

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP) [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Byrne Criminal Justice Innovation Program. This program furthers the Department's mission by leading efforts to enhance the capacity of local and tribal communities to effectively target and address significant crime issues through collaborative cross-sector approaches that help advance broader neighborhood development goals.

# Byrne Criminal Justice Innovation Program FY 2017 Competitive Grant Announcement

Applications Due: February 2, 2017

## Eligibility

Eligible applicants are limited to states, institutions of higher education (including tribal institutions of higher education), units of local government, nonprofit organizations (including tribal nonprofit organizations), and federally recognized Indian tribal governments (as determined by the Secretary of the Interior) as fiscal agent.

**Category 1: Implementation Grant (NOTE: eligibility limited to previous BCJI Planning grantees) Competition ID: BJA-2017-11280**

**Category 2: Planning and Implementation Grant (open to any eligible applicant) Competition ID: BJA-2017-11281**

For this solicitation, *community* is defined broadly as a geographic area that has social meaning to residents. In urban areas, the term *community* may be used interchangeably with *neighborhood* to describe a specific geographic area that is delineated by major streets or physical topography. In urban areas, a community is typically less than two miles wide, while in rural and tribal areas it is often larger and part of an entire county.<sup>1</sup>

The BCJI application requires a consortium of criminal justice, community, and/or human service partners (hereinafter referred to as "cross-sector partnership") to plan and implement a targeted strategy addressing crime in a specific community. The cross-sector partnership must

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<sup>1</sup> The BCJI Program understands that there is little research and evaluation of "hot spots" policing theory in rural and tribal areas; through the BCJI Program, BJA seeks to build and contribute to the criminal justice knowledge base on how to employ effective place-based strategies in rural and tribal environments.

designate one eligible entity to serve as the fiscal agent.<sup>2</sup> The fiscal agent must ensure that the cross-sector partnership is committed to and can successfully oversee key enforcement, prevention, intervention, and community engagement strategies **and** access and analyze key data (crime and other) with regular input from the research and law enforcement agency partners.

Please see page 12 for the specific responsibilities and requirements of the fiscal agent's role.

Jurisdictions are strongly encouraged to coordinate with and seek the support of their local U.S. Attorney and local policymakers and to connect with their other violent crime and community revitalization efforts.

BJA may elect to fund applications submitted under this FY 2017 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Deadline

Applicants must register with [Grants.gov](https://www.grants.gov) prior to submitting an application. All applications are due by 11:59 p.m. eastern time on February 2, 2017.

To be considered timely, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant 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.

OJP encourages all applicants 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](mailto:support@grants.gov). The [Grants.gov](#) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline may email the NCJRS contact identified below **within 24 hours after the application deadline** to request approval to submit its 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-

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<sup>2</sup> Throughout this solicitation, "fiscal agent" and "applicant" are used interchangeably.

240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto: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 solicitation: BJA-2017-11263

Release date: December 7, 2016

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# Byrne Criminal Justice Innovation Program

## CFDA # 16.817

### A. Program Description

#### Overview

Healthy, vibrant communities are places that provide the opportunities, resources, and environment that children and adults need to maximize their life outcomes, including high-quality schools and cradle-to-career educational programs; high-quality and affordable housing; thriving commercial establishments; access to quality health care and health services; art and cultural amenities; parks and other recreational spaces; and the safety to take advantage of these opportunities. Unfortunately, millions of Americans live in distressed communities<sup>3</sup> where a combination of crime, poverty, unemployment, poor health, struggling schools, inadequate housing, and disinvestment keeps many residents from reaching their full potential. Further, research suggests that crime clustered in small areas, or crime “hot spots,” accounts for a disproportionate amount of crime and disorder in many communities. Research also reinforces that in some communities there are also a significant percentage of residents who are under criminal supervision or returning from correctional facilities, creating opportunities for community-based, proactive approaches for these residents that can prevent recidivism. The complexity of these issues has led to the emergence of comprehensive place-based and community-oriented initiatives that involve criminal justice and service providers from multiple sectors, as well as community representatives from all types of organizations, working together to reduce and prevent crime and to revitalize communities. This kind of longer term, community-driven approach is critical in communities where historic lack of resources and assistance can erode the confidence of residents in the ability of governments to solve these community challenges.

In many ways, community safety and crime prevention are prerequisites to the transformation of distressed communities, including the revitalization of civic engagement. Addressing community safety is the role of criminal justice agencies, the community, and its partners as a whole. To improve and revitalize communities, all relevant stakeholders should be included: law enforcement and criminal justice (such as prosecutors, defense, pretrial, corrections and reentry agencies), education, housing, city attorneys<sup>4</sup>, health and human services, community and faith-based nonprofits, local volunteers, residents, and businesses. Policymakers and their advisors are also critical partners in supporting these efforts to enhance relationships with residents to more effectively address local crime issues.

Given the significant needs and limited resources of some of these communities, local and tribal leaders need tools and information about crime trends in their jurisdiction and assistance in assessing, planning, and implementing the most effective use of criminal justice resources to

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<sup>3</sup> A distressed community or neighborhood is one with hot spots of high crime (overall or types of crime) combined with other key features that may affect a community’s capacity to deter crime including concentrated poverty, high unemployment, high levels of residents under criminal supervision, low performing schools, and limited infrastructure such as housing, social services, and business.

<sup>4</sup> City attorneys may assist with code enforcement and land nuisance issues.

address these issues. The criminal justice field has been creating new evidence-informed and evidence-based strategies designed to prevent and deter future crime in hot spots.

**Statutory Authority:** Any awards under this solicitation would be made under statutory authority provided by a full-year appropriations act for FY 2017. As of the writing of this solicitation, the Department of Justice is operating under a short-term “Continuing Resolution,” no full-year appropriation for the Department has been enacted for FY 2017.

## **Program-Specific Information**

### **Why focus on place-based crime strategies?**

While overall crime levels are at a 30-year low, some jurisdictions experience increases in overall crime or specific types of crime. In some urban places, for example, a disproportionate amount of all crime jurisdiction-wide occurs in “microplaces” (a city block or even smaller). In urban, rural, and tribal communities, small geographic areas can drive large proportions of calls for service and crime incidents (in urban areas, as much as 30 to 80 percent)<sup>5</sup>. Moreover, crime in these hot spots can be very stable over time, creating an opportunity to prevent crime by focusing on these locations.

Place-based initiatives can strengthen the capacity of residents and organizations so that they are able to implement comprehensive strategies to revitalize an entire neighborhood or community to create lasting change for its residents. In rural and tribal communities as well, place-based work brings critical capacity to places that often lack information and resources to advance their shared priorities. These efforts also create new opportunities for alignment across institutions and governments, including federal and local agencies, tribes, the private sector, and philanthropic and nonprofit organizations, as well as across issue areas including crime, housing, health, education, workforce development, transportation, and business.

### **Why focus on community-oriented crime strategies?**

A critical pillar of the BCJI Program is neighborhood empowerment. Community-oriented approaches build trust, facilitate a mutually beneficial exchange of knowledge and resources, enhance the community’s perception of the fairness and effectiveness of policies and interventions, and increase the willingness of the community and those in the criminal justice system to comply with the social mores in the community. Implementing these approaches without strong community collaboration will likely be unsuccessful and may overlook a community or neighborhood’s unique needs and challenges as well as the ability to develop and implement sustainable change. Community leaders and residents are often in the best position to motivate, implement, and sustain change over time; therefore, applications should be developed in close collaboration with community members to build community support for community needs as they evolve over time and indicate how community residents will be involved as full partners throughout the project.

### **How can research and data aid place-based crime strategies?**

The BCJI Program is part of BJA’s Smart Suite Programs. These programs invest in the development of practitioner-researcher partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and economical. This data-driven approach enables jurisdictions to understand the full nature and extent of the crime challenges they are facing and to target resources to the highest priorities. The Smart Suite Programs represent a

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<sup>5</sup> As noted above, the research in rural and tribal areas is limited and applications that seek to build this knowledge base are encouraged.

strategic approach that brings more “science” into criminal justice operations by leveraging innovative applications of analysis, technology, and evidence-informed practices with the goal of improving performance and effectiveness while containing costs. For more information about Smart Suite Programs and related resources, please see:

<https://www.bja.gov/CRPPE/SmartSuite>.

The last two decades have seen the development of new evidence-based, place-based strategies that target crime hot spots through enhanced law enforcement strategies and complementary approaches designed to address a community’s capacity to prevent and deter crime.<sup>6</sup> At the same time, community-oriented approaches such as Weed and Seed, community policing, community prosecution, and the National Initiative for Building Community Trust and Justice, have made collaboration with community residents and leaders a priority, building trust and information sharing, enhancing the perception of the community about the fairness and effectiveness of the interventions, and increasing the willingness of community residents to comply with informal social controls in the community.

### **What are some of the themes of how BCJI communities have used a multi-faceted approach?**

While each BCJI community is different in their approach, there are common themes faced and similar approaches used to address crime and safety issues. These issues include addressing violent and gun crime, as well as gang and drug activity; implementing strategies to engage youth (both prevention and education); examining physical conditions that contribute to crime, CPTED assessments and review of land use, code enforcement and nuisance laws; coordinating with development partners and businesses on redevelopment, jobs for residents and coordination with public housing management; supporting formerly incarcerated individuals and those under community supervision with individual and family support; and partnerships not only related to law enforcement and community but prosecutors, defense counsel, city attorneys and city auditors.

### **What is capacity and how does it fit within the BCJI approach?**

The BCJI approach assumes that responsibility for community safety and revitalization belongs to all stakeholders, including criminal justice, community members, service agencies, and government. Therefore, the overall strategy should include all key stakeholders in the problem-solving process in a meaningful way and there must be basic capacity to engage community-based partners, community leaders, and residents to collaborate in addressing the priority crime issue(s) identified.

### **How does BCJI fit within larger place-based and neighborhood revitalization efforts across federal agencies?**

The federal government funds numerous crime, affordable housing, health, cradle-to-career education, and community and economic development initiatives through an array of programs. Through coordinated federal support and alignment of efforts, several federal agencies offer a comprehensive range of programs to both build capacity and revitalize the nation’s most distressed communities to include the Departments of Education (ED), Justice, Health and Human Services (HHS), Housing and Urban Development (HUD), Agriculture (USDA), Interior, and Treasury.

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<sup>6</sup> Law enforcement strategies such as Hot Spots Policing, CeaseFire, Project Safe Neighborhoods, Drug Market Intervention, and Problem Oriented Policing have built on data-driven problem-solving combined with tactical enforcement to address high-risk offenders and crime. Some of these strategies have also employed community engagement efforts.

Due to similarities in geographic targets and the inextricable link between housing, education, health, economic development, and public safety, applicants should develop a plan to coordinate BCJI with other existing community and regional revitalization efforts that may be located in their community—such as ED’s Promise Neighborhoods,<sup>7</sup> HUD’s Choice Neighborhoods,<sup>8</sup> USDA’s Stronger Economies Together (SET) regions, and/or HHS’s Community Health Center<sup>9</sup> grants, Treasury’s Community Development Financial Institutions (CDFI)<sup>10</sup> funds, or a Promise Zone<sup>11</sup> designation—whenever these resources are directed to locations proposed to be targeted with a grant under this solicitation.

*For current and future Promise Zone designees and partner organizations, please reference the “What an Application Should Include” section item #9 (g) Additional Attachments for further guidance on the certification forms that needs completion.*

Applicants are also encouraged to go to the [BJA website](#) or the [OJP Diagnostic Center](#) for potential resources to support community safety goals, including grants and training and technical assistance (TTA).

Further, the [Building Neighborhood Capacity \(BNCP\) Resource Center](#) provides tools and templates designed to support community capacity building. It may be helpful to neighborhoods and practitioners engaging in a capacity building or community change effort specific to public safety and other neighborhood issues.

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

The goal of BCJI is to reduce crime, increase trust, and improve community safety as part of a comprehensive strategy to advance neighborhood revitalization. Through a broad cross-sector partnership team, including neighborhood residents, BCJI grantees target neighborhoods with hot spots of violent and serious crime and employ data-driven, cross-sector strategies to accomplish this goal.

The BCJI Program approach—and the TTA to support the model—is focused on four core objectives:

1. ***Place-based strategy: To better integrate crime control efforts with revitalization strategies***

Efforts to reduce crime are rooted in broader revitalization activities in recognition of the inextricable link between housing, education, health, economic development, and public safety. BCJI sites target a specific geographic area within a community with high levels of crime or types of crime in order to most effectively direct resources and to positively influence multiple social disorganization factors, such as concentration of high-risk residents, limited infrastructure, collective efficacy, and neighborhood physical conditions.

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<sup>7</sup> For more information, go to [www2.ed.gov/programs/promiseneighborhoods/index.html](http://www2.ed.gov/programs/promiseneighborhoods/index.html).

<sup>8</sup> For more information, go to [portal.hud.gov/hudportal/HUD?src=/program\\_offices/public\\_indian\\_housing/programs/ph/cn](http://portal.hud.gov/hudportal/HUD?src=/program_offices/public_indian_housing/programs/ph/cn).

<sup>9</sup> For more information, go to [www.bphc.hrsa.gov/about/index.html](http://www.bphc.hrsa.gov/about/index.html).

<sup>10</sup> For more information, go to [www.cdfifund.gov](http://www.cdfifund.gov).

<sup>11</sup> For more information, go to <https://www.hudexchange.info/promise-zones/>



2. ***Community Oriented: To increase community and resident engagement in shaping and sustaining crime prevention and revitalization efforts***

In BCJI, residents and neighbors are key to keeping communities safe. Increasing community engagement impacts the building of collective efficacy among neighbors and fosters trust between residents and the criminal justice system to enhance community safety in the long term. To catalyze and sustain change, there must be active involvement and leadership of neighborhood residents throughout the revitalization process. Understanding residents' views of neighborhood change is critical. Engaging in community-oriented strategies should be driven by local data and needs, and should address critical issues comprehensively. The fiscal agent should have established relationships in the community, demonstrate a daily presence in the community, and lead the community and resident engagement efforts.

3. ***Data driven: To improve the use of data and research to problem solve and guide program strategy***

Every BCJI site is working with a local researcher or research team to conduct a broad examination of crime drivers in hot spots and then consider appropriate evidence-based or innovative strategies to address these drivers. Local researcher-practitioner partnerships can help a community assess program implementation and intended program impacts as well as assess gaps in services, strategies, and partners.

As discussed throughout this solicitation BJA believes several core elements must be present for a successful BCJI initiative. BJA expects a commitment by the cross sector partnership to make organizational or operational changes necessary to sustain the strategies that are found to be successful in improving community safety, building trust, and revitalizing the neighborhood. Community residents should be engaged actively on the partnership team in using the data to set context and inform priority setting.

4. ***Partnerships and Capacity Building: To promote sustainable collaboration with cross-sector partners to tackle problems from multiple angles***

Developing the capabilities of a cross-sector partnership as well as the community should be a key strategy of organizations pursuing comprehensive revitalization.<sup>12</sup> Applicants should have a demonstrated commitment and capacity to form partnerships and work collaboratively, and should ensure community members have the right knowledge and skills to contribute meaningfully, even if they face ongoing challenges in their attempts to identify crime issues and develop a targeted strategy to address those issues.

Since 2012, BCJI has invested over \$43 million in over 60<sup>13</sup> jurisdictions around the country, supporting both planning and implementation efforts to reduce crime and improve community safety. These efforts are closely linked with neighborhood revitalization efforts to create, enhance, and sustain cross-sector partnerships. Most BCJI sites use these resources to address hot spots of violent crime, and issues that drive crime in those hot spots (such as problem properties, vacant and/or abandoned lots, and drug use.) The impact of these investments has manifested in a variety of ways.

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<sup>12</sup> As stated on page 7, *community capacity* is defined as the knowledge, skills, relationships, processes, and resources that neighborhood residents, partner organizations, and city-level stakeholders need to work together to achieve better results in public safety, education, housing, employment, and other key areas with the ability to mobilize collective action toward defined community goals. The *capacity of organizations and cross-sector partnerships* is the ability to bring residents and stakeholders together to exchange ideas, jointly plan, and collaborate in actions intended to increase safety and strengthen the community.

<sup>13</sup> Since 2012, BJA has made 70 BCJI awards, in 61 different cities.

As noted on page 6, BCJI sites are employing a set of strategies to address public safety and neighborhood revitalization. Common strategies employed across sites include, but are not limited to:

- Violence reduction and addressing gang related activity.
- Tools to examine and address physical conditions and quality of life issues that drive crime (CPTED assessments, land use, code enforcement, and nuisance laws).
- Collaboration and coordination with community and economic development partners.
- Positive youth engagement and youth-related crime.
- Building social cohesion and improving collective efficacy among neighborhood partners and residents.
- Active resident and community involvement to build trust between partners and to support both problem identification and solution development.

To ensure effectiveness in achieving program goals and objectives, BCJI applicants must agree to work closely with BJA and BJA's competitively selected TTA partner (currently the [Local Initiatives Support Corporation](#)) to participate in information sharing sessions, facilitate peer-to-peer exchanges of information, and administer subject matter expertise that is relevant to BCJI neighborhood efforts. BJA anticipates that BCJI sites will be able to leverage TTA resources from other BJA TTA providers (e.g., the National Legal Aid and Defender Association, which provides webinars and tools related to community-oriented defense).

The BCJI TTA partner provides various templates and guidance to assist BCJI sites with achieving grant planning and implementation efforts and creating sustainability plans. Specific guidance on project deliverables, implementation plans, suggested project milestones, and sample work plans is available [here](#).

To view and read more examples of BCJI site [results](#), current planning and implementation activities, and other examples of promising and evidence-driven strategies of the BCJI community, please visit the BCJI website: <http://www.lisc.org/bcji>.

To receive the BCJI e-newsletter, email [csi@lisc.org](mailto:csi@lisc.org), with 'BCJI newsletter signup' in the subject line, for BCJI announcements and news.

For additional documents highlighting the BCJI Program:

[BCJI Fact Sheet](#)

[BCJI Spring 2015 Update \(highlighting FY 2012 grantees\)](#)

[BCJI Summer 2016 Update \(September 2016\)](#)

[LISC Blog Post on BCJI and Community Safety](#)

[LISC Blog Post on Four Core BCJI Elements and Site Examples](#)

The Goals, Objectives, and Deliverables are directly related to the performance measures set out in the table in [Section D. Application and Submission Information](#), under "Program Narrative."

## **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 [CrimeSolutions.gov](http://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 solicits applications in two categories: 1) Implementation only and 2) Planning and Implementation. Under Category 1, BJA estimates that it will make up to four awards of up to \$850,000 each for up to a 24-month period of performance, beginning October 1, 2017. Under Category 2, BJA estimates that it will make up to eight awards of up to \$1,000,000 each for up to a 36-month period of performance, beginning October 1, 2017.

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

In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, stated capacity of fiscal agent to lead and accomplish BCJI goals and objectives,<sup>14</sup> types of crime addressed, underserved populations, geographic diversity, strategic priorities including Promise Zones designations, NRI<sup>15</sup>), sustainability, past performance, and available funding.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through supplemental awards. In making decisions regarding supplemental awards, OJP will consider, among other factors, the availability of appropriations, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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<sup>14</sup> See list of requirements for fiscal agent on page 12.

<sup>15</sup> See page 8 for a discussion of these programs and links to federal program websites.

BJA will select applicants that demonstrate ability and commitment to:

- Lead a broad cross-sector partnership team that must include law enforcement, other criminal justice partners, neighborhood residents, a local research partner or research team<sup>16</sup>, and relevant community stakeholders.
- Target communities with a concentration of chronic hot spots of violent and serious crime.
- Address crime issue(s) that must represent a significant proportion of crime or type of crime within the larger community or jurisdiction.
- Employ a range of data-driven, cross-sector strategies (enforcement, prevention, and intervention) to reduce crime and violence and improve community trust.

To achieve BCJI Program goals and objectives, the **fiscal agent** plays a critical role in the successful management of a BCJI grant award.

The **fiscal agent must** commit to accomplishing the following:

- 1) Ensure meaningful engagement of residents and other partners in the planning and/or implementation of a comprehensive and coordinated strategic plan.
- 2) Demonstrate commitment and a clear history of partners, including the local law enforcement agency and a research partner or team, to support the data collection and analysis throughout the life of the grant.<sup>17</sup>
- 3) Demonstrate ability to hire and support a skilled lead site coordinator (preferably full-time) who will oversee and facilitate coordination and collaboration among criminal justice and service providers. Applicants should consider the timeframe needed and ability of the fiscal agent to hire and onboard the site coordinator, as this is a crucial function that will help to facilitate and maintain the BCJI project tasks and timeline.
- 4) Facilitate, as appropriate, collaboration with relevant local, state, or federal initiatives (e.g., National Forum on Youth Violence Prevention, Project Safe Neighborhoods, Promise Zones, National Initiative for Building Community Trust and Justice, anti-gang programs, or other neighborhood revitalization programs) located in, adjacent, or overlapping the jurisdiction that addresses issues that relate to the crime issues identified.
- 5) Support the planning and sustainment of the program through proactive program management tied to rigorous research and data analysis, program assessment, and leveraging other funding and resources.

To assist with completion of **all** deliverables described below, grantees will receive intensive technical assistance from the BCJI TTA provider and will be required to complete and participate in any needs assessment processes, development of logic models or work plans, and/or planning tools, provided by the BJA TTA provider. These activities will guide each grantee in developing a set of comprehensive strategies that incorporate resident input and evidence-based or data-driven programs, policies, and practices.

**Category 1: Implementation Grant (NOTE: eligibility limited to previous BCJI Planning grantees) Competition ID: BJA-2017-11280**

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<sup>16</sup> Both BJA Smart Suite TTA and the BCJI TTA partner will provide existing and new BCJI grantees with tools, trainings, and resources that define researcher roles and responsibilities and demonstrate the value of these partnerships.

<sup>17</sup> Please see page 32 for a description of the research partner requirements.

BJA estimates that it will make up to four awards of up to \$850,000 each for up to a 24-month project period, beginning on October 1, 2017.

As noted in the [FY 2015 BCJI solicitation](#), “in future years, depending upon the availability of funding, BJA may include specific eligibility requirements for different categories. For example, if funding is available, a future solicitation may include an Implementation category to which eligible applicants may only be previous recipients of a BCJI Planning grant.”

Previous BCJI Planning grantees received funds to *design* and *complete* a strategic, collaborative, and community-oriented plan to reduce crime in a target neighborhood or community. These grantees were required to produce two deliverables:

- *A comprehensive plan to reduce crime in the identified neighborhood or community.* The plan is a narrative report that includes the analysis and methodology findings, in addition to a plan articulating a range of strategies that the BCJI cross-sector partners plan to implement. This plan is submitted to BJA as part of the official grant file.
- *Completion of an early action project (required of FY15 Planning grantees).* An early action project can be any activity that helps to build confidence among community members and other partners in the BCJI process and that illustrates the kind of neighborhood or community improvements that could be achieved through the BCJI process and beyond.

Previous BCJI Planning grantees received technical assistance from the BCJI TTA provider to complete the above deliverables.

Applicants should view the BCJI [Implementation Guide](#) for more specific and detailed guidance on suggested project milestones and timelines to assist grantees with conducting implementation activities.

Applicants will use implementation funds to:

- Convene regular, ongoing meetings with cross-sector partners and the management team.
- Share regular input/discussions with the research partner and assess program implementation.
- Build the capacity of residents and the cross-sector management team to continue to coordinate research and ongoing program assessment.
- Implement, modify, and evaluate strategies, as appropriate.
- Identify and develop a sustainability strategy for longer term implementation of BCJI Program core principles, including the active role of neighborhood residents.

#### Category 1 Implementation Deliverables:

- *Submit, review, and finalize BCJI Implementation plan.*  
Applicants must submit their Implementation plan as part of this application (see Additional Attachments 9(f)). For those successful applicants that receive an Implementation award BJA, the BJA TTA provider, and relevant subject matter experts will review the submitted plan and provide written feedback to the grantee within three months of receiving the Implementation award.

This review is to ensure that the core elements and partners of BCJI are in place; that appropriate data has been collected; and that there is a strong research or evidence base for proposed place-based strategies or interventions.

After feedback has been received, Implementation grantees must provide BJA with a short memorandum or summary if the feedback resulted in any changes to the original Implementation plan (e.g., the review resulted in prioritizing certain hot spots, or a review of new set of data, or the inclusion of community or resident input).

- *Submit final signed research partner (or team) Memorandum of Agreement.*  
As described on page 33, if the application is selected to receive a grant award, the fiscal agent must submit to BJA a Memorandum of Agreement (MOA) that outlines specific roles, responsibilities, and expectations of the research partner/team. For BCJI Planning grantees, this MOA may be renewed or may be revised to reflect any changes to this partnership.
- *Produce a final written summary report that outlines the collaborative process undertaken and describes results and lessons learned.*  
Separate from the Implementation plan, Category 1 grantees must produce a final written summary report outlining the project's goals, challenges, outcomes and achievements. The purpose of this report is to share findings and lessons learned with the broader criminal justice and community development fields. While there may be limited support from the BJA TTA provider to assist sites with completion of these reports, applicants should describe how they plan to prepare and produce this report regardless of TTA support.

### **Special Withholding Condition for Category 1 Implementation Awards**

Implementation plans must be approved by BJA in writing (in consultation with the TTA provider), in order for the grantees to begin their implementation phase and gain access<sup>18</sup> to the grant funds. Grantees will have the opportunity to provide additional feedback, clarification, and data regarding their Implementation plans, if requested by BJA and/or the TTA provider.

During review of the Implementation plan, grantees will have an opportunity to address any issues or concerns in the revised implementation strategy. In this strategy, grantees must ensure that the core elements of BCJI are in place; that they have collected appropriate data; and that there is a strong research or evidence base for proposed place-based programs or interventions.

### **Category 2: Planning and Implementation Grant (open to any eligible applicant)**

#### **Competition ID: BJA-2017-11281**

BJA estimates that it will make up to eight awards of up to \$1,000,000 each for up to a 36-month project period, beginning on October 1, 2017.

Applicants will *complete* a new strategic, collaborative, and community-oriented plan to reduce crime in a target neighborhood and then *begin* implementation of the plan during the project period. Applicants should view the BCJI [Planning and Implementation Guide](#) for more specific

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<sup>18</sup> Funds are held via a special condition in the award. Once BJA approves the Implementation plan in writing, a Grant Adjustment Notice (GAN) will be processed in GMS to formally release the grant funds.

and detailed guidance on suggested project milestones and timelines to assist grantees with conducting planning activities and preparing their Implementation plans.

Allotting time to convene all cross-sector partners, collect and analyze a broad range of data, and obtain resident input is critical to the BCJI Program. Therefore, the planning phase *must* last a minimum of 9 to 12 months.

Applicants will use Planning and Implementation funds to:

1. Engage in a required 9 to 12-month planning phase to:
  - Pursue community partnerships and leadership that ensures the community is active in the process. To have a fully functioning community partnership, time is needed to fully engage all residents and community partners, build trust and seek data and input in the planning phase. Applicants should focus on building strong community engagement strategies and innovative approaches to collecting resident input and context during the planning phase.
  - Identify, verify, and prioritize crime hot spots within the identified neighborhood.
  - Work with cross-sector management team and law enforcement partners to develop a strategy, drawing on a continuum of approaches to address crime drivers.
  - Complete an early action project.
  - Collaborate regularly with local law enforcement, a research partner, and the community to conduct analysis of crime drivers and an assessment of needs and available resources.
  - Develop a comprehensive implementation plan to reduce crime that includes the analysis, methodology findings, and a plan that articulates the range of strategies that the BCJI cross-sector partners plan to pursue.
2. Upon completion of the planning phase, engage in an implementation phase to:
  - Convene regular, ongoing meetings with cross-sector partners and the management team.
  - Share regular input/discussions with the research partner and assess program implementation.
  - Build the capacity of residents and the cross-sector management team to continue to coordinate research and ongoing program assessment.
  - Implement, modify, and evaluate strategies, as appropriate.
  - Identify and develop a sustainability strategy for longer term implementation of BCJI Program core principles, including the active role of neighborhood residents.

#### Category 2 Planning and Implementation Deliverables:

- *Completion of an early action project.* An early action project can be any activity that helps to build confidence among community members and other partners in the BCJI process and that illustrates the kind of neighborhood or community improvements that could be achieved through the BCJI process and beyond.

For examples of early action projects see:

- [BNCP Practice Brief: Learn By Doing in Action](#) (Fresno, CA)
- [BNCP Toolkit: Learn By Doing Project](#)

- *Submission of final signed research partner (or team) Memorandum of Agreement.*  
As described on page 32, if the application is selected to receive a grant award, the fiscal agent must submit to BJA an MOA that outlines specific roles, responsibilities, and expectations of the research partner/team.
- *Submission of comprehensive Implementation plan to BJA TTA provider and BJA.*  
As previously described, at the completion of the planning phase, Category 2 grantees must submit an Implementation plan for approval to BJA. The process for submitting this plan is described below and through guidance from the BJA TTA provider [here](#).
- *Produce a final written summary report that outlines the collaborative process undertaken and describes results and lessons learned.*  
Separate from the Implementation plan, Category 1 grantees must produce a final written summary report outlining the project's goals, challenges, outcomes and achievements; the purpose of this report is to share findings and lessons learned with the broader criminal justice and community development fields. While there may be limited support from the BJA TTA provider to assist sites with the completion of these reports, applicants should describe how they plan to prepare and produce this report regardless of TTA support.

### **Special Withholding Condition for Category 2 Planning and Implementation Awards ONLY**

During the planning phase, Planning and Implementation grantees will only have access to funds of up to \$150,000 of the total award for planning activities.

Implementation plans must be approved by BJA in writing (in consultation with the TTA provider), in order for the grantees to begin their implementation phase and gain access<sup>19</sup> to the remainder of grant funds. Grantees will have the opportunity to provide additional feedback, clarification, and data regarding their implementation plans, if requested by BJA and/or the TTA provider. However, applicants should be aware that it is possible that, after a reasonable exchange of information and feedback occurs, an implementation plan may not receive BJA approval, and grantees therefore may not receive access to the remaining grant funds for implementation or an extension of their grant award.

During review of the Implementation plan, grantees will have an opportunity to address any issues or concerns in the revised implementation strategy. In this strategy, grantees must ensure that the core elements of BCJI are in place; that they have collected appropriate data; and that there is a strong research or evidence base for proposed place-based programs or interventions.

### **National Institute of Justice Program Assessment**

In partnership with BJA, in FY 2016, the National Institute of Justice awarded a [cooperative agreement](#) to conduct an initial assessment of the overall BCJI Program and select BCJI sites (from a pool of all active BCJI grantees in past fiscal years). This assessment will include no less than 15 funded sites (from FY 2012 to FY 2016), with a combination of sites in various stages of implementation. Sites are selected in collaboration with the evaluator, NIJ, and BJA.

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<sup>19</sup> Funds are held via a special condition in the award. Once BJA approves the Implementation plan in writing, a Grant Adjustment Notice (GAN) will be processed in GMS to formally release the grant funds.



The objectives of the assessment include:

1. Studying the overall BCJI Program goals, objectives, design, operation, and history.
2. Observing the program in action to assess operations and model fidelity.
3. Determining the program's current efforts and capacity for data collection, data management, and analysis.
4. Identifying key indicators of outcomes that go beyond crime reduction and community safety.
5. Assessing the likelihood that BCJI sites are achieving stated goals and objectives.

By participating in this preliminary evaluation, local sites and partners have an opportunity to participate in an effort to build new evidence in a critical area and to show the effectiveness of local strategies and the BCJI Program.

Applicants to the FY17 BCJI Solicitation should anticipate requirements to participate in any future national evaluation efforts as a recipient of this grant program.

### **Type of Award**

BJA expects that any award under this solicitation will be made in the form of a grant. See [Administrative, National Policy, and Other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>20</sup>) must, as described in the Part 200 Uniform Requirements<sup>21</sup> as 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.

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<sup>20</sup> For purposes of this solicitation, the phrase "pass-through entity" includes any recipient or subrecipient that provides a subaward ("subgrant") to a subrecipient ("subgrantee") to carry out part of the funded award or program.

<sup>21</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

- (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.

To help ensure that applicants understand applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available [here](#).

## **Budget Information**

### **Cost Sharing or Match Requirement**

This solicitation does not require a match. However, if a successful application proposes a voluntary match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

### **Pre-Agreement Costs (also known as Pre-award Costs)**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal 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. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the [DOJ Grants 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the recipient at a rate that exceeds 110% 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.<sup>22</sup> The 2017 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. (Non-federal funds used for any such additional

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<sup>22</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation 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, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the budget narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address—in the context of the work the individual would do under the award—the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

[www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://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, as well as some conference-, meeting-, and training- costs for grant recipients; and (3) set cost limits, which include 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 "Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards" in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

For eligibility information, see title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## D. Application and Submission Information

### What an Application Should Include

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. **For this solicitation, BJA has designated the following application elements as critical: Program Abstract, Program Narrative, Budget Detail Worksheet, Budget Narrative, a memorandum outlining the cross-sector partnership, and MOUs/Letters of Support and Implementation Plan (for Category 1 applicants).** An applicant 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](#) (below) 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).

To avoid processing delays, applicants must include an accurate legal name on their SF-424. Current OJP award recipients, when completing the field for “Legal Name” should use the same legal name that appears on the prior year award document, which is also the legal name stored in OJP’s financial system. On the SF-424, enter the Legal Name in box 5 and Employer Identification Number (EIN) in box 6 exactly as it appears on the prior year award document. Applicants with current awards must ensure that their GMS profile is current. If it isn't they should submit a Grant Adjustment Notice updating the information on their GMS profile prior to applying under this solicitation.

New applicants should enter the Official Legal Name and address of the applicant entity in box 5 and the EIN in box 6 of the SF-424. Applicants must attach official legal documents to

their applications (e.g., articles of incorporation, 501C3, etc.) to confirm the legal name, address, and EIN entered into the SF-424.

**Intergovernmental Review:** This solicitation ("funding opportunity") **is not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by selecting the response that the "Program is not covered by E.O. 12372.")

## 2. Project Abstract

Applicants must provide an abstract identifying the applicant's name and project title. The abstract **must** include:

1. Identification of the target neighborhood/neighborhood boundaries, population of the target area **and** ZIP code(s).
2. Identification of whether the target neighborhood receives funding from any federal investments that occur, serve, or overlap the target neighborhood, such as other DOJ federal grant programs including any of the [BJA Smart Suite Programs](#), Community Based Violence Prevention Program, Department of Education's Promise Neighborhood; Department of Housing and Urban Development's Choice Neighborhood; a recipient of Department of Health and Human Services' Community Health Center grant; or a recipient of the Department of the Treasury's Community Development Financial Institution (CDFI) funds. If the applicant is a Promise Zone designee or Promise Zone partner organization, a certification form is required (please see Additional Attachments for further details).
3. The name of the research partner(s) and institution.
4. The name of the fiscal agent.
5. Indication of whether a project coordinator is already in place or a project coordinator will be hired. Please note the name of the entity under which this position will be managed.
6. Summary of project goals and objectives.
7. Other resources identified that will support the BCJI efforts.<sup>23</sup>

The abstract can be single-spaced, using a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed three pages.

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

As a separate attachment, the project abstract will **not** count against the page limit for the program narrative.

**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. Applicants should include a statement in the Project Abstract that grants permission to BJA to share publicly the abstract as noted above. Granting (or failing to grant) this permission will not affect OJP's funding decisions. Moreover, if the application is not funded, providing permission will not

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<sup>23</sup> Do not include these items in the budget. The purpose is to show support, but it will not be tracked as a match.

ensure that OJP will share the abstract information, nor will it assure 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 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. Number pages “1 of 20,” “2 of 20” 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<sup>24</sup>:

- 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

OJP will require each successful applicant to submit specific performance measures data as part of its reporting under the award (see “[General Information about Post-Federal Award Reporting Requirements](#)” in [Section F. Federal Award Administration Information](#)). The performance measures correlate to the goals, objectives, and deliverables identified under “Goals, Objective, and Deliverables” in [Section A. Program Description](#).

The application should describe the applicant's plan for collection of all of the performance measures data listed in the table below under “Data Recipient Provides,” should it receive funding.

#### **Note on Project Evaluations**

An applicant that proposes to use award funds 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.” Each applicant should provide sufficient information for OJP to

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<sup>24</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see “Budget and Associated Documentation” under [Section D. Application and Submission Information](#).

determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 (“Protection of Human Subjects”).

Research, for purposes of human subjects protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the “[Requirements related to Research](#)” web page of the “Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017,” available through the [OJP Funding Resource Center](#). Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

#### **4. Budget and Associated Documentation**

##### **a. Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf](http://www.ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf). An applicant that submits its budget in a different format should use the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should break out costs by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at [DOJ Grants Financial Guide](#).

##### **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).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award 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 budget narrative should be mathematically sound and correspond clearly 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 those costs are necessary 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 describe costs by year.

Budget for travel to grantee meetings (ALL applicants):

- Applicants must budget funding to travel to DOJ-sponsored BCJI training meetings. Applicants should estimate the costs of travel and accommodations for up to three personnel to attend at least three meetings, two regional and one in Washington, D.C., during the life of the grant<sup>25</sup>. Approval from BJA is required prior to any use of travel funds outside of DOJ-sponsored BCJI training meetings.

**For Category 2 Planning and Implementation ONLY:**

- **Budget for early action projects:**  
Applicants should budget up to \$15,000 for an early action project (as defined on page 15) during their planning phase.
- **Budget for planning phase activities:**  
As described on page 16, Implementation awardees will only have access to up to \$150,000 for planning phase activities (minimum of 9 to 12 months) and must budget accordingly. Of this, at least one-third and ideally as much as one-half will be committed to the initial data analysis, problem assessment, and identification of data-driven, evidence-based practices, or innovative approaches as suggested by the research partner. The overall budget must also include costs for the ongoing research partner role throughout the entire grant period.

**c. Information on Proposed Subawards (if any), as well as on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make "subawards." Applicants also may propose to enter into procurement "contracts" under the award.

Whether—for purposes of federal grants administrative requirements—a particular agreement between a recipient and a third party will be considered a "subaward" or instead considered a procurement "contract" under the award is determined by federal rules and applicable OJP guidance. It is an important distinction, in part because the federal administrative rules and requirements that apply to "subawards" and to procurement "contracts" under awards differ markedly.

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a subaward for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for

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<sup>25</sup> Exact meeting locations are subject to change but applicants may use Washington, D.C., and a large city anywhere in their region to create the estimated budget for travel to these meetings.



purposes of federal grants administrative requirements—is a “subaward” or is instead a procurement “contract” under an award.

Additional guidance on the circumstances under which (for purposes of federal grants administrative requirements) an agreement constitutes a subaward as opposed to a procurement contract under an award, is available (along with other resources) on the [OJP Part 200 Uniform Requirements](#) web page.

## **1. Information on proposed subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the application as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not sufficiently described and justified in the application as approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should: (1) identify (if known) the proposed subrecipient(s), (2) describe in detail what each subrecipient will do to carry out the federal award and federal program, and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and budget narrative.

## **2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$150,000)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and budget narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement “contracts” under awards will be entered into on the basis of full and open competition. If a proposed procurement contract would exceed the simplified acquisition threshold—currently, \$150,000—a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement.

An applicant that (at the time of its application) intends—without competition—to enter into a procurement “contract” that would exceed \$150,000 should include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition. Various considerations that may be pertinent to the justification are outlined in the [DOJ Grants Financial Guide](#).

**d. Pre-Agreement Costs**

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

**5. Indirect Cost Rate Agreement (if applicable)**

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (that is, unexpired), federally-approved indirect cost rate; or
- (b) The recipient 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).

An applicant with a current (that is, unexpired) federally-approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally-approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the OCFO Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both (1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally-negotiated indirect cost rate is in place. (No entity that ever has had a federally-approved negotiated indirect cost rate is eligible to use the “de minimis” rate.)

**6. Tribal Authorizing Resolution (if applicable)**

A tribe, tribal organization, or third party that proposes to provide direct services or assistance to residents on tribal lands should include in its application a resolution, letter, affidavit, or other documentation, as appropriate, that demonstrates (as a legal matter) that the applicant has the requisite authorization from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for an award 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 award. 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.

## **7. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high-risk status)**

**Every** applicant (other than an individual applying in his/her personal capacity) is to download, complete, and submit the [OJP Financial Management and System of Internal Controls Questionnaire](#) as part of its application.

Among other things, the form requires each applicant to disclose whether it currently is designated “high risk” by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant’s past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk.
- The date the applicant was designated high risk.
- The high-risk point of contact at that federal awarding agency (name, phone number, and email address).
- The reasons for the high-risk status, as set out by the federal awarding agency.

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered “high-risk” by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

## **8. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL). An applicant that does not expend any funds for lobbying activities is to enter “N/A” in the text boxes for item 10 (“a. Name and Address of Lobbying Registrant” and “b. Individuals Performing Services”).

## **9. Additional Attachments**

### **a. Applicant Disclosure of Pending Applications**

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally-funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also

applications for subawards of federal funds (e.g., applications to State agencies that will subaward (“subgrant”) 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.

Each applicant that has one or more pending applications as described above is 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 federal or State funding agency.

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State 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

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally-funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

**b. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and

integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below.

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
  - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest – whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients) – that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified – including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients – that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are 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 would not be given an award 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), because the organization in such an instance might 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, each applicant is to address 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 actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the

applicant should provide a brief narrative explanation of how and why it reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant must provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

### **c. Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (in the "OJP Financial Management and System of Internal Controls Questionnaire" mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to

establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the Internal Revenue Service for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

#### **d. Memoranda of Understanding (MOUs), Letters of Support, and Memorandum outlining cross-sector partnership**

Each applicant must submit, as part of its application, a Memorandum of Understanding (MOU), signed by each individual, organization, or agency listed below (1-3). For sample MOUs, please visit [www.lisc.org/BCJI](http://www.lisc.org/BCJI).

##### MOUs

As relevant and applicable to your applicant category, each MOU must:

- Describe each partner's financial and programmatic commitment.
- Describe how each partner's existing vision and current activities align with those of the BCJI cross-sector partnership.

- Demonstrate a commitment to provide crime and arrest data needed to complete the crime analysis described in this solicitation, in addition to specific staff that will oversee this effort.

MOUs must include, at a minimum, the following individuals/organizations:

1. Fiscal agent.
2. Local law enforcement agency.
3. One cross-sector partner.

#### Letters of Support

Applicants should provide Letters of Support from criminal justice partners, community leaders (as defined by the local jurisdiction), and any other key members of the cross-sector partnership team or other entities that will be key partners in the BCJI strategy.

#### Cross-Sector Partnership Memorandum

Applicants should provide a brief memorandum that discusses the cross-sector partnership, including:

- History of the partnership (new or pre-existing).
- A list of key partners and leadership.
- A list of those who will oversee the required BCJI elements including research, data collection and analysis; planning and strategy development; community engagement; and law enforcement.
- The management structure and proposed staffing to implement the project and describe their roles and responsibilities including decisionmaking as well as those of any co-applicants or partners, if applicable.

### **e. Research Partnership: Letter of Participation**

#### Qualifications, Expertise, and Letter of Participation

The Research Partner (RP) or Research Team (RT) should provide a brief biographical statement about their qualifications in conducting field research. At a minimum, the letter should include the following: highest degree earned, year, and institution; years of experience in conducting research and evaluation (specifically as it relates to criminal justice and neighborhood revitalization topics); and a list of no more than three publications relevant to policing and/or evaluation. The RP or RT should demonstrate knowledge of community-oriented, place-based crime strategies and evaluation methods, and describe any history of a relationship or familiarity with the police agency (i.e., have they worked with the fiscal agent and/or police agency in the past or is this a new endeavor). For rural or tribal areas, it may be more appropriate for the RP or RT to describe expertise specific to the issues and needs of the targeted community.

Additionally, the RP or RT should indicate their capacity to assist the police agency with data collection issues and analysis. The letter should include a brief paragraph about the research methods that will be used for the project.

#### Memorandum of Agreement

If the application is selected to receive a grant award, the fiscal agent, police agency (if not the fiscal agent), and the RP or RT will be asked to include a Memorandum of Agreement (MOA) that outlines specific roles, responsibilities, and expectations. The



MOA should be signed by the RP or RT and the designated officials within the fiscal agent and police department (if they are separate agencies).

**f. BCJI Implementation Plan, for Category One Applicants Only**

As described on page 13, Category 1 applicants must submit their Implementation plan (completed as part of their BCJI Planning grant) as part of the grant application.

**g. Promise Zones Certification [Form](#), if applicable.**

As a participant in the Administration's Promise Zone Initiative, HUD is cooperating with the Department of Agriculture and 18 other federal agencies to support comprehensive revitalization efforts in 20 of the highest poverty urban, rural, and tribal communities across the country. Applicants that submit a certification ([HUD Form 50153](#)) signed by an authorized representative of the lead organization of a Promise Zone designated by HUD or the Department of Agriculture supporting the application are eligible for priority consideration. To view the list of designated Promise Zones and lead organizations, please go to [www.hud.gov/promisezones](http://www.hud.gov/promisezones).

**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](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on 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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant 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.

OJP 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 that all required documents are attached in either Grants.gov category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in the file names of attachments. Valid file names may include only the characters shown in the table below. Grants.gov rejects any application that includes an attachment(s) with

a file name that contains any characters not shown in the table below. Grants.gov forwards successfully submitted applications to the OJP Grants Management System (GMS).

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 ( . )	<b>Applicants must use the “&amp;” format in place of the ampersand (&amp;) when using XML format for documents.</b>		

**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:

Every applicant entity must comply with all applicable System for Award Management (SAM) and unique entity identifier (currently, a Data Universal Numbering System ["DUNS"] number) requirements. If an applicant entity has not fully complied with applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

An individual who wishes to apply in his/her personal capacity should search Grants.gov for funding opportunities for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. (An applicant applying as an individual must comply with all applicable Grants.gov individual registration requirements.)

Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password for Grants.gov. (An applicant applying as an individual should complete all steps except 1, 2, and 4.)

- 1. Acquire a unique entity identifier (currently, a DUNS number).** In general, the Office of Management and Budget requires every applicant for a federal award (other than an individual) to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. This unique entity identifier is used for tracking purposes and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. An applicant must be registered in SAM to successfully register in Grants.gov. Each applicant must **update or renew its SAM registration at least annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

An application 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 as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://www.sam.gov).

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to [www.grants.gov/web/grants/register.html](http://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 ("CFDA") number for this solicitation is 16.817, titled "Byrne Criminal Justice Innovation Program," and the funding opportunity number is BJA-2017-11263.
- 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. For Category 1 Implementation Grant, Competition ID is BJA-2017-11280. For Category 2 Planning and Implementation Grant, Competition ID is BJA-2017-11281.
- 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. The second will state whether the application has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:**

OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time, February 2, 2017.

Click [here](#) for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

**Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

**Experiencing Unforeseen Grants.gov Technical Issues**

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline may 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. The applicant may email the BJA contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are 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, such as issues with firewalls or browser incompatibility.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP [Funding Resource Center](#) web page.**

## **E. Application Review Information**

### **Review Criteria**

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

**1. Statement of the Problem (20%)**

All applicants should explain the jurisdictions' limitations on funding the program adequately without federal assistance.

a. Describe the history of the neighborhood including neighborhood assets, challenges, and any experiences that have restricted or limited opportunities for community and economic development. Describe any issues of trust or mistrust of residents and their ability to identify and address overall neighborhood improvement. Describe the nature and scope of crime in the targeted community, including the number and location of the specific city blocks or other hot spots where a large proportion of crime or types of crime occur, as compared with crime rates in the overall jurisdiction. Provide any local/state data and a trend analysis **for the specific target area** (including data, Uniform Crime Reporting (UCR), calls for service, and survey results from target area residents) to support the discussion. Provide additional information about what is causing the crime to occur in the crime hot spots (e.g. the crime drivers).

b. Describe the geographic boundaries of the targeted neighborhood or community, the ZIP code, as well as the population size and demographic make-up of the population of both the overall jurisdiction and the targeted neighborhood where the BCJI strategy is proposed.

*Category 1: Implementation Applicants Only*

c. Discuss any notable findings from your Planning Phase activities – are you proposing a new or different hot spot or target area, and if so, why? If applicable, describe any changes to neighborhood conditions or availability of resources.

**2. Project Design and Implementation (40%)**

**a. Goals and Objectives.**

*Category 1: Implementation*

Provide a summary of the major goals and strategies laid out in your Implementation plan (required as part of this application).

*Category 2: Planning and Implementation*

Identify the program goals and describe the “future vision” for the target neighborhood/community, specifically describing how this vision will address the problems and unmet needs identified in the Statement of the Problem. For each goal, identify the major objectives that are precise and measurable and identify strategies, programs, and policies to achieve the goals.

If applicable, describe the strategy (or proposed strategy) to address the specific crime problem(s) identified by building a continuum of solutions that can include enforcement, prevention, intervention, and treatment strategies. Describe how the goals and

objectives support meaningful resident involvement, in a manner that fosters trust and builds capacity of partners to sustain a long-term collaborative approach.

The project design and strategy should conform to the BCJI core program elements and should target the reduction and prevention of crime in the identified crime hot spots. The continuum of solutions must be based on the best available research and evidence-based policies and practices, where available, and can propose to employ research findings in a new way or to a new target population.<sup>26</sup> Where there are gaps in knowledge, the applicant should incorporate data and innovation to develop new or revised strategies.

- b. Planning and Research Partner (RP) or Research Team (RT) Role.** Describe how the planning phase will be used to reach critical planning milestones; BCJI grantees will be guided through this phase with the BJA TTA provider's Planning and Implementation guide. Examples of such milestones may include community and resident engagement, regular meetings with the research partner, data collection and analysis, building partnership and collaboration infrastructure, and identification of crime reduction strategies budget revisions.

*Category 1: Implementation*

- Describe the RP or RT roles and responsibilities throughout the Implementation phase. Describe how the RP or RT will assist the applicant with program assessment, program/strategy fidelity, and ongoing feedback on overall program goals. At a minimum, the research partner should assist in problem description and definition; participate in solution development; provide ongoing analysis, monitoring, and assessment of the solution(s) impact; and assist with the production of the final summary report.

*Category 2: Planning and Implementation*

- Describe specifically how the project will accomplish expected outcomes by providing the goals, objectives, and performance measures applicable to the project. Include a comprehensive timeline that identifies milestones, numerically lists deliverables, and identifies who is responsible for each activity (Time and Task Plan attachment). Describe the theory of change or plan to develop a logic model for the intervention.
- Describe the RP or RT roles and responsibilities throughout the entirety of the BCJI grant. At a minimum, the RP should assist in problem description and definition; participate in solution development; provide ongoing analysis, monitoring, and assessment of the solution(s) impact; and assist with the production of the final summary report.
- Describe and provide evidence of the types and quality of data sources available to the cross-sector partnership to conduct appropriate analysis. For example: Access to multiple sources of data across partner agencies specific to the identified problem(s).

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<sup>26</sup> Resources on evidence-based programs and practices are available at [www.bja.gov/evaluation/evidence-based.htm](http://www.bja.gov/evaluation/evidence-based.htm), [Crimesolutions.gov](http://Crimesolutions.gov), and [www.bja.gov/crpe/smartsuite](http://www.bja.gov/crpe/smartsuite)

Does the fiscal agent or other partners have the ability to integrate data from different sources?

- c. Resident Engagement and Community Capacity.** As relevant to the Category (Implementation or Planning/Implementation), describe activities to build neighborhood resident capacity to participate in data-driven problem analysis, identifying priorities, and selecting a range of response strategies for Implementation. Discuss how communication with policy makers will occur related to neighborhood safety priorities. Describe plans to build the necessary infrastructure for effective community and resident partnerships.
- d. Implementation Strategies and Activities.** With the required Planning phase in mind, describe the initial plan to implement the BCJI strategy, identifying the specific strategies and their activities that will be conducted to achieve proposed project goals and objectives.

Each strategy should fall within one of the following categories. See the definition of “evidence” on page 11 and “research” on page 23.

- **Evidence-Based or Evidence-Informed Policies and Practices:** Describe each evidence-based policy or practice to be employed and how it responds to the issue or need as a place-based strategy and/or with the target population.
- **Research-Based Policies and Practices:** Where there is some promising research, discuss current knowledge and how the promising strategy will be replicated in a new location or offer strategic enhancements of an existing model by targeting a different population, or modifying it, seeking to build a stronger knowledge base.

**Innovations:** Where there is very little research knowledge or an emerging issue, applicants should discuss new or innovative strategies or programs, policies, service practices, or other activities that are not well documented in the science literature for the emerging area of criminal justice.

- Address how the applicant will disseminate information and updates about the BCJI project within the cross-sector partnership, as well as to other city/criminal justice partners throughout the life of the project, in order to promote greater knowledge and understanding about the value of research and evidenced-based practice among practitioners and to adopt successful strategies and practices.
- BCJI provides an opportunity for successful grantees to work with research partners to evaluate strategies and processes that communities want to implement on a sustained basis, when outcomes are favorable. Describe how the fiscal agent intends to coordinate and lead efforts to sustain effective practices and strategies.

### **3. Capabilities and Competencies (25%)**

The applicant must be able to serve as the fiscal agent and oversee coordination of a consortium of agencies, organizations, and community residents, including but not limited to oversight of subawards of funding. The application must demonstrate, by citing specific

examples, its capacity, commitment, and support from residents and key stakeholders in the community to serve as the lead fiscal agent. The application must specifically document capacity by providing the following information about the fiscal agent and the cross-sector partnership:

- a. Describe how the fiscal agent and cross-sector partnership will:
  - Monitor strategy implementation and achievement of goals and objectives.
  - Manage day-to-day tasks and activities during implementation.
  - Manage subaward BCJI funds.
  - Facilitate researcher/practitioner partnerships, including how the partners will collect and analyze crime data required in this solicitation.
  - Govern changes or modifications to the strategy.
  - Ensure project and fiscal accountability.
  - Collect, collate, and submit timely performance data, semi-annual progress reports, and quarterly financial reports.
- b. Discuss capacity to lead resident and community outreach and trust building and to engage in leadership building skills, including collaboration with community-based organizations.
- c. Describe the fiscal agent's capacity to manage interagency, cross-sector partnerships to effectively implement place-based, community-oriented crime and community revitalization strategies and community trust building.

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

- a. **Performance Management:** For each project goal, identify the criteria that will determine how and if objectives have been successfully met and one or more specific measurable outcomes and the data sources that will be used to determine whether or not the outcome was accomplished.
  - All applicants must indicate their willingness and ability to collect and report performance and outcome data through BJA's Performance Measurement Tool (PMT) (no personally identifiable information shall be collected through the PMT). Applicants are expected to report on behalf of any subawardees. Additionally, please see page 22 that discusses willingness to cooperate with any evaluation efforts. Please note the language on the page.
  - Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program. If applicable, describe the process to accurately report implementation findings. Assess the quality and usefulness of any proposed evaluation activities, findings, and reports.
  - Describe the steps the fiscal agent will take with the BCJI team to develop a performance management plan. The plan should include strategies to collect data, review data, and use data to improve program performance. The plan should also discuss how the BCJI team will work with the research partner, including any evaluation plans.



- b. Sustainability Plan.** Applicants must demonstrate the strategic leveraging of federal, state, local, and tribal funding streams sufficient to ensure sustainability. A sustainability plan acknowledges the intent of the BCJI collaborative partners to continue high-impact activities beyond BCJI funding. When developing the sustainability plan, it is important that the cross-sector partnership remain thoughtful in identifying necessary resources and partners that support the strategy. Effective sustainability plans are tied directly to collaborative relationships with neighborhood partners that demonstrate the long-term commitment to neighborhood change.
- Outline a strategy for sustainment when the grant ends. Include a plan for any collaborative efforts that must be maintained to ensure the continued implementation of those projects. Provide a discussion of innovative approaches that will be used to maximize strategy impact and cost-effectiveness.
- 5. Budget (10%):** Budgets should be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures and deliver the best value. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.<sup>27</sup>

### Review Process

OJP is committed to ensuring a fair and open process for making awards. 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 an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”
- The applicant must not be identified in SAM as excluded from receiving federal awards.

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

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ

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<sup>27</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Peer reviewers' ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for OJP include underserved populations, geographic diversity, strategic priorities, and available funding, as well as the extent to which the budget detail worksheet and budget narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by applicants. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award. If OJP anticipates that an award will exceed \$150,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System; "FAPIIS").

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by applicants.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity.
2. Quality of the management systems of the applicant and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide.
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies.
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements.
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

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 take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

Award notifications will be made by September 30, 2017. OJP sends award notifications 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 steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires 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 OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes, regulations, and executive orders (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)," available in the [OJP Funding Resource Center](#). In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds.

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

Applicants may view these documents in the Apply section of the [OJP Funding Resource Center](#).

The web pages accessible through the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2017. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute or program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

### **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically 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 or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP website at <http://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, an award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in 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, OJP will require any recipient, post award, to provide the data listed as "Data Recipient Provides" in the performance measures table in [Section D. Application and Submission Information](#), under "Program Narrative," so that OJP can calculate values for this solicitation's performance measures.

## **G. Federal Awarding Agency Contact(s)**

For OJP Contact(s), see title page.

For contact information for Grants.gov, see title page.

## **H. Other Information**

### **Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the

application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law enforcement-sensitive information.

### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your request to [ojppeerreview@lmsolas.com](mailto:ojppeerreview@lmsolas.com). (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

## Application Checklist FY 17 Byrne Criminal Justice Innovation Program

This application checklist has been created as an aid in developing an application.

### What an Applicant Should Do:

#### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNS Number (see page 34)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 35)

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

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 35)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 35)

#### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 35)
  - \_\_\_\_\_ Select the correct Competition ID (see page 35)
- \_\_\_\_\_ Download Funding Opportunity and Application Package
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 33)
- \_\_\_\_\_ 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](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm)

#### *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 35)

#### *If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- \_\_\_\_\_ contact BJA regarding experiencing technical difficulties (see page 36)

### Overview of Post-Award Legal Requirements:

- \_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2017 Awards](#)" in the OJP Funding Resource Center.

### Scope Requirement:

- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$850,000 to \$1,000,000 (per Category.)

### Eligibility Requirement:

Eligible applicants are limited to states, institutions of higher education (including tribal institutions of higher education), units of local government, nonprofit organizations (including tribal nonprofit organizations), and federally recognized Indian tribal governments (as determined by the Secretary of the Interior) as fiscal agent.

## What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 20)
- \_\_\_\_\_ Project Abstract (see page 21)
- \_\_\_\_\_ Program Narrative (see page 22)
- \_\_\_\_\_ Budget Detail Worksheet (see page 23)
- \_\_\_\_\_ Budget Narrative (see page 23)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 26)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 26)
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (see page 27)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 27)
- \_\_\_\_\_ Additional Attachments
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 27)
  - \_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 28)
  - \_\_\_\_\_ Disclosure of Process related to Executive Compensation (see page 30)
  - \_\_\_\_\_ Memoranda of Understanding (MOUs), Letters of Support and Memorandum outlining cross-sector partnership (see pages 31-32)
  - \_\_\_\_\_ Research Partnership: Letter of Participation (see page 32)
  - \_\_\_\_\_ BCJI Implementation Plan, for Category One Applicants Only (see page 33)
  - \_\_\_\_\_ Promise Zones Certification [Form](#), if applicable. (see page 33)
- \_\_\_\_\_ Request and Justification for Employee Compensation Waiver (if applicable) (see page 18)