



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Project Safe Neighborhoods National Training and Technical Assistance Program. This program furthers the Department's mission by supporting the national delivery of training and technical assistance to communities to reduce the presence and impact of gun crime and criminal gangs throughout the nation.

Project Safe Neighborhoods (PSN) National Training and Technical Assistance Program FY 2015 Competitive Grant Announcement

Eligibility

Applicants are limited to nonprofit organizations, for-profit organizations (including tribal nonprofit or for-profit organizations), institutions of higher education (including tribal institutions of higher education), faith-based organizations, and consortiums with demonstrated experience in addressing gun crime and anti-gang violence strategies. This includes but is not limited to prevention, enforcement, intervention, and reentry strategies. Additionally, only applicants who have experience delivering training and technical assistance on a national level are eligible to apply. For-profit organizations must agree to waive any profit or fees for service.

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 administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

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 9, 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 Bureau of Justice Assistance 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 requirement of this solicitation, contact the 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 close date.

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Project Safe Neighborhoods (PSN) National Training and Technical Assistance Program (CFDA #16.609)

A. Program Description

Overview

BJA is seeking training and technical assistance (TTA) providers who will develop criminal justice-related curricula and deliver TTA to state and local law enforcement agencies, other justice system agencies, and communities. The providers will also be responsible for supporting all aspects of the PSN National TTA Program, a collaborative effort of the following DOJ component agencies: Federal Bureau of Investigation (FBI); Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF); U.S. Marshals Service (USMS); Criminal Division; the Executive Office of U.S. Attorneys (EOUSA); and OJP, including BJA. Funding for this initiative is anticipated through the FY 2015 appropriation.

The PSN National TTA Program is designed to provide TTA resources that are critical to communities' efforts to reduce gun-related crimes and violent criminal gangs. In addition, the PSN National TTA Program provides comprehensive TTA that addresses a range of criminal justice subject areas impacting communities.

The goal of the PSN National TTA Program is to provide assistance to state and local law enforcement, criminal justice professionals (e.g., academic, corrections, etc.) and communities to improve the level of knowledge, communication, collaboration, and tactics involved in addressing gun crime and gang violence that impact communities throughout the nation. The PSN National TTA Program is supported by research and evidence-based practices and strategies. The program combines the leadership of DOJ and the expertise of nationally recognized criminal justice practitioners and action research experts to deliver a wide variety of TTA nationwide. Programs funded under this solicitation are intended to have a national impact.

Program-Specific Information

In 2001, DOJ developed a major initiative known as Project Safe Neighborhoods, which was intended to be a comprehensive national program to reduce gun violence at the local level. It was implemented in all 94 U.S. Attorney Office (USAO) districts nationwide to respond to firearms crime problems in each respective district. At the core of the strategy was the increased federal prosecution of illegal gun use and illegal gun possession by prohibited persons. Increased federal prosecution was intended to incapacitate chronic violent offenders as well as to communicate a credible deterrent threat to potential gun offenders. However, it was also recognized that exclusive reliance on increased federal prosecution was of limited utility given the reality that most gun crime is prosecuted in state and local courts. Further, there was recognition of the large variability across communities in the United States in terms of the level and nature of gun crime, and therefore the program would need flexibility to adapt to local context as well as local site TTA needs.

This grant announcement will fund national TTA services to assist the 94 USAO District PSN Task Forces (and their selected research partners) implement and assess analysis-driven gun crime and gang violence reduction strategies. Current PSN sites are addressing gun crime and gang violence arising in the context of retaliatory violence, home invasions, drug sales, drug distribution, and other chronic or emerging problems that regularly confront PSN Task Forces.

BJA is seeking TTA providers who will develop the PSN National TTA Program to support and deliver TTA to state and local law enforcement, criminal justice professionals, research partners, and communities across the United States. The providers will also be responsible for responding to TTA requests from USAOs. These services include, but are not limited to, training sessions and educational sessions developed and conducted by relevant subject matter experts, onsite or remote guidance on gang-related violence or gun crime reduction strategies, partnerships, strategic planning, crime analysis and research integration, outreach, accountability and data-driven efforts as well as, other matters relevant to the PSN program. PSN sites will leverage this TTA solicited through this competitive grant announcement to implement solutions to chronic problems of gang violence and gun crime. The results of these efforts will assist PSN task forces to enhance the quality and outcomes of their PSN projects. BJA expects agencies to work toward a PSN result, defined as a plausible, scientifically-based finding that a solution had either an effect or no effect on the problem. More information about PSN is available at www.psn.gov.

Goals, Objectives, and Deliverables

The goal of the PSN National TTA Program is to support the needs of the local PSN sites and to provide TTA, resources, instruction, tactics, and information that will enable communities and their stakeholders to ensure that results are achieved. The general objectives of the PSN TTA Program are to:

- Upon request work with PSN sites to address the negative impact gun crime and gang violence on communities.
- Assist law enforcement to utilize evidence-based policies and procedures for their community-based gun crime and gang violence reduction strategies.
- Assist current and future PSN sites to successfully implement data-driven and problem-solving activities in their efforts to reduce such crime.
- Improve and enhance PSN partners understanding of the PSN program goals and objectives.
- Engage proactively with PSN sites to assess progress, address challenges, and identify solutions.
- Communicate regularly with BJA to assess the impact of TTA services on PSN program goals and progress of the individual sites.
- Collaborate with local USAOs, BJA, and EOUSA to identify and provide training and/or technical assistance to address a wide range of gun crime and gang violence issues for state and local law enforcement and the community.

BJA is seeking applications to provide national TTA to existing and future funded PSN sites on data- and analysis-driven law enforcement, crime prevention, and applied research strategies. All applicants should address the specific deliverables for the three categories. In addition, listed below are seven areas that applicants should be aware of when developing deliverables:

- Provide support for the five components (partnerships, strategic planning and research integration, training, outreach, accountability and data-driven effort) of the PSN Program.
- Assist current and future PSN sites to successfully implement data-driven and problem-solving activities in their efforts to reduce gang violence and gun crimes.
- Provide ongoing TTA (both remote and onsite) to all PSN grantees throughout the duration of their BJA grant awards.

- Develop and deliver content for data- and analysis-driven law enforcement and criminal justice training and employ a variety of training delivery mechanisms, such as online trainings and other electronic or distance-learning formats, including podcasts, webinars, etc.¹
- Recruit, maintain, and use a cadre of subject-matter experts (SMEs) to assist PSN sites with PSN project implementation and technical assistance needs; schedule and organize training venues; market trainings and recruit participants; administer and oversee implementation of the trainings; and coordinate TTA and SME activities with BJA's National Training and Technical Assistance Center (NTTAC) and EOUSA.
- Assist BJA with ongoing assessment of PSN sites' progress and produce reports outlining PSN site progress and results.
- Assist BJA in conducting national and/or regional meetings or other educational sessions for current PSN sites and other jurisdictions during the 36-month project period.

Applicants may consider partnering with other entities to garner the necessary expertise outlined in this grant announcement. Successful applicants must demonstrate the ability to provide the support, but also to identify, understand, and translate the research findings and evidence-based practices.

BJA TTA providers are required to coordinate all TTA activities with BJA's 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.

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 of effective programs and practices OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- 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.

¹ Examples of technical assistance to PSN sites may include: assisting with research design, brainstorming on available data sources, data analysis challenges, facilitating partnerships with relevant stakeholders, and any other assistance that may assist a site's progress in achieving positive results.

B. Federal Award Information

Amount and Length of Awards

BJA estimates that it will make one award for each of the three categories. Funding for each category is as follows: Category 1 up to \$250,000; Category 2 up to \$150,000; and Category 3 up to \$600,000 for an estimated total of \$1,000,000. Each award will be for a 36-month project period, beginning on October 1, 2015.

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

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.

Type of Award²

BJA expects that it will make all awards 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.

Award Categories

Applicants must submit a proposal that satisfies one or more of the categories described below. Applicants must clearly indicate on the front page of the Program Abstract and Program Narrative under which category or categories they are applying.

CATEGORY 1: LAW ENFORCEMENT AND COMMUNITY PARTNERSHIP AND CRIME PREVENTION STRATEGIES GRANT ANTICIPATED AMOUNT: \$250,000. COMPETITION ID: BJA-2015-4092

TTA through this program will be provided only with BJA pre-approval or in response to an approved request. Additionally, all TTA must be requested from a local agency through the USAO and may not be solicited or arranged independently by the technical assistance providers. BJA expects to make up to one award in this category.

Applications are solicited to provide TTA nationwide to state and local law enforcement and communities to reduce gun crime and gang violence, improve officer safety, and enhance jurisdictions' illegal firearms interdiction and prosecution efforts.

Applications are solicited to provide customized TTA to help communities engage and empower residents to develop and implement gun crime and gang violence reduction strategies as well as consulting services, technical assistance, and training to law enforcement and criminal justice professionals in the areas of gun crime and gang violence prevention/intervention, and

² 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)).

community mobilization. Such efforts should include the following: provide technical assistance to address youth intervention and adult crime prevention issues in a range of formats, including online training, networking, and technical assistance; onsite support for strategic planning and networking; and peer-to-peer learning.

Applicants should scan the field to identify new trends and issues relating to gun crime and gang violence reduction.

Deliverables include:

- Scan the field, identify forward-looking strategies that impact gun crime and gang violence, and produce 3-5 case-studies on these examples.
- Respond to TTA requests from the field related to such crime and violence prevention strategies.
- Develop and deliver cutting-edge instructional materials for state and local law enforcement, criminal justice stakeholders, and communities throughout the United States in response to gun crime and gang violence. Topics captured in this material and training sessions should include at a minimum:
 - The techniques for handling gun crime cases, from initial detection and recovery through the investigation and processing of both the criminal defendant and the firearms evidence, toward a successful prosecution.
 - The techniques used for Firearms Tracing and Investigative Tools for Firearms Identification as well as National Integrated Ballistics Information Network (NIBIN)³ and e-Trace⁴.
 - The techniques/strategies used for gang suspect interview, interrogation, and debriefing techniques.
 - The techniques for identifying/recognizing vehicles with hidden compartments, used to transport illegal drugs and contraband.
 - Advanced techniques to identify/recognize armed suspects and their characteristics to improve officer safety, as well as develop training materials that address the issue of implicit bias (Lori Fridell, 2005⁵) and the impact it can have on law enforcement personnel.

Identify promising gun crime and gang violence prevention programs nationwide through the review of the Crime Solutions⁶ web site and other relative sources and share those

³ The NIBIN Program automates ballistics evaluations and provides actionable investigative leads in a timely manner. NIBIN is the only interstate automated ballistic imaging network in operation in the United States and is available to most major population centers in the United States.

⁴ eTrace is an Internet-based firearm trace request submission system, developed by ATF that provides for the electronic exchange of traced firearm data in a secure internet-based environment. Participating law enforcement agencies (domestic and foreign) with access to the internet can acquire 24/7 real-time capabilities to electronically submit firearm trace requests, monitor the progress of traces, retrieve completed trace results, and query firearm trace-related data in ATF firearms registration database at the National Tracing Center.

⁵ Law Enforcement Agency Responses to Racially Biased Policing and Perceptions of Its Practice (2005) <http://fairandimpartialpolicing.com/people/fridell.html>.

⁶ CrimeSolutions.gov: OJP uses rigorous research to determine what works in the criminal justice, juvenile justice, and crime victim services. More information about CrimeSolutions.gov can be found at: www.crimesolutions.gov.

programs with the PSN and Violence Reduction Network⁷ (VRN) sites. Develop and disseminate 4-5 publications that range from policy briefs (2–5 pages) to longer documents (10–50 pages) on the following topics: gun crime and gang violence prevention for large urban and mid-sized communities; gun crime and gang violence prevention for rural and tribal law enforcement; and community mobilization strategies in response to gang violence for large urban medium-sized and rural and tribal communities

CATEGORY 2: CORRECTIONS AND REENTRY STRATEGIES. GRANT ANTICIPATED AMOUNT: \$150,000. COMPETITION ID: BJA-2015-4093

TTA through this program will be provided only with BJA pre-approval or in response to an approved request. Additionally, all TTA must be requested from a local agency through the USAO and may not be solicited or arranged independently by the TA providers. BJA expects to make up to one award in this category.

Applications are solicited to develop and deliver TTA to corrections and law enforcement professionals, allied agencies, and communities to address issues of gun crime and gang violence impacting supervised offenders, as well as provide practical, data-driven, and consensus-based strategies; increase public safety and strengthen communities; educate supervised offenders about current gun laws and anti-gang programs; assist local probation and parole officers in searching for and seizing guns held illegally; and promote reentry and anti-gang violence and gun crime programs.

Deliverables include:

- Develop and deliver cutting-edge instructional materials for probation, parole, community corrections, law enforcement, criminal justice stakeholders, and communities throughout the United States in response to gun crime and gang violence. Topics captured in this material and training sessions should include at a minimum:
 - Methods to improve probation and parole practices by developing and promoting the most effective community-based corrections programs.
 - Guidance for development of an Electronic Home Detention Program.
 - Cutting-edge training programs designed to help law enforcement personnel understand the unique value of information/intelligence available to Security Threat Group personnel (Gang Investigators in correctional facilities) that can be beneficial to law enforcement.
 - Develop and deliver wide-ranging training programs to help law enforcement personnel identify correctional resources that can contribute to investigations (e.g., statutory authority, databases, information sharing, etc.) and collaborate with corrections agencies to address gun crime and gang violence.
- Develop 5 publications that range from policy briefs (2–5 pages) to longer documents (10–50 pages) on the following topics: supervision of violent gang offenders, reentry of gang members, law enforcement and reentry, law enforcement and recidivism-reduction, and assessing risk of violence.

⁷ Violence Reduction Network (VRN): VRN is a comprehensive approach to violence reduction that compliments the U.S. Attorney General's SMART on Crime initiative. More information about VRN can be found at: www.bja.gov/Programs/vrn.html.

CATEGORY 3: APPLIED EVALUATION AND SITE COORDINATION. GRANT ANTICIPATED AMOUNT: \$600,000. COMPETITION ID: BJA-2015-4094

TTA through this program will be provided only at BJA direction or in response to an approved request. Additionally, all TTA must be requested from a local agency through the USAO and may not be solicited by the TA providers. BJA expects to make one award in this category.

PSN focuses on using applied evaluation to identify the nature of local gun crime problems and the prevalence of violent criminal gangs, as well as formulate strategies to address the most critical aspects of these crime problems. PSN TTA must include strategic problem solving for communities and anti-gang task forces.

Applicants should provide technical assistance to individual state and local law enforcement and criminal justice agencies, as well as communities located throughout the United States. The applicant should also coordinate the technical assistance delivered with the local USAO in the implementation, operation, and assessment of their anti-gun/gang violence strategies (e.g., Boston Ceasefire, Hot Spot Policing, Cure Violence, etc.) and Strategic Action Plans.⁸ This assistance must focus on all aspects of strategic problem solving to include assessing the problem, implementing strategies, monitoring implementation, and evaluating the impact of programs. In this context, technical assistance should often be delivered onsite using a cadre of experienced individuals and working in a peer-to-peer context. Technical assistance may be provided through teleconferences. In each instance, technical assistance should be tailored to meet the needs of the individual community. The applicant will also be responsible for assisting in the coordination of the activities of the other PSN TTA providers, in addition to responding to requests from BJA, data calls, etc. regarding the PSN Program. The selected TTA provider will serve as the primary TTA provider to the PSN Program and will coordinate site TTA activity.

Deliverables include the following:

- Serve as the primary PSN TTA provider to the PSN grantee sites. Provide ongoing TTA (both remote and onsite) to all PSN grantees throughout the duration of their BJA awards.
- Provide site-specific, regional technical assistance sessions to support the PSN National TTA Program and assist jurisdictions in producing strategic plans that, when implemented, will reduce the level of gun crime and violence within communities.
- Assist current and future PSN sites to successfully implement PSN activities in their efforts to reduce such violence and such crime.
- Plan and deliver ongoing comprehensive technical assistance to PSN sites, for example: assisting with evaluation design, brainstorming on available data sources, data analysis challenges, facilitating partnerships with relevant stakeholders, and any other issue that may hinder a site's progress in achieving a result.
- Respond to TTA requests from the field related to PSN strategies, conduct site visits, and develop and deliver gun crime reduction TTA strategies to law enforcement, criminal justice personnel, and communities as requested.

⁸ Strategic Action Plans must address: problem analysis; gang violence and gun crime reduction strategy; strategy development and modification; organizational changes, innovations, and improved practices; organizational results; police agency-research relationships and integration; and the sophistication of research designs.

- Provide technical assistance in translating relevant research into practice.
- Collaborate regularly with the site-selected research partners (designated by PSN sites).
- Direct sites to other PSN subject-specific TTA providers for specific site needs as necessary.
- Collect and analyze data, and evaluate local gun violence crime and anti-gang strategies and work onsite with coordinators and research partners to determine the most appropriate strategies to measure the impact of interventions.
- Develop reports, publications, and other outreach vehicles to relate the research to the affected stakeholders.
- Maintain a robust web site for the PSN Program where TTA services and other relevant resources are made available to the PSN sites and the law enforcement community. The web site should include information on current BJA PSN grantees, activities, and contacts.
- Continue to develop and deliver the Violence Reduction Assessment Tool (VRAT) and the Research Partner Orientation Course to new PSN sites. For more information on these topics see: www.bja.gov/ProgramDetails.aspx?Program_ID=74.
- Conduct an evaluation of the funded PSN sites from FYs 2012-2014 to determine if gang violence and gun crime was reduced in their target areas.
- Scan the field to identify emerging trends, promising practices, and model programs; which would include information from the other PSN TTA providers incorporated into a PSN web page.

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 partners to be held accountable for the grantees and programs performance as measured against the program's goals and objectives

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).

(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

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.⁹ 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.)

⁹ 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.

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](#).

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, Program Abstract, and position descriptions for all positions the applicant seeks to fund under this grant and any resumes of staff already identified.

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

The program abstract should be a single page; it may be single-spaced. The program abstract should provide a short and accurate summary of the proposed project and specify the name of the category under which the applicant is seeking funding. 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.

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 listed below in the order given. The program narrative must be:

- Double-spaced (except that any included graphs and charts may be single-spaced)
- 8 ½ x 11 inch paper
- Not less than 1” inch margins
- Standard 12-point font (Times New Roman is preferred)
- No more than 12 pages. Number pages “1 of 12” “2 of 12,” 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.
- Specify the name of the category under which the applicant is applying

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

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 performance metric data quarterly through BJA's online Training and Technical Assistance Reporting Portal located at www.bjatrainng.org. Performance measures for this solicitation are as follows:

Objectives	Performance Measure	Data Grantee Provides
<p>Program Specific Objective: Increase the knowledge of law enforcement and criminal justice personnel regarding gang crime and gun violence reduction strategies; through in-person training and the delivery of onsite assistance</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>Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job.</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>Number of trainings (by type):</p> <ul style="list-style-type: none"> • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop <p>Number of individuals who:</p> <ul style="list-style-type: none"> • Attended the training (in-person) or started the training (web-based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test <p>For the current reporting period, number of individuals who:</p> <ul style="list-style-type: none"> • Received a scholarship • Completed the training • Completed a survey at the conclusion of the training. • Reported the training provided information that could be utilized in their job. <p>Number of training curricula:</p> <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested
	<p>Percentage of requesting agencies who rated services as satisfactory or better</p>	<p>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of onsite visits completed • Number of reports submitted to requesting agencies after onsite visits

	<p>Percentage of requesting agencies that were planning to implement one or more recommendations</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices</p> <p>Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p>	<ul style="list-style-type: none"> • Number of requesting agencies who completed an evaluation of services • Number of agencies who rated the services a satisfactory or better <ul style="list-style-type: none"> • a) in terms of timeliness • b) quality • Number of follow-ups with requesting agencies completed 6 months after onsite visit. • Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit. • Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed six months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit. • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better
<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>For the current reporting period:</p> <ul style="list-style-type: none"> • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed • Number of publications/resources disseminated <p>Number of web sites developed</p> <p>Number of web sites maintained</p>

	Percent increase in the number of visits to web sites	<ul style="list-style-type: none"> • Number of visits to web sites during the current reporting period • Number of visits to web sites during the previous reporting period
	Percentage of information requests responded to	<ul style="list-style-type: none"> • Number of information requests • Number of information requests responded to

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 subject’s protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP 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

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
- 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

a. Position Descriptions/Resumes

Applicants should provide position descriptions for all positions the applicant seeks to fund under this grant and any resumes of staff already identified.

b. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or sub grants (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 sub award 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 sub grants (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, 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 number for this solicitation is CFDA #16.609, titled “Violent Gang and Gun Crime Reduction Program,” and the funding opportunity number is BJA-2015-4091.

6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **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)

Identify which category will be addressed. Provide a thorough understanding of the need for gathering and transferring knowledge, best practices, and information to state and local law enforcement and criminal justice professionals as well as to communities to support the PSN principles (e.g., partnerships, strategic planning/research, training, outreach, and accountability) as it pertains to the general goals of PSN and the category specific requirements.

2. Project Design and Implementation (20 percent)

Detail how the applicant will implement the deliverables listed in the [Program-Specific Information](#) section. Describe how the applicant will identify, assess, and deliver TTA needs for individual grantee sites. Provide specific information on the project to include an overview of any materials to be developed, information, area of instruction, and/or technical assistance to be provided as related to the applicable category. Provide a complete description of all requested deliverables. Fully describe how the project will reach the stated goals and objectives and deliverables outlined in the category specific portion of the solicitation by providing a complete description of the deliverables content and the methods of intended delivery (e.g., adult learning principles, development sources, distance learning, process for information assessment and revision).

3. Capabilities/Competencies (45 percent)

Fully describe the applicant's capabilities to implement the project within established timelines to enable the timely and effective delivery of the information, material, training, and technical assistance. Provide an overview of the competencies of the staff assigned to develop and deliver all of the information, instruction, and technical assistance specifically required under each category. Demonstrate experience in addressing gun crime and gang violence, related criminal prosecutions and corrections strategies, as well as the delivery of TTA on a national level to include any prior experience supporting or delivering PSN TTA.

Applicants must include discussion of the organization's experience with and capacity to provide effective innovative training and technical assistance to the audiences being served (e.g., law enforcement, district attorneys, probation and parole, crime prevention, researchers, criminal justice professionals, and community organizations, etc.).

4. Impact/Outcomes and Evaluation/ Plan for Collecting Data for Performance Measures (10 percent)

Clearly explain how the material, instruction, and allied documents to be developed for this program will be current, comprehensive, and effective. One method of demonstrating this

would be to reference prior delivery of the information, material and instruction and the resulting impact on the organization/area that it was directed to. Detail what will be measured (see Performance Measures), who is responsible for performance measurement, and how the information will be used to guide the program.

5. Budget (15 percent)

Provide a proposed budget and budget narrative that are 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.¹⁰

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.

¹⁰ 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.

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 under prior BJA and OJP awards, 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](#).

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 requirements¹¹ 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 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.

¹¹ 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)).

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 Project Safe Neighborhoods (PSN)
National Training and Technical Assistance Program**

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

What an Applicant Should Do: *Grants.gov*

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 24)
- _____ Acquire or renew registration with SAM (see page 24)

To Register with Grants.gov:

- _____ Acquire AOR and Grants.gov username/password (see page 24)
- _____ Acquire AOR confirmation from the E-Biz POC (see page 24)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 24)
- _____ Select the correct Competition ID (see page 25)
- _____ Download Funding Opportunity and Application Package
- _____ Sign up for Grants.gov email notifications (optional) (see page 23)
- _____ 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 25)

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

- _____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 25)

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 Category 1 up to \$250,000; Category 2 up to \$150,000; and Category 3 up to \$600,000.

Eligibility Requirement:

- _____ Applicants are limited to nonprofit organizations, for-profit organizations (including tribal nonprofit or for-profit organizations), institutions of higher education (including tribal institutions of higher education), faith-based organizations, and consortiums with demonstrated experience in addressing violent crime and anti-gang strategies. This includes but is not limited to prevention, enforcement, intervention, and reentry strategies. Additionally, only applicants who have experience delivering training and technical assistance on a national level are eligible to apply. 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-profit organizations must agree to waive any profit or fees for service.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 14)
- _____ *Project Abstract (see page 14)
- _____ *Program Narrative (see page 15)
- _____ *Budget Detail Worksheet (see page 18)
- _____ *Budget Narrative (see page 19)
- _____ Employee Compensation Waiver request and justification (if applicable)
(see page 12)
- _____ 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 23)
- _____ Indirect Cost Rate Agreement (if applicable) (see page 19)
- _____ Tribal Authorizing Resolution (if applicable) (see page 18)
- _____ Applicant Disclosure of High Risk Status (see page 20)
- _____ Additional Attachments:
 - _____ *Position Descriptions/Resumes (see page 20)
 - _____ Applicant Disclosure of Pending Applications (see page 20)
 - _____ Research and Evaluation Independence and Integrity (see page 21)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable)
(see page 23)

*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.