacity to combat human trafficking. The project should focus on working directly with the task forces to understand and document

what investigative and prosecutorial practices are working in the field, documenting innovative and proactive investigative practices (especially for labor trafficking) and identifying trends for approaching human trafficking cases. This fellowship will be housed with the Law Enforcement and Adjudication team and will coordinate closely with other staff.

3. Reentry and Corrections Second Chance Act Fellow:

BJA seeks to identify and work collaboratively with a Fellow who has substantial expertise as a policy advocate, legal or social services provider, or academic focusing on the area of successful reintegration of people returning home to communities after incarceration. Successful applicants will possess significant reentry policy and practice experience, and will have a unique perspective of the justice system having been formerly incarcerated him or herself.¹ Potential Fellows are strongly encouraged to propose specific strategies that build upon and improve BJA's investments in the reentry priority area.² For example, an applicant with significant experience in leading reentry policy efforts or programs at a state or local level, or a reentry advocate with experience in collateral consequences of a criminal conviction, including challenges with the reentry population securing housing, employment, educational, healthcare, or voting opportunities could propose innovative ways to assist BJA to build more responsive funding opportunities, and to support and document achievement of successful outcomes in these areas in jurisdictions across the nation. BJA strongly encourages potential Second Chance Act Fellows to submit creative and innovative proposals to enhance BJA's current national efforts related to promoting successful reentry for the incarcerated population, reducing recidivism among correctional populations; and/or assist BJA to identify and define new and emerging reentry challenges, and define efficient and effective methods to address them. The successful applicant will be an integral member of the Justice Systems team and will collaborate with staff members from across the Policy Office and BJA management. The successful applicant will also be a member of the Federal Interagency Reentry Council staff working group and will help to inform federal policy efforts to remove barriers to successful reentry. It is expected that the individual will also have opportunities to provide strategic guidance related to corrections to the BJA Director and OJP leadership from the Office of the Assistant Attorney General. Please see pages 8-9 for specific notes on fellowship requirements.

4. Corrections Fellow: Reforming Corrections Policies and Practices to Reduce Recidivism and Enhance Outcomes:

BJA seeks to identify and work collaboratively with a Fellow who possesses significant corrections policy and practice experience to enhance current national efforts related to reentry, recidivism reduction, and/or the Prison Rape Elimination Act (PREA). Potential Fellows are strongly encouraged to propose specific strategies that build upon and improve BJA's investments in the corrections priority area.³ For example, an applicant with significant

¹ In order to be eligible for consideration for the Second Chance Act (SCA) Fellow position the applicant must have been formerly incarcerated. Any applicant without this background will be removed at the Basic Minimum Requirements phase of the review process. Additionally, all SCA Fellow applicants must successfully pass the DOJ background investigation and drug test and receive the appropriate security clearance prior to the release of their grant funding.

² BJA leads national corrections programs to support innovative, strategic efforts at the state, local, and tribal levels to promote positive offender reentry outcomes by developing and implementing evidence-based, data-driven programs and services for people returning to this nation's communities from incarceration; reduce offender recidivism and enhance public safety while lowering corrections populations and costs; and improve the safety of correctional facilities, and reduce the incidence and prevalence of prison rape.

³ BJA leads national corrections programs to support innovative, strategic efforts at the state, local, and tribal levels to promote positive offender reentry outcomes by developing and implementing evidence-based, data-driven programs and services for offenders returning to this nation's communities from prison; reduce offender recidivism and enhance public safety while lowering corrections populations and costs; and improve the safety of correctional facilities, and reduce the incidence and prevalence of prison rape.

experience leading their state's successful efforts to comply with the National PREA Standards could propose to leverage their work and accomplishments to assist BJA and DOJ's current efforts to promote nationwide compliance with the Standards. Similarly, a corrections policymaker who has played an integral leadership role developing and implementing policies and practices that have resulted in successful outcomes (e.g., reductions in institutional corrections populations, lower rates of technical violations and returns to prison by those on post-release supervision, decreases in recidivism by those released from prison) could propose innovative ways to assist BJA to support and document achievement of such outcomes in other jurisdictions across the nation. BJA is also very committed to identifying new and emerging corrections challenges, and developing and implementing efficient and effective national strategies, policies, and practices to address them. As such, a potentially viable alternative for BJA's Corrections Fellow is to lead a strategic, comprehensive process to define one or more of these challenges and to develop methods BJA can use to help solve them. An optional, but preferred, activity to support such a process could be convening a formal summit or meeting of corrections experts from across the nation to forecast upcoming corrections challenges, and to advise BJA on priorities and proactive next steps. The ideas contained in this section are intended to be illustrative rather than proscriptive. BJA, therefore, strongly encourages potential Corrections Fellows to submit creative and innovative proposals to enhance BJA's current national efforts related to promoting successful reentry, reducing recidivism among correctional populations, and/or improving prison safety and effectively addressing prison rape; or assist BJA to identify and define new and emerging corrections challenges, and define efficient and effective methods to address them. The successful applicant will be an integral member of the Justice Systems team and will collaborate with staff members from across the Policy Office and BJA management. It is likely that the individual will also have opportunities to provide strategic guidance related to corrections to the BJA Director and OJP leadership from the Office of the Assistant Attorney General.

5. Strategic Initiatives Fellow, Implementation Fidelity:

This Fellow will support the innovative and strategic programs of the Strategic Initiatives Unit (SIU) by advancing the goals of the group. The SIU goals are to translate research and evidence informed approaches into BJA policies and programs including strategies for use by state, local and tribal practitioners; enhance the use of data, research partnerships, strategic planning, and data analysis to enhance practitioners' capacity to effectively develop and implement justice interventions, as well as the provision of training and technical assistance; generate new knowledge about effective interventions through field tests, assessments, and applied research and evaluation; promote innovation, strategic replication, and rapid response to emerging criminal justice needs; support the fidelity of program implementation; and enhance the coordination and implementation of effective place-based, community-oriented strategies. This Fellow should have an extensive background criminal justice research and/or public policy or a cross-cutting discipline to enhance BJA strategies or resources, consistent with these goals and the BJA's Strategic Plan. Each fellowship applicant should propose strategies that are not duplicative of existing BJA work, and should advance a critical area of need in the field of criminal justice. In particular, an SIU/Implementation Fidelity Fellow might focus on building capacity in the field to conduct low-cost, high-quality data collection, analysis, evaluation or research; translate research knowledge in areas of documented need such as prosecution; propose strategies to incorporate the core components of high-quality implementation ("implementation drivers") into BJA initiatives; develop briefing papers, resources, and checklists to promote and support the implementation of programs with fidelity; create strategies to enhance local program design (such as identifying appropriate target populations and services); and use of physical design in developing community justice spaces and community conditions that engage community and build community trust and safety.

In addition, all Fellows will be expected to engage in the following kinds of activities as part of being a BJA Visiting Fellow Program:

- Assist BJA with activities designed to assess the technical assistance, training, and capacity building needs in the priority area.
- Assume lead responsibility for reviewing, updating, and maintaining any relevant BJA web site pages, in coordination with BJA staff.
- Assess current BJA training and technical assistance resources in the priority area to determine if the products should be updated to be relevant to the field.
- Assist BJA staff with the review and analysis of semi-annual performance measurement data submitted to BJA by grantees, if any, in the assigned priority area through OJP's Grants Management System (GMS) progress reports module, the Performance Measurement Tool (PMT), and the TTA Reporting Portal. The Fellow will highlight inconsistencies between the performance data and the narrative reports and work with BJA staff and grantee organizations to reconcile the data.
- Work with BJA staff to plan and implement monthly technical assistance conference calls with grantees on projects in assigned priority areas, including identifying potential call topics and speakers.
- At the request of BJA management, participate in internal and external stakeholder meetings, forums, conferences, and international briefings for the purpose of presenting information on BJA efforts to address issues in the priority area and corresponding gaps in services and capacity building needs of the field.
- Prepare detailed reports, speeches, and articles at the request of OJP and BJA management.
- Develop written responses to various requests for information, including public inquiries seeking information on BJA's efforts in the priority area.
- Participate in professional development and training activities in consultation with BJA management to enhance expertise related to the priority area.
- Travel to support the execution of the above activities.
- Other duties as assigned to support the implementation of the fellowship.

Interested applicants should note the following:

- BJA Fellows must pass the DOJ background investigation and drug test and receive the appropriate security clearance prior to the release of their grant funding.
- BJA Fellows must have no outstanding IRS tax debt or other delinquent federal debt.

- BJA Fellows may not be registered lobbyists at the time that the fellowship award is made or during the period of the fellowship.
- BJA Fellows must take the online financial management training for grantees to ensure understanding of recordkeeping and reporting requirements.
- BJA Fellows will be responsible for maintaining an accurate record of their time dedicated to the fellowship. BJA Fellows are required to spend at least **1,100 hours during the duration of their fellowship onsite at BJA.**

Goals, Objectives, and Deliverables

A centerpiece of the Visiting Fellows Program is a term of residency at BJA, working full-time onsite at BJA for at least 6–12 months. Fellows are expected to work onsite in Washington, D.C. because the fellowship is intended to provide professional development opportunities for the Fellow and technical expertise that supports BJA's efforts, through Fellow/staff interaction. This project is not intended to fund a set of activities with a group of staff but rather the activities of an individual Fellow in collaboration with BJA. Additional time can be built into the period of the fellowship before or after the residency period at BJA to prepare for the fellowship work and to complete deliverables. The total fellowship, including both the offsite and residency periods, should be no more than 18 months. During the period of the fellowship, it is estimated that about 20 percent of the fellowship time will be devoted to collaborative work with BJA staff and leadership. BJA will consider periods less than 6 months (1,500 hours) or a part-time schedule (i.e., 20 hours per week) for a period of 1 year where the applicant makes the case that the goals of this solicitation can still be accomplished in a shorter amount of time.

Fellows will be expected to produce specific deliverables that can address these priority issues, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical subject-matter assistance. Through this process, the Fellows will assist BJA in enhancing strategies and building capacity, then bring their fellowship experience back into the field. Applications should propose strategies to address the stated goals of the solicitation and the specific priority area, but final defined deliverables will be based upon those which are proposed in the application and negotiated with BJA through the award and start-up period. These deliverables must advance a priority policy issue during the fellowship at BJA, and can either enhance existing policy or develop new strategies to address emerging policy issues.

Fellows will be required to maintain time records and submit progress reports documenting their work to help ensure a continuous level of effort. Progress reports will also be used to ensure that the Fellow's activities support the stated purpose of the award and that the fellowship's deliverables are being met as established by the approved schedule for that reporting period. The Fellow's financial, administrative, and programmatic compliance, as well as overall performance, will be monitored by BJA staff. Oversight of the direction of the grant goals and implementation of deliverables will be managed by staff within the assigned unit with ultimate oversight by the BJA Associate Deputy Director. Because the salary of a BJA Fellow is intended to compensate for an expected level of work during the funding period, any adjustment to a Fellow's level of effort during the funding period (e.g., changes to the number of days worked beyond that set out above) may require an adjustment of the Fellow's drawdown schedule or award budget. During the Fellow's residency period, BJA will provide workspace and equipment, including telephone, computer, office supplies, and internet access.

FY 2015 fellowships are expected to begin after October 1, 2015 and end before March 31,

2017. Any offer of a fellowship is contingent upon the applicant successfully passing a complete and thorough background security check. The BJA Fellow will be expected to undergo OJP Financial Management training.

The overarching goal of these fellowships is to provide assistance through BJA to meet the field's need for evidence-based training, technical assistance, and public awareness resources in the priority areas outlined below. Each Fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues and build capacity to address priority issues in the criminal justice field. Critical deliverables could include:

- Outreach to BJA stakeholders to coordinate development of projects, such as interviews or focus groups.
- Creation of reports, toolkits and training curricula, applied research tools, and other creative learning strategies.
- Translating research and evidence into programmatic and policy implications for practitioners.
- Development of up to two significant articles or publications on topics relevant to BJA's mission.
- Provision of technical subject-matter training and assistance to the BJA staff, especially their Policy team.
- Collaboration to facilitate creation of recommended strategies and enhancements to work in the specific priority issue area (identified below).
- Training of BJA stakeholders.

Enhancing the professional development of successful applicants is an important aspect of the fellowship program, but activities and deliverables must conform to the solicitation parameters, with a specific focus on the priority issues developed below. Applicants who propose more narrowly focused fellowships that focus on their specific interests will not be considered responsive to this solicitation and will not be forwarded for peer review.

Fellows will be expected to participate in a wide range of collegial work with the BJA Director and BJA staff. Much of this collegial work will be designed to provide subject-matter expertise to expose BJA and other DOJ staff to issues facing the field and current practice to enhance the knowledge-building work of BJA. The Fellow will have a range of opportunities to participate in high-level policy discussions and processes that inform practice and will be expected to take this expertise back to share with the field. BJA is especially interested in funding Fellows who can make significant contributions toward building a cumulative body of knowledge in one of the five priority issue areas outlined above.

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. The [OJP CrimeSolutions.gov](http://OJP.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.

B. Federal Award Information

Amount and Length of Award

BJA estimates that it will make up to 5 awards of up to \$270,000 each for an estimated total of \$1,350,000 for an 18-month project period, beginning on October 1, 2015.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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

Type of Award⁴

BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

⁴ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the non-federal entity's compliance with statute, regulations and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, award applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

Budget Information

*The funding level for each visiting Fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, housing expenses, travel, and other limited administrative expenses. **BJA will not fund salary (or costs) for any persons other than the person to be placed in the fellowship, with the following exception: BJA will fund small costs for a support staff person or contractor to perform support functions in completing research, analysis, meeting support, or document development insofar as such is a core need to accomplish the goals of the fellowship.** The needs must be fully documented in the budget and budget narrative and be clearly tied to the proposed fellowship activities. Travel can include: (1) travel associated with the fellowship duties, (2) travel from the Fellow's home to BJA and back for the fellowship residency, and (3) up to two trips to travel home during the period of the residency. This travel will not include local travel between the Fellow's local residence during the period of the residency at BJA. Proposals primarily to purchase equipment, materials, or supplies will not be funded. Fellows are generally required to spend a minimum of 1,100 hours during the duration of their fellowship on site at BJA, though BJA will consider shorter periods of time where the applicant makes the case that s/he will still satisfactorily accomplish the goals of the solicitation. Proposals that do not respond to the specific goals of this solicitation will not be funded.*

Cost Sharing or 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.

Pre-Agreement Cost Approvals

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the

applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more 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.⁵ The 2015 salary table for SES employees is available on the Office of Personnel Management [web site](#). 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/financialguide/PostawardRequirements/chapter15page1.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 under “Solicitation Requirements” in the [OJP Funding Resource Center](#).

⁵ This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

C. Eligibility Information

For additional eligibility information, see Title page.

Cost Sharing or Match Requirement

For additional information on cost sharing and match requirement, see Section [B. Federal Award Information](#).

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How To Apply](#).

D. Application and Submission 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, Budget Narrative, Project Abstract, Time/Task Plan, and Resumes/curriculum vitae of key personnel. 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. Please review the "Note on File Names and File Types" under [How To Apply](#) to be sure applications are submitted in permitted formats.

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).

Intergovernmental Review: This funding opportunity is subject to [Executive Order 12372](#). Applicants may find the names and addresses of their state's Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. Applicants whose state appears on the SPOC list must contact their state's SPOC to find out about, and comply with, the state's process under Executive Order 12372. In completing the SF-424, applicants

whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state's E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")

2. Project Abstract

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 ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

3. Program Narrative

The program narrative must 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 not less than 1-inch margins, and should not exceed 15 pages. Number pages "1 of 10," "2 of 10," etc. as determined by the head of BJA.

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.

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the

“Performance Measures” column. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Advance priority issues by enhancing existing policy or developing new strategies to address priority or emerging policy issues in the criminal justice field	Provide a final report with a comprehensive overview of the project	Final comprehensive report providing an overview of the project and a detailed description of the design, activities, outcomes of assessments, and deliverables completed. Report must also include copies of all deliverables completed as well as a discussion of the implications of the project findings for criminal justice practice and policy in the United States
	Percentage of deliverables that meet expectations	<p>During the current reporting period:</p> <p>Number of deliverables to include (but not limited to): reports, toolkits, training curricula, applied research tools, publications</p> <p>Number of deliverable that meet expectations as approved by BJA staff</p> <p>Number of deliverables to include (but not limited to): quarterly financial and data reports, semi-annual narrative reports, and the final report</p>
	Percent of deliverables completed on time	Number of deliverables completed on time
	Number of conferences, focus groups, and forums attended	Number of conferences, focus groups, and forums attended
	Number of papers presented at national conferences	Number of papers presented at national conferences
	Number of recommendations developed	Number of recommendations made to BJA Policy staff during the length of the fellowship
	Number of program policies changed, improved, or rescinded based upon recommendations	Number of recommendations made to BJA Policy staff that were implemented

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.

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 Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.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 Financial Guide at www.ojp.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 [Financial Guide](#).

d. Pre-Agreement Cost Approvals

For information on pre-agreement costs, see Section [B. Federal Award Information](#).

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a current 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 the definition of Cognizant Federal Agency, see the "Glossary of Terms" in the [Financial Guide](#). 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.gov/funding/Apply/Resources/IndirectCosts.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. Applicant Disclosure of High Risk Status

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to OJPComplianceReporting@usdoj.gov at the time of application submission:

- The federal agency that currently designated the applicant as high risk;
- Date the applicant was designated high risk;
- The high risk point of contact name, phone number, and email address, from that federal agency; and
- Reasons for the high risk status;

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

8. Additional Attachments

Applicants must include the following attachments:

- a. A resume/curriculum vitae demonstrating a minimum of 5 years criminal justice- related experience.
- b. A high level time/task plan, outlining key timelines and steps for proposed strategies. The time/task plan should be no more than two pages.

c. 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.”).

d. 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, both in this proposal and as it may relate to the applicant's other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
 - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and sub-recipients) and it has concluded 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 part of its staff, consultants, and/or sub-recipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or sub-recipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, 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 or current 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 specific project or a location implementing the project (whether funded by OJP or other sources), 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 of an evaluation or research product is a problem and must be disclosed.
 - ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
 - a. If an 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. Applicants **MUST** also

include an explanation of the specific processes and procedures that the applicant will 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 sub-recipients for this particular project, should that be necessary during the grant period. 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.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or sub-recipients for this particular project, should that be necessary during the grant period. 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. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are 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.

9. Financial Management and System of internal Controls Questionnaire

In accordance with [2 CFR 200.205](#), federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a Federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

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 automatically 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.

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.		

Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” 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:

OJP may not make a federal award to an applicant until the applicant has complied with all applicable DUNS and SAM requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

- 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 numbers for this solicitation are:
 - 16.752, titled "Economic High-Tech and Cyber Crime Prevention"
 - 16.320, titled "Services for Trafficking Victims"
 - 16.812, titled "Second Chance Act Reentry Initiative"
 - 16.735, titled "PREA Program: Demonstration Project to Establish "Zero Tolerance" Cultures for Sexual Assault in Correctional Facilities"
 - 16.828, titled "Swift and Certain Sanctions/Replicating the Concepts Behind Project HOPE"

The funding opportunity number is BJA-2015-4079.

- 6. 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 two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully 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 the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How To Apply](#).

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 contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) to report the technical issue and receive a tracking number. Then applicant 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.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (10 percent)

- a. Identify the particular priority area of the fellowship, consistent with one of the five priority issue areas identified on pages 5-7.
- b. Describe the challenges facing the criminal justice field in this area.
- c. Provide data to show the nature and scope of the problem and explain previous or current efforts to address the problem.
- d. Describe applicant's professional interest in working on this issue.

2. Project Design and Implementation (35 percent)

- a. Clearly state how the applicant proposes to address the identified priority issue, including the issues identified in the Statement of the Problem.
- b. Outline the specific goals and objectives of the project and how they will address the problem identified in the Statement of the Problem. This description should clearly tie to the time/task plan.
- c. Describe the strategies proposed for the fellowship, including specific deliverables to be completed during the period of the fellowship.

3. Capabilities and Competencies (40 percent)

- a. Describe the applicant's knowledge of BJA and/or prior experience working with BJA or its projects.
- b. The applicant should discuss why they want to be a Fellow at BJA.
- c. For applications from an organization seeking to place an employee in a fellowship with BJA, describe the agency's interest in supporting the applicant in this fellowship.
- d. Describe the experience and capability of the applicant, including relevant work and academic experience to be able to complete the proposed fellowship activities.
- e. Provide documentation of any prior work or collaboration that has previously been undertaken by the applicant in the particular issue area.
- f. Describe any potential barriers to implementing the project and strategies to overcome them.
- g. Demonstrate that the applicant possesses the flexibility, skills, and temperament to operate in a fast-moving environment on multiple activities, sometimes with very short turnaround time.
- h. Document the applicant's ability to work collegially and collaboratively as a member of a team or teams across divisions, offices, agencies, and practitioners in the field.
- i. Document the applicant's ability to facilitate national scope projects and communicate with diverse stakeholders.
- i. Demonstrate the applicant's expertise working with and developing documents for practitioners and policymakers
- j. Include a resume/curriculum vitae demonstrating a minimum of 5 years criminal justice-related experience that is specific to the scope of fellowship proposed.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent)

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

5. Budget (10 percent)

- a. Refer to the budget information listed on page 16 for more detailed information.
- b. Ensure the fellowship period is consistent with solicitation requirements, including that the application does not seek funding for staff (other than those allowable under the solicitation) to manage the core duties of the fellowship.
Budgets should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should 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

⁶ Generally speaking, a reasonable cost is a cost that if, 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. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the General Services Administration’s Excluded Parties List

For a list of critical elements, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. 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, although their views are considered carefully. 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 under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-federal entities
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those 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, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP award notification will be sent from GMS. Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

- [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)
- [Standard Assurances](#)

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁷ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the

⁷ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally-stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with 2 CFR Part 200. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

H. Other Information

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 2015 BJA Visiting Fellows Program

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 22)
- _____ Acquire or renew registration with SAM (see page 23)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 23)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 23)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 23)
- _____ Download Funding Opportunity and Application Package
- _____ Sign up for Grants.gov email notifications (optional) (see page 22)
- _____ Read [Important Notice: Applying for Grants in Grants.gov](#)

After application submission, receive Grants.gov email notifications that:

- _____ (1) application has been received,
- _____ (2) application has either been successfully validated or rejected with errors (see page 23)

If no Grants.gov receipt, and validation or error notifications are received:

- _____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 2)

General Requirements:

- _____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

Scope Requirement:

- _____ The federal amount requested is within the allowable limit(s) of \$270,000.

Eligibility Requirement: Eligible applicants are limited to individuals, as well as state, tribal, or local government, organizations, or academic institutions seeking to provide federal-level experience for one of its staff members.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ *Project Abstract (see page 15)
- _____ *Program Narrative (see page 15)
- _____ *Budget Detail Worksheet (see page 17)
- _____ *Budget Narrative (see page 17)
- _____ Employee Compensation Waiver request and justification (if applicable) (see page 13)
- _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 13)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 21)

- _____ Indirect Cost Rate Agreement (if applicable) (see page 18)
- _____ Tribal Authorizing Resolution (if applicable) (see page 18)
- _____ Applicant Disclosure of High Risk Status (see page 18)
- _____ Additional Attachments
 - _____ *Resume/curriculum vitae (see page 19)
 - _____ *Time/task plan (see page 19)
 - _____ Applicant Disclosure of Pending Applications (see page 20)
 - _____ Research and Evaluation Independence and Integrity (see page 20)
- _____ Financial Management and System of Internal Controls (if applicable) (see page 21)

*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.