U.S. Department of Justice
Office of Justice Programs
Bureau of Justice Assistance

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding under the Residential Substance Abuse Treatment for State Prisoners Training and Technical Assistance Program. This program furthers the Department's mission by breaking the cycle of drug abuse and incarceration.

Residential Substance Abuse Treatment for State Prisoners Training and Technical Assistance Program FY 2016 Competitive Grant Announcement
Applications Due: June 2, 2016

Eligibility

Eligible applicants are limited to nonprofit organizations (including tribal nonprofit and for-profit organizations) for-profit (commercial) organizations, faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) with demonstrated expertise in assisting state and local correctional facilities to develop, implement, and enhance residential substance abuse treatment programs. BJA encourages applications from organizations or agencies with expert knowledge of and experience with evidence-based substance abuse treatment programs and practices; residential substance abuse programs in correctional facilities; delivery of curricula to corrections and treatment professionals; and administration of technical assistance. For-profit organizations must agree to forgo any profit or management fee.

BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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 2, 2016.

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 email 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 email 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 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email grants@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-2016-9212

Release date: April 5, 2016

Contents

Residential Substance Abuse Treatment for State Prisoners Training and Technical Assistance Program
CFDA #16.593

A. Program Description

Overview

The Residential Substance Abuse Treatment (RSAT) for State Prisoners Program (42 U.S.C. § 3796ff *et. seq.*) assists states and local governments to develop and implement substance abuse treatment programs in state, local, and tribal correctional and detention facilities and to create and maintain community-based aftercare and reentry services. The RSAT Training and Technical Assistance (TTA) Program is designed to assist RSAT recipients as they integrate evidence-based practices into existing programming through the provision of training and technical assistance.

RSAT TTA Program-Specific Information

The RSAT TTA Program is designed to assist formula grant recipients consisting of states, tribes, and units of local government in the provision of residential substance abuse treatment services for inmates/detainees; prepare participants for reintegration into communities by incorporating reentry planning activities into treatment programs; and assist participants and their communities in the reentry process through the delivery of community-based treatment and responsive aftercare services.

RSAT funds may be used to implement three types of programs: prison-based residential, jail-based, and aftercare.

Prison-based residential programs must: 1) operate at least 6 and no more than 12 months; 2) provide residential treatment facilities set apart from the general correctional population; 3) focus on the substance abuse problems of the inmate and develop the inmate's cognitive, behavioral, social, vocational, and other skills to resist drug use and criminal behavior; and 4) require drug and alcohol testing for program participants.

Jail-based programs must: 1) operate at least 3 months, and 2) focus on the substance abuse problems of the inmate and develop the inmate's cognitive, behavioral, social, vocational, and other skills to resist drug use and criminal behavior. If possible, jail-based programs should separate the treatment population from the general correctional population, and program design should be based on practices scientifically demonstrated to be effective.

Aftercare services must involve coordination between the correctional treatment program and other social service and rehabilitation programs, such as enrollment assistance for health care coverage, coordinating assistance to receive Medication Assisted Treatment, education and job training, parole supervision, halfway houses, self-help, and peer group programs.

Goals, Objectives, and Deliverables

The goal of the RSAT TTA Program is to improve the delivery of evidence-based residential substance abuse treatment and aftercare services to RSAT state-based grantees and their 300 local subrecipients. BJA is seeking a TTA provider with demonstrated experience and expertise in assisting state and local corrections administrators and substance abuse practitioners in

identifying and defining TTA needs; development and management of relevant subject matter curricula (including web-based platforms); and administering cost-effective technical assistance responses, including telephonic, web-based (podcasts, webinars) and in-person consultation as well as publication development and dissemination. Additionally, the RSAT TTA provider should demonstrate its ability to: 1) provide proactive, comprehensive, user-friendly technical assistance services; 2) demonstrate uniform protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up; and 3) convene an annual conference of state administrators and practitioners to educate participants on the latest evidence-based services for the RSAT community.

Requirements and Deliverables

The TTA provider(s) will:

- Serve as the technical assistance provider to state administrative agencies (the designated recipients of RSAT grant funds) as well as subgrantees that can include state departments of correction and local jails for all RSAT programming, providing technical assistance online, via telephone, through onsite assistance, and through peer-to-peer consultations.

- Identify and maintain a list of TTA consultants whose expertise and experience best fit the needs of the grantees, such as experts in correctional treatment programs, continuity of treatment and aftercare services in the community, and correctional treatment programming for special populations such as people with co-occurring substance abuse and mental health disorders.

- Maintain a listserv of RSAT grantees and subgrantees and key contacts responsible for substance abuse treatment programming in correctional facilities, including state, local, and tribal corrections substance abuse directors and administrators; other interested state, local, and tribal contacts; and federal and national partners.

- Participate in an ongoing collaborative with BJA and federal partners to integrate national practice guidelines for the provision of substance abuse treatment into the operations of the RSAT programs.

- Deliver and update as needed the following BJA-approved curricula on the RSAT Training and Technical Assistance website (www.rsat-tta.com): 1) HIV Prevention and the Treatment Needs of Offenders at Risk for or Living with HIV/AIDS; 2) Trauma-Informed Approaches in Correctional Settings; 3) Understanding Co-Occurring Disorders and Applying Integrated Treatment Strategies for Adult Correctional Populations; and 4) Integration of Medication Assisted Treatment (MAT) into Aftercare: Transitional Strategies to Reduce Recidivism and Sustain Recovery.

- Provide education to corrections and correctional treatment directors on how healthcare reform and state Medicaid expansion can enhance outcomes for former inmates.

- Serve as a national resource for RSAT administrators, practitioners, and others to include information such as dynamic inmate risk/needs assessment instruments, matching participants to appropriate treatment modalities, integration of substance abuse and mental health treatment in residential treatment communities, drug testing, and implementing

evidenced-based programs and practices in residential substance abuse treatment programs in correctional facilities.

- Deliver a regular webinar series to address current RSAT information and training needs, including drug testing within RSAT programs and ensuring integration of RSAT programming with reentry planning.

- Launch a Medication Assisted Treatment (MAT) Reentry Initiative to expand the number of state Department of Corrections (DOC) and county jails offering MAT at reentry. Identify three to seven state DOC RSAT programs interested in implementing MAT reentry programming, and assist with establishing programs that are linked to community treatment programs. Identify three county jail MAT programs to serve as reference sites for other jails interested in developing MAT reentry programs. Provide on- and off-site TA, and assist sites in developing, documenting, and sharing policy and practice manuals.

- Maintain an RSAT TTA website (www.rsat-tta.com) with current information about training and technical assistance offerings and issues affecting RSAT state administrators.

- Coordinate and support the annual national RSAT conference. The conference consists of educating the field on evidence-based treatment services and providing a forum for discussion of emerging trends and best practices in the RSAT portfolio. Participants consist of federal partners, consultants, and administrators and program practitioners from each of the 56 state and territories totaling 150 participants for 2.5 days. The proposal should not include travel funding for state RSAT participants but should include funding for faculty, materials, and meeting space and must conform to the OJP conference reporting requirements.

- Tailor services to respond to the emerging trends in substance abuse treatment within corrections with preparation for community reintegration.

- Assist grantees in collecting and reporting on required program performance measures and assist BJA to identify and respond to trends from the performance measure data submissions.

- Based on performance reporting trends and TTA needs assessments, propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.

- BJA TTA projects are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). The precise requirements and protocols are still under development, but once completed, the successful applicant will be required to comply with these 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.

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

addition, the TTA provider will be required to assist grantees in the collection of performance measure data, working in collaboration with the local research partners.

Evidence-Based Programs or Practices
OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- 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 website 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

BJA estimates that it will make up to 1 award of up to $485,000 for a 12-month project period, beginning on October 1, 2016.

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

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

Type of Award[1]
BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, National Policy, and other Legal Requirements, under Section F. Federal Award Administration Information, for details regarding the federal involvement anticipated under an award from this solicitation.

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[1] *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]).

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity[2]) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) 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 recipient's (and any subrecipient's) compliance with statutes, 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 recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, 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 Matching 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 (also known as Pre-award Cost) Approvals
Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

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

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[2] For purposes of this solicitation (or program announcement), "pass-through entity" includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

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.[3] The 2016 salary table for SES employees is available at the Office of Personnel Management website. 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.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

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/DOJ/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training 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

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[3] OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

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 eligibility information, see title page.

For additional information on cost sharing or matching requirements, 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 <u>only</u> 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, and 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," "Résumés") for all attachments. Also, OJP recommends that applicants include résumés 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 the OJP 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 (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**

Applicants must provide an abstract identifying how they will effectively assist state and local entities in the improvement of RSAT-specific substance abuse treatment programming. The abstract must include a brief summary of how the applicant will meet the goals of the proposed project and a listing of any innovations they will bring to the proposed project. Applicants must use a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins and must not exceed 1 page.

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 applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications; for example, through a listing on a web page 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 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 clearly address the requirements and deliverables stated in the application. 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 20 pages. Please number pages "1 of 20," "2 of 20," etc. Submissions that do not adhere to the format will be deemed ineligible.

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**
Demonstrate a thorough understanding of the need to transfer knowledge and provide training and technical assistance to state administrators, corrections staff and treatment professionals responsible for residential substance abuse treatment. Describe the challenges correctional agencies and communities face in planning, implementing, enhancing, and evaluating residential substance abuse treatment programs.

b. **Project Design and Implementation**
Describe the project goals and objectives, responding to each of the deliverables listed on pages 5-7. Specifically describe proposed processes for 1) delivering relevant RSAT curricula and useful website resources; 2) staffing, identifying, and responding to technical assistance needs; and 3) collaborating with federal partners and related entities to educate RSAT practitioners through the delivery of an annual RSAT conference. Include a project timeline (as an attachment) which details when deliverables will be met and by whom.

c. **Capabilities and Competencies**
Describe the organizational and key project personnel's expert knowledge of and experience in the following areas: 1) working with evidenced-based substance abuse treatment programs and practices; 2) implementing residential substance abuse programs in correctional facilities; 3) delivering curricula to corrections and correctional treatment professionals; 4) understanding and working knowledge of existing national practice guidelines for substance abuse treatment and how to integrate them into treatment communities; and 5) brokering and providing technical assistance. Include résumés or project descriptions for proposed key project personnel in an attachment. Describe the management structure, staffing, and in-house or contracted capacity to complete each of the potential tasks or projects outlined in the proposal. Provide information that illustrates the ability to manage complex activities (both type and expertise) effectively. Outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and/or organizations with residential substance abuse treatment expertise to enhance the organization's and staff's experience in conference planning and developing and providing TTA.

d. **Plan for Collecting the Data Required for this Solicitation's Performance Measures**
Discuss the strategy to organize TTA activities to report in NTTAC and other federal reports, as required, according to the special conditions of the award.

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Post award, recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at https://www.bjatraining.org/working-with-nttac/providers.

For direct questions and guidance on account set up and data entry, email the BJA NTTAC Concierge Team at nttac@bjatraining.org.

Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measure	Data Grantee Provides
Assist RSAT recipients with integrating evidence-based practices into existing residential substance abuse treatment programming through the provision of training and technical assistance in the form of: • In-person training • Web-based learning • Distance learning using CD/DVDs • Developing or revising training curricula. • Training scholarships	228	Number of participants who attend the training	For the current reporting period: Number of individuals who participated in or received: • In-person training • Web-based training • Distance learning using CDs or DVDs
	239	Percentage of participants who successfully completed the training	Number of individuals who successfully completed: • In-person training programs • Web-based training programs • Distance learning programs using CDs or DVDs
	235	Percentage of trainees who completed the training who rated the training as satisfactory or better	Number of individuals who: • Completed an evaluation at the conclusion of the training program • Reported satisfaction with the content of the training • Reported satisfaction with the delivery of the training • Reported that the training provided information that could be utilized in their job
	215	Percentage of participants trained and subsequently demonstrated performance improvement	Number of individuals who: • Completed a pre- and post-test • Scored higher on the post-test than on the pre-test Number of agencies/organizations that: • Received training materials on CD or DVD • Received training materials in some other format
	235	Percent of agencies/ organizations that rated the training as satisfactory or better	• Responded to the satisfaction survey • Rated the materials as satisfactory or better • Indicated that the materials met their training needs
	144	Number of curricula developed	Number of training curricula: • Developed • Pilot tested
	520	Number of curricula that were pilot tested	• Revised after being pilot tested
	521	Percent of curricula that were revised after pilot testing	
	237	Amount of financial assistance	• Number of individuals who received a training program scholarship

		provided for training	• Dollar amount of financial assistance provided to training recipients
Increase a criminal justice agency's ability to solve problems and/or modify policies or practices	526	Number of agencies receiving technical assistance	For current reporting period: • Number of agencies that requested technical assistance • Number of agencies that received technical assistance • Number of onsite visits conducted • Number of agencies receiving technical assistance by telephone • Contacts made with agencies who requested assistance • Number of agencies that completed an evaluation • Number of agencies that rated the *timeliness* of the technical assistance as satisfactory or better • Number of agencies that rated the *quality* of the technical assistance as satisfactory or better • Number of agencies that received program recommendations based on a site visit • Number of agencies planning to implement at least some of the report recommendations 6 months after the site visit
	12	Percent of requesting agencies who rated services as satisfactory or better	
	11	Percent of requesting agencies that were planning to implement one or more recommendations	
	247	Percent of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	• Number of agencies requesting a peer-to-peer site visit • Number of agencies that visited a peer site • Number of agencies that completed an evaluation after visiting a peer site • Number of agencies that reported that the visit to the other agency was useful in providing information on policies or practices • Number of agencies that were planning to implement policies or practices identified during the peer visit within 6 months • Number of follow-ups conducted with the agency that requested the peer site visit
	246	Percent of peer visitors that were planning to implement at least some policies or practices 6 months after they were observed at the visited site	

Increase information provided to BJA and the criminal justice community	147	Number of advisory/focus groups held	For the current reporting period:
			• Number of advisory/focus groups held
	493	Percentage of advisory/focus groups evaluated as satisfactory or better	• Number of advisory/focus groups evaluated as satisfactory or better
	526	Percentage of conference attendees who rated the conference as satisfactory or better	• Number of conference attendees who completed an evaluation at the conclusion of the conference • Number of conference attendees who rated the conference as satisfactory or better
	144	Number of publications developed	• Number of articles published in print media • Number of articles published online for the criminal justice community • Number of individuals receiving printed fact sheets or other informative documents produced for distribution to the criminal justice community
	145	Number of publications disseminated	• Number of advisory/focus group reports produced • Number of individuals receiving advisory/focus group reports
	492	Number of websites developed	• Number of new websites developed • Number of existing websites updated with new information • Number of unique visitors to managed websites
	492	Number of websites maintained	• Number of conferences held
	147	Number of conferences held	

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 web page (http://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 http://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. The Budget Detail Worksheet should be broken down by year.

   For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at http://ojp.gov/financialguide/DOJ/index.htm.

   b. **Budget Narrative**
   The Budget Narrative should thoroughly and clearly describe <u>every</u> 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 <u>all</u> 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.

   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 under the following circumstances:
   (a) The applicant has a current, federally approved indirect cost rate; or
   (b) The applicant is eligible to use and elects to use the "de minimis" indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

   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 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 [http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf]().

   In order to use the "de minimis" indirect rate, attach written documentation to the application that advises OJP of both the applicant's eligibility (to use the "de minimis" rate) and its election. If the applicant elects the "de minimis" method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.[4]

6. **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. Disclosing 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.

7. **Additional Attachments**
   a. **Project Timeline and Résumés/Job Descriptions**
      Attach a **Project Timeline** (with an estimated start date of October 1, 2016) with each project goal, related objective, activity, expected completion date, and responsible person or organization. Identify the costs and percentage of time that will be dedicated by the individuals responsible for the tasks. Attach **Résumés or Job Descriptions** for key project personnel.

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[4] See 2 C.F.R. § 200.414(f).

b. **Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation <u>and</u> will cover the identical cost items outlined in the Budget Narrative and Budget Detail 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/Email 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 to their application. The file should be named "Disclosure of Pending Applications."

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 Budget Detail 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 subrecipients) 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 subrecipients 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 subrecipients) 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 subrecipients 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.

<center>OR</center>

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 subrecipients 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 limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

8. **Financial Management and System of Internal Controls Questionnaire**
In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 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](#).

9. **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 primary source 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.

Browser Information: Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

Note on Attachments. Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please ensure all required documents are attached in the mandatory category.

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 "&" format.**		

Grants.gov is designed to forward successfully submitted applications to the OJP 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 organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov 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.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at https://apply07.grants.gov/apply/IndCPRegister to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) 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. SAM registration and renewal can take as long as 10 business days to complete.

    Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **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 for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to http://www.grants.gov/web/grants/applicants/individual-registration.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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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 #16.593, titled "Residential Substance Abuse Treatment for State Prisoners Program," and the funding opportunity number is BJA-2016-9212.

6. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully

validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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 2, 2016*.*

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 <u>only</u> 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 (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email 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 email 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. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at http://ojp.gov/funding/index.htm.

E. Application Review Information

Selection Criteria

1. Statement of the Problem (15%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (25%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10%)
5. Budget: 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.[5] (10%)

Refer to the section "What an Application Should Include" on page 10 for additional 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 System for Award Management (SAM).

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

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[5] 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.

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 award recipients
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 sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). 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 requirements[6] 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 the 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 the Part 200 Uniform Requirements. Future awards and fund drawdowns may be withheld if reports are delinquent.

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[6] *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]).

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 Federal Awarding Agency Contact(s), see title page.

For contact information for Grants.gov, see 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 email 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 email 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 email your résumé to ojppeerreview@lmsolas.com. The OJP Solicitation Feedback email account will not forward your résumé. **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 2016 Residential Substance Abuse Treatment for State Prisoners Training and Technical Assistance Program

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number   (see page 22)
_____ Acquire or renew registration with SAM   (see page 22)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password   (see page 22)
_____ Acquire AOR confirmation from the E-Biz POC   (see page 22)
To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov   (see page 22)
_____ Download Funding Opportunity and Application Package   (see page 22)
_____ Sign up for Grants.gov email notifications (optional) (see page 21)
_____ Read Important Notice: Applying for Grants in Grants.gov
_____ Read OJP policy and guidance on conference approval, planning, and reporting
        available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm
                                                                              (see page 9)
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 22)
If No Grants.gov Receipt, and Validation or Error Notifications are Received:
_____ contact BJA regarding experiencing technical difficulties
                                                                              (see page 23)

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 $480,000.

Eligibility Requirement: Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit and for-profit organizations), faith-based and community organizations, and institutions of higher learning (including tribal institutions of higher education) with demonstrated expertise in assisting state and local correctional facilities to develop, implement, and enhance residential substance abuse treatment programs.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424)   (see page 10)
_____ Project Abstract   (see page 11)
_____ Program Narrative   (see page 11)
_____ Budget Detail Worksheet   (see page 16)
_____ Budget Narrative   (see page 16)
_____ Indirect Cost Rate Agreement (if applicable)   (see page 17)
_____ Applicant Disclosure of High Risk Status   (see page 17)
_____ Additional Attachments
     _____ Project Timeline and Résumés/Job Descriptions   (see page 17)
     _____ Applicant Disclosure of Pending Applications   (see page 18)
     _____ Research and Evaluation Independence and Integrity (see page 19)
_____ Financial Management and System of Internal Controls Questionnaire
     (see page 20)
_____ Disclosure of Lobbying Activities (SF-LLL)   (see page 20)
_____ Employee Compensation Waiver request and justification (if applicable)
     (see page 9)