



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for the Prison Rape Elimination Act (PREA) Program. This program furthers the Department's mission by providing resources to state, tribal, and local governments to implement comprehensive approaches to address the detection, prevention, and response to sexual abuse within confinement environments.

PREA Program: Demonstration Projects to Establish “Zero Tolerance” Cultures for Sexual Assault in Correctional Facilities FY 2015 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to states, units of local governments, and federally recognized Indian tribes (as determined by the Secretary of the Interior).

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 June 10, 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 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.

Grants.gov number assigned to this announcement: BJA-2015-4174

Release date: April 16, 2015

Contents

A. Program Description	4
Overview	4
Program-Specific Information	5
Goals, Objectives, and Deliverables	5
Evidence-Based Programs or Practices	9
B. Federal Award Information	10
Type of Award	10
Financial Management and System of Internal Controls	10
Budget Information	11
Cost Sharing or Match Requirement	11
Pre-Agreement Cost Approvals	12
Limitation on Use of Award Funds for Employee Compensation; Waiver	12
Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs	13
Costs Associated with Language Assistance (if applicable)	13
C. Eligibility Information	13
Cost Sharing or Match Requirement	13
Limit on Number of Application Submissions	13
D. Application and Submission Information	13
What an Application Should Include	13
How to Apply	22
E. Application Review Information	25
Selection Criteria	25
Review Process	26
F. Federal Award Administration Information	27
Federal Award Notices	27
Administrative, National Policy, and other Legal Requirements	27
General Information about Post-Federal Award Reporting Requirements	28
G. Federal Awarding Agency Contact(s)	29
H. Other Information	29
Provide Feedback to OJP	29
Application Checklist	30

PREA Program: Demonstration Projects to Establish “Zero Tolerance” Cultures for Sexual Assault in Correctional Facilities

CFDA #16.735

A. Program Description

Overview

In FY 2013 the Bureau of Justice Statistics (BJS) released the 2011-2012 findings from the most recent surveys of jail and prison inmates about incidences of sexual victimization.¹ Based on this information, 4.0 percent of state and federal prison inmates, and 3.2 percent of jail inmates within the United States, reported experiencing one or more incidents of sexual victimization by another inmate or facility staff in the past 12 months or since admission to the facility.² In juvenile facilities, the numbers were even more troubling. An estimated 9.5 percent of adjudicated youth in state juvenile facilities and state contract facilities (representing 1,720 youth nationwide) reported experiencing one or more incidents of sexual victimization by another youth or staff in the past 12 months or since admission, if less than 12 months.³ On June 20, 2012, DOJ published the [Final Rule](#) creating standards as required by the Prison Rape Elimination Act (PREA). The standards apply to adult prisons and jails, juvenile correctional facilities, police lockups, and community residential centers. The standards, which took effect on August 20, 2012, seek to prevent sexual abuse and to reduce the harm that it causes. The standards are grouped into 11 categories: prevention planning, responsive planning, training and education, screening for risk of sexual victimization and abusiveness, reporting, official response following an inmate report, investigations, discipline, medical and mental care, data collection and review, and audits.

Compliance with the overall PREA standards also requires compliance with the audit standards (§ 115.93, §115.193, §115.293, §115.393, §115.401-405). Under the audit standards, one-third of each facility type operated by an agency, or by private organization on behalf of the agency, must be audited within each year of a 3-year audit cycle. The first audit cycle began on August 20, 2013.

This program is authorized under the Prison Rape Elimination Act, 42 USC 15601, et seq., and FY 2015 funding by BJA is authorized under the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. 113-235. Demonstration projects funded through this solicitation will support comprehensive approaches within state, tribal, and local adult and juvenile correctional facilities to prevent, detect, and respond to incidences of sexual victimization.

¹ See BJS, [Sexual Victimization in Prisons and Jails Reported by Inmates, 2011–12](#) (May 2013).

² See id., page 6.

³ See BJS, [Sexual Victimization in Juvenile Facilities Reported by Youth, 2008–09](#) (January 2010), pages 1, 4. This total includes the cross-sectional number covered in BJS surveys plus the number of estimated victims released in the 12 months prior to the survey. It includes adjudicated/committed youth only. For methodology, see Initial Regulatory Impact Analysis (IRIA), page 9, available at www.ojp.gov/programs/pdfs/prea_nprm_iria.pdf.

Program-Specific Information

The PREA Program provides funding to eligible applicants for demonstration projects within confinement settings, including adult prisons and jails, juvenile facilities, community corrections facilities, law enforcement lockups and other temporary holding facilities, and tribal detention facilities. Applicants must successfully communicate a comprehensive approach to the prevention, detection, and response to the incidence of sexual abuse and clearly prioritize gaps which are as of yet unaddressed, either programmatically or through changes in policy and procedures, as they relate to implementation of the PREA standards.

Goals, Objectives, and Deliverables

The goal of this program is to assist facilities in implementing prevention, identification, and response mechanisms that will reduce the incidence of sexual abuse in confinement facilities. This program will provide federal assistance to implement comprehensive demonstration projects in local adult and juvenile correctional facilities to meet the PREA requirements of the standards.

Objectives under this program include the following:

- Increase awareness of the problem of sexual harassment, abuse, and assault in adult prisons and jails, juvenile facilities, community corrections facilities, law enforcement lockups and other temporary holding facilities, and tribal detention facilities. Use local data to identify causes and contributing factors leading to sexual victimization.
- Track performance indicators to ensure the effective application of policy and implementation of program strategies which achieve compliance with the PREA standards and create a “zero tolerance” culture within confinement environments.
- Provide resources to develop comprehensive programs, strategies, and policies that will enhance state, local, or tribal government’s abilities to achieve compliance with the PREA standards and eliminate sexual abuse.

The deliverables under this program should include comprehensive demonstration projects with program design elements to reduce sexual victimization and reach the goal of a “zero tolerance” environment. Comprehensive demonstration projects, when feasible, should focus on systemic changes as opposed to discrete changes in single facilities or operational practices. Design elements of a comprehensive response may include the following:

- Policy and practice review and revision
- Preventative infrastructure and technology enhancements
- Inmate/detainee/resident education
- Victim support services
- Leadership and assessment of organizational culture
- Data collection
- Staffing support and training
- Evaluation

Allowable Uses of Funds

Demonstration projects may include, but are not limited to, the following allowable uses of award funds:

Policy and Practice Review, Revision, and Implementation

- Review and revise current policies, procedures, contracts, and written materials that are provided to staff and detainees/inmates to ensure compliance with PREA standards and best practices. Considerations should be made for policies/protocols on cross-gender viewing and searching, hiring, and promotion decisions; accommodations for inmates with special needs; contents of contracts with private entities; evidence and forensic medical examination protocols; investigation policies, protocols and assurances; employee/volunteer/contractor training; inmate education; reporting protocols; protective custody protocols; staff and inmate disciplinary sanctions; medical and mental health screenings and treatment availability; and data collection and auditing protocols.
- Review current staffing levels and patterns with regard to the make-up of the inmate/detainee population and the physical layout of the facility, and revision of staffing plans.
- Conduct sexual abuse vulnerability assessments to identify and isolate circumstances and physical plant artifacts that can contribute to increased incidence of sexual assault.

Preventative Infrastructure and Technology Enhancements

- Utilize technology resources to improve prevention and security. For example, using incident mapping technologies that may help identify places where inmates and staff are vulnerable with the perspective that physical modifications backed up with electronic monitoring will help mitigate risks.
- Develop or modify management systems or other databases that will track abusers and victims.
- Integrate different data systems used by internal departments. For example, combining security information around sexual abuse with medical and mental health information.
- Purchase “limited” equipment and supplies (rape kits, privacy screens, etc.). “Limited” is defined as less than 40 percent of the total federal award amount. Applications that propose to use federal funds on equipment and/or supplies must thoroughly describe how these expenditures are part of a larger, comprehensive approach to implementing or enhancing a zero tolerance culture in confinement facilities related to sexual abuse and sexual harassment, and to achieving compliance with the PREA standards. Applications that propose to use federal funds on equipment and/or supplies in the absence of a comprehensive approach will not be funded.

Inmate/Detainee/Resident Education

- Develop and institute inmate/detainee/resident education programming to promote sexual abuse awareness, sexual abuse reporting mechanisms, information and resources on available victim services, and relevant facility policies and procedures (programming should be responsive to gender/sexual orientation differences).

Victim Support Services

- Develop first response strategy protocols that detail how to work with victims to address their needs while at the same time managing the investigation.
- Leverage community-based resources and develop relationships with Rape Crisis Centers and the creation of Sexual Assault Response Teams (SART).

- Contract with outside community-based organizations or services providers for counseling activities and assistance to facilities with addressing sexual victimization issues.
- Provide support services to protect vulnerable populations and victims. Currently, most vulnerable populations, including many victims, are kept in long-term segregation. Some systems may have alternatives that could be replicated, or funding could be used to test policies/programs that aim to protect this population without relying on long-term segregation.
- Provide support to victim advocates who are either specially trained staff or are from community-based sexual assault service providers.
- Initiate partnerships that can make the work of all involved agencies more effective in bringing cases forward for successful prosecution of abusers.
- Provide reimbursement of treatment and medical expenses (to allow for elimination of inmate co-pays/fees).
- Establish facility hotline(s) to report sexual victimization incidents.
- Integrate victim-centric and trauma-informed strategies to equip staff, investigators, external providers, and medical and mental health practitioners to identify trauma and its symptoms, minimize re-traumatization, and provide services that are sensitive to the individualized needs of victims.

Leadership, Organizational Culture, and Performance

- Examine extent that the organizational culture, including leadership and staff/inmate communications are responsible for high incidence of sexual abuse.
- Plan and implement strategies to improve leadership, organizational culture, and performance through policy development, accreditation enhancement activities, training, and other strategies (applicants are strongly encouraged to examine the extensive resources of the National Institute of Corrections (NIC) in this area, which can be accessed through the following link: <http://nicic.gov/leadership>).

Data Collection and Performance Measurement

PREA activities and the standards implementation will require the continued accumulation and reporting of data reflecting levels of sexual assault in various settings. As a result, funds can be used for the following data collection activities:

- Develop and utilize more effective and efficient strategies and efforts to improve the capacity to collect, analyze, and report data information.
- Build or enhance data systems, data collection, storage, and publication of data results to further promote best practices.

Planning, Analysis, Training, and Staffing Support

- Develop sustainability protocols to maintain staff after federal funding may no longer be available. Staffing support examples could include hiring the following types of individuals: PREA Coordination Officer, additional officers (supervision staff), investigators, medical and mental health practitioners, and other support staff.

- Train investigators conducting administrative or criminal investigations of sexual abuse or sexual harassment in confinement facilities. Staff or hire individuals to conduct statistical analysis of alleged sexual assaults, monitor each reported incident to guarantee staff compliance with policies, facilitate staff training and awareness programs for offenders, and identify issues for further policy development.
- Develop a systemwide, trauma-informed approach to responding to and serving victims of sexual abuse in confinement facilities, which may include staff training, training and awareness programs for vicarious trauma experienced by staff, education on the gender differences related to trauma, and policy changes that reflect trauma-informed principles.

Evaluation

- Conduct an independent evaluation of the effectiveness of the policies, programs, and strategies proposed within the funded project related to reducing sexual abuse in confinement environments. One source which can be utilized to locate research partners/evaluators is at the [American Evaluation Association](#).

Support PREA Audit Activities

- Eligible applicants that propose to use funds to accomplish one or more of the above activities to demonstrate a culture of zero tolerance for prison rape and sexual assault may use a portion of the funding to support PREA audit activities, including: audit preparation, mock audits, selecting and entering into agreements with auditors, and covering the costs associated with audits, including, if necessary, activities associated with a corrective action plan.

Priority Considerations

Priority consideration will be given to applications that:

- Propose to address facilities that demonstrate high (above the national average) incidence of sexual abuse based on data reported annually to BJS, or other available data that suggest past problems with sexual abuse within the facility. According to 2011-2012 BJS data, an estimated 4.0 percent of the prison population and 3.2 percent of the jail population within the United States suffered sexual abuse during that year.
- Target specific standards with complex implementation requirements such as the standard which requires the separation of all youth under the age of 18 from any adults.
- Propose to address specific confinement facilities that demonstrate significant progress in PREA-related policy and protocol review and which propose to use project funds to implement clearly prioritized and demonstrated need(s) and agree to provide a report on the improvement efforts so that others may learn from the experience.
- Propose to address specific findings of the BJS reports [Sexual Victimization in Prisons and Jails Reported by Inmates, 2011–12](#) and [Sexual Victimization in Juvenile Facilities Reported by Youth, 2008–09](#), including specific variations in victimization rates and the circumstances of victimization, or other available data that suggest past problems with sexual abuse within the facility. For example, BJA will prioritize applications which specifically propose to address the needs of high/risk and vulnerable populations such as inmates who identify as

lesbian, gay, bisexual, or transgender or inmates with serious psychological distress.⁴

Training and Technical Assistance: The National PREA Resource Center

Established through a competitively awarded cooperative agreement from BJA, the National PREA Resource Center (PRC) represents a unique collaborative partnership with a wide array of national stakeholder organizations representing the federal, state, local, and tribal corrections field; adult prisons and jails; juvenile detention; community corrections; tribal facilities; lockups; and victim advocacy groups. The PRC will provide training and technical assistance to applicants funded through this solicitation and serve as the national online source for direct support, training, technical assistance, and research to assist adult and juvenile corrections, detention, and law enforcement professionals, as well as victim advocates and other professionals such as community service providers in their ongoing work to eliminate sexual assault in confinement.

Focusing on areas such as prevention strategies, improved reporting and detection, investigation, prosecution, and victim-centered responses, the PRC will identify promising programs and practices that have been implemented around the country and demonstrate models for keeping inmates, detainees, and residents safe from sexual assault. The center also maintains a full resource library including webinars, studies, and articles, and will include a wide range of subject matter experts to respond to the technical assistance and training needs of jurisdictions in complying with the PREA standards. For more information, visit the prearesourcecenter.org/.

Agencies and jurisdictions pursuing funding under this program are strongly encouraged to include in the Program Narrative section of their application a summary of their priority training and technical assistance needs related to their efforts to fulfill their obligations under PREA, and to discuss any current or anticipated administrative or operational barriers related to the implementation of the PREA standards. These needs and barriers will be very helpful to the PRC in developing a proactive, responsive training and technical assistance strategy for the agencies and jurisdictions selected for funding. In addition, applicants are encouraged to identify the individual who will interact with the PRC technical assistance coach on meeting the goals and objectives of the funded project. Applicants should include a subsection in the Program Narrative that specifically addresses these issues.

Collaboration with Other Federal Agencies

BJA, BJS, the Office of Juvenile Justice and Delinquency Prevention (OJJDP), the Office for Victims of Crime (OVC), the Office on Violence Against Women (OVW), and NIC collaborate to ensure that adult and juvenile PREA efforts are supported and that victim services are incorporated into comprehensive responses.

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:

⁴ BJS data from 2011-2012 indicate that inmates who identify as lesbian, gay, bisexual, or transgender (LGBT) experience some of the highest rates of sexual abuse. Among LGBT inmates in state and federal prisons, 12.2 percent reported sexual abuse by another inmate and 5.4 percent reported sexual abuse by staff, compared to 1.2 percent and 2.1 percent among heterosexual inmates, respectively. The prevalence of sexual abuse among jail inmates identifying as LGBT mirrored these trends, with 8.5 percent reporting being sexually abused by another inmate and 4.3 percent reporting sexual abuse by staff. The percentage of heterosexual jail inmates reporting sexual abuse was 1.2 percent and 1.7 percent, respectively.

- Improving the quantity and quality of evidence 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 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 Awards

BJA estimates that it will make up to 5 awards of up to \$250,000 each for projects at individual facilities and up to 8 awards of up to \$500,000 each for projects at, or to benefit, multiple facilities for up to a 24-month period project period starting October 1, 2015.

Applicants must apply in one of three categories, depending upon their jurisdictional status:

- **Category 1, Competition ID BJA-2015-4175:** Units of state government agencies.
- **Category 2, Competition ID BJA-2015-4176:** Units of county or city local government agencies.
- **Category 3, Competition ID BJA-2015-4177:** Federally recognized Indian tribes and Alaska Native tribes and/or tribal organizations.

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 Award⁵

BJA expects that it will make any award from this solicitation in the form of a grant.

Financial Management and System of Internal Controls

If selected for funding, the award recipient must:

⁵ 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)).

(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 (cash, in-kind, or a combination of both)

Federal funds awarded under this program may not cover more than 50 percent of the total costs of the project. Applicants must identify the source of the 50 percent non-federal portion of the total project costs and how they will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with **cash, in-kind, or a combination of both**.

Match Waiver: The Attorney General may waive the match requirement upon a determination of fiscal hardship. To be considered for a waiver of match, a letter of request signed by the Authorized Representative must be submitted with the application defining the fiscal hardship. Fiscal hardship may be defined in terms related to reductions in overall correctional budgets, furloughing or reductions in force of correctional staff or other similar documented actions which have resulted in severe budget reductions. A match waiver request must be submitted as a separate attachment to the application and titled as the “Match Waiver.”

Note: Applicants wishing to exceed the 50 percent match amount should reflect the amount above 50 percent in the program narrative section only. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

The budget detail should distinguish cash from in-kind matched funds, using an asterisk to show what percentage of the budget is cash.

The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 50% match requirement: for a federal award amount of \$500,000, calculate match as follows:

$$\frac{\$500,000}{50\%} = \$1,000,000 \quad 50\% \times \$1,000,000 = \$500,000 \text{ match}$$

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.⁶ 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

⁶ 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.

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.

The waiver request must be submitted as a separate attachment and titled as the **“Waiver: Employee Compensation.”**

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/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, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. 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. The SF-424 should include the requested funding for the entire project period. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

- Applicants should ensure that all information is correct, check spelling, and pay careful attention to the legal name, award amount, address, and the points of contact.
- Applicants should select the appropriate Point of Contact (POC) and the Authorized Representative (Note: These two contacts should not be the same individual).
 - The Authorized Representative must have the authority to enter the state, county, municipality, or other eligible unit of local government into a legal contract with the federal government. This person is typically a county commissioner, mayor, city manager, or other similarly designated official

The POC will serve as the primary point of contact and will be responsible for grant management duties such as a submission of reports. Please make sure that the name, contact information, title, and solicitation is correct.

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

The abstract should provide an overall summary of the project and include the project’s purpose, goals, and deliverables. The abstract may be single- or double-spaced, but must use a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins and **must not** exceed 2 pages. OJP strongly recommends that the abstract be in a Word document format and that “Project Abstract” be part of its file name. The program abstract should:

- Identify the facility(ies) in which the demonstration project would be targeted that

includes the specific name of the facility, as well as whether the facility is for adults or juveniles.

- Specifically, provide information on the facility's(ies)' rate of sexual abuse and compare this rate to the national average.
- Describe clearly how the applicant addresses any Priority Considerations (see page 8).
- Describe clearly the data available on the incidence and nature of sexual abuse within the facility(ies) for which funding is being requested.
- Describe clearly the extent that the applicant has already completed a comprehensive review of the facility's(ies)' policies and protocols as they relate to PREA.
- Provide a brief description of the proposed activities to be conducted with grant funds.

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. BJA requests that the abstract be submitted as a text file, such as Word .doc format.

3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-4) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 15 pages. Number pages "1 of 15," "2 of 15," etc.

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

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures
To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Post award, recipients will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at www.bjaperformancetools.org. Applicants should review the complete list of PREA performance measures at: www.bjaperformancetools.org/help/PREAMEasuresFINAL.pdf.

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.

In addition and as described above, applicants are strongly encouraged to include a subsection in the Program Narrative that summarizes their priority training and technical assistance needs related to their efforts to fulfill their obligations under PREA, and outlines any current or anticipated administrative or operational barriers related to the implementation of the PREA standards. In this sub-section, applicants should also identify an individual who will serve as the primary liaison with the National PREA Resource Center, should their proposed program be selected for funding. This person is expected to possess knowledge of PREA and the jurisdiction’s/agency’s efforts to fulfill their PREA obligations.

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. Applicants should utilize the following approved budget categories to label the requested expenditures:

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Consultants/Contracts

- Other Costs
- Indirect Costs

Applicants must show all computations. The budget summary page must reflect the amounts in the budget categories as included in the budget detail worksheet. These amounts should mirror the amounts in the budget narrative.

Applicants must budget funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC.

NOTE: Equipment and supplies (rape kits, privacy screens, etc.) are limited to less than 40 percent of the total federal award amount. If applicants propose to use federal funds on equipment and/or supplies, these expenditures must support a comprehensive effort to implement or enhance a zero tolerance culture related to sexual abuse and sexual harassment in confinement facilities, and to achieve compliance with the PREA standards.

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), and broken down by year, with a clear accounting of matching (cash and in-kind) materials.

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. In other words, applicants should provide justification in their budget narratives for the proposed expenditures, and explain how and why these expenditures reflect the most cost effective methods available to achieve the goals of the program.

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.

In addition, the budget materials must include information on the 50 percent in-kind match requirement.

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](#).

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
- 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. **Project Timeline** with each project goal, related objective, activity, expected completion date, responsible person, or organization.
- b. **Position Descriptions** for key positions.
- c. **Letters of Support** from all key partners, detailing the commitment to work with the applicant to promote the mission of the project. Securing the support of key administrative and operational partners prior to the submission of an application is particularly important, in order to prevent delays in program implementation, should an award be made. Applicants are, therefore, strongly encouraged to include letters of support from key entities that are positioned to enable swift program implementation (e.g., community-based partners, legislative leaders, agencies that oversee procurement activities, etc.).
- d. **Governor's PREA Certification or Assurance**
Applicants representing states, territories, or the District of Columbia should include a signed copy of the 2015 Governor's PREA Certification or Assurance form indicating that the state/jurisdiction applying for funding under this solicitation has either (i) adopted, and is in full compliance with, all National Standards to Prevent, Detect, and Respond to Prison Rape (28 C.F.R. Part 115); or (ii) assured the Department of Justice that it will use certain grant funds to adopt, and achieve full compliance with, all National Standards to Prevent, Detect, and Respond to Prison Rape (28 C.F.R. Part 115), so as to ensure that a certification of full compliance may be submitted in future years
- e. **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.”).

f. 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.

Furthermore, the results of all research projects and program evaluations supported under this program must be submitted to BJA and the PRC so that key lessons and promising practices emerging from this program can be shared with and replicated by other agencies and jurisdictions across the nation.

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;#38;” 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/web/grants/register.html.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.735 titled "PREA Program: Demonstration Projects to Establish 'Zero Tolerance' Cultures for Sexual Assault in Correctional Facilities," and the funding opportunity number is BJA-2015-4174.
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 (15 percent)

- Identify and describe the challenges faced with addressing sexual victimization within the facility(ies).
- Provide data to show the nature and scope of the problem of high incidence or rates of sexual abuse in confinement environments, and explain previous or current efforts to address the problem.
- Clearly state if and how the applicant will address the Priority Considerations listed on page 8.

2. Program Design and Implementation (40 percent)

- Outline the specific goals and objectives of the project and how they will address the problem.
- Describe the strategies that substantiate the project as a comprehensive demonstration project.
- Clearly describe how the project will address the Allowable Uses of Funds and Priority Considerations outlined on page 8.
- Describe how this program design will result in a reduction in sexual victimization and enhancement of PREA activities.

3. Capabilities and Competencies (20 percent)

- Describe the experience and capability of the applicant organization and any partner organization or contractors that also includes the resume materials for these individuals.
- Identify the agency that will serve as the grantee and fiscal agency responsible for the grant's administration, and the staff team supporting the project including the name, title, and affiliation of each member.
- Provide documentation of any collaboration that has or is previously occurring on the

initiative.

- Describe any potential barriers to implementing the project and strategies to overcome them.

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

- Identify who will collect the performance data that is defined by BJA, how the data will be gathered, and methods to be employed to use the data to inform the program, and guide PREA implementation efforts.

5. Budget (10 percent)

- Provide a proposed budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁷
- Include funding to travel to DOJ-sponsored grant meetings. Applicants should estimate the costs of travel and accommodations for three staff to attend two meetings in Washington, DC.
- Limit equipment and supplies to less than 40 percent of the total federal award amount.
- Provide the required 50 percent match or waiver request as specified in Match Requirement section of this solicitation.
- Refer to the budget information listed on page 14 for more detailed information.

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

⁷ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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 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](#).

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 requirements⁸ 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](#).

General Information about Post-Federal Award Reporting Requirements

Recipients must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, an annual audit report in accordance with 2 CFR Part 200 if applicable, and Federal Funding Accountability and Transparency Act (FFATA) reports through the FFATA Sub-award Reporting System ([FSRS](#)) as necessary. 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.

⁸ 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)).

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 ojpeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist
**FY 2015 PREA Program: Demonstration Projects to Establish “Zero Tolerance” Cultures
for Sexual Assault in Correctional Facilities**

This application checklist has been created to assist in developing an application. Please note that the items indicated with an asterisk (*) below have been designated as the basic minimum requirements for both categories of applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

What an Applicant Should Do:

Prior to Registering in Grants.gov:

- _____ Acquire a DUNS Number (see page 23)
- _____ 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 24)

To Find Funding Opportunity:

- _____ Search for the Funding Opportunity on Grants.gov (see page 24)
- _____ Select the correct Competition ID (see page 24)
- _____ Download Funding Opportunity and Application Package (see page 24)
- _____ 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 24)

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

- _____ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 24)

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 \$250,000 for applications to fund projects at individual facilities, \$500,000 for applications to fund projects at, or to benefit, multiple facilities.

Eligibility Requirement:

- _____ Applicant meets eligibility requirements (see title page)

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 16)
- _____ *Budget Narrative (see page 16)
- _____ 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 22)
- _____ 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
 - ___ Project Timeline (see page 19)
 - ___ Position Descriptions (see page 19)
 - ___ Letters of Support (see page 19)
 - ___ Governor's PREA Certification or Assurance (see page 19)
 - ___ Applicant Disclosure of Pending Applications (see page 19)
 - ___ Research and Evaluation Independence and Integrity (if applicable) (see page 20)
- _____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see
page 22)