

BUREAU OF JUSTICE ASSISTANCE

BYRNE CRIMINAL JUSTICE INNOVATION PROGRAM (BCJI)

FY 2021 Funding Overview

Tuesday, March 2, 2021



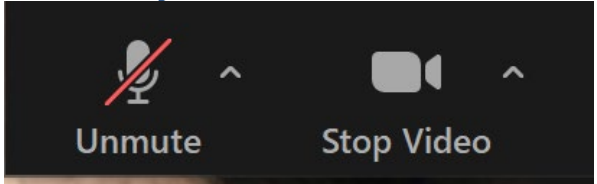
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U.S. Department of Justice



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Project Manager
International Association of Chiefs of Police

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Agenda

- BCJI Program Overview
- Core Elements of the BCJI Approach
- BCJI Solicitation: FY 2021
- What to Expect: BCJI Program Structure, Deliverables, Applicant Role, and Critical Partners
- How to Apply and What an Application Should Include
- BCJI Training and Technical Assistance (TTA)
- Resources
- Q & A

BCJI Program Overview

<https://bja.ojp.gov/funding/opportunities/o-bja-2021-60003>

- The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA) is seeking applications for funding a strategic approach to crime reduction that leverages community knowledge and expertise to build public trust with law enforcement and make neighborhoods safer.
- The BCJI Program supports Department priorities by enhancing efforts to reduce violent crime associated with gun violence and gang activity, assisting communities struggling with drug abuse, and supporting law enforcement agencies. BCJI helps communities build trust and support law enforcement agencies working with these communities by integrating enforcement strategies into community-based crime reduction efforts and using this information to understand and target the issues.

Core Elements of the BCJI Approach

- **Place-based strategy:** Target where crime is concentrated and enhance the impact of crime control efforts with locally driven neighborhood revitalization strategies.
- **Community engagement:** Increase community and resident engagement in shaping and sustaining crime prevention and revitalization efforts.
- **Data- and evidence-driven:** Improve the use of data and research to problem solve and guide program strategy.
- **Build partnerships and enhance trust:** Build capacity to promote sustainable collaborations that tackle problems from multiple angles.

BCJI Solicitation: FY 2021

- The BCJI solicitation can be accessed through www.grants.gov (announcement number: O-BJA-2021-60003) or through BJA's website at <https://bja.ojp.gov/funding/opportunities/o-bja-2021-60003>.
- **Application Grants.gov due date: Monday, April 26, 2021 by 11:59pm ET**
- **Application JustGrants due date: Monday, May 10, 2021 by 11:59pm ET**

BCJI Solicitation: FY 2021

Two Categories of Awards

- Category 1:
 - Larger jurisdictions over 100,000 per capita
 - Up to 9 awards of up to \$1,000,000 each
- Category 2:
 - Smaller jurisdictions under 100,000 per capita
 - Up to 6 awards of up to \$800,000 each
- 36-month period
- Special withholding condition: Maximum \$150,000 available during the Planning Phase

BCJI Program Structure

Action Plan Development Phase: 6 – 12 Months

- Identify and verify chronic crime hotspots within the target neighborhood, working with law enforcement, research partners, and crime analysts.
- Identify strategies to reduce serious and violent crime, particularly drugs and gun violence, that includes a comprehensive plan that articulates the range of strategies that the BCJI partners plan to pursue.
- Engage community stakeholders in trust-building with law enforcement and other partners.
- Create an Action Plan with the priority hotspots and strategies to reduce crime and submit to BJA for approval.

BCJI Program Structure

Action Plan Implementation Phase:

- Implement strategies developed in the approved Action Plan.
- Build the capacity of residents and the BCJI management team to coordinate and engage in a crime problem-solving approach. Implement, modify, and evaluate strategies, as appropriate; redirect program activities when ongoing analysis indicates program goals are not being met.
- Continue to engage partners and community residents, and build trust between partners, including law enforcement.
- Identify and develop a sustainability strategy for long-term implementation of BCJI, including the active role of community stakeholders.

BCJI Deliverables

- The Action Plan must be submitted and approved by BJA prior to implementation. BJA, the BCJI training and technical assistance (TTA) provider, and the grantee will use the Action Plan to guide and track site progress toward project objectives.
- A final report is due 90 days after the project end date.

BCJI Applicant Role

The applicant must work with partners to:

- Engage residents and cross-sector partners to develop a comprehensive Action Plan.
- Support data collection and analysis throughout the life of the grant.
- Sustain a full-time, skilled lead project coordinator.
- Collaborate with other relevant local, state, or federal initiatives.
- Employ a range of data-driven, cross-sector strategies connected with revitalization efforts to reduce crime and violence and improve community trust and engagement.
- Ensure that all financial, administrative, and programmatic aspects of the project are implemented in accordance with terms and conditions of the award.

Key Partners

- Local law enforcement agency
- Research partner
- Residents, community members, neighborhood associations
- Community service organizations, social service providers
- Revitalization and planning agencies, community development corporations, chambers of commerce and/or business associations
- Other criminal justice agencies and cross-sector partners

How to apply

- Applicants must register and submit applications through Grants.gov.
- Find complete instructions on how to register and submit an application at <https://www.grants.gov/support.html>.
- Applicants must comply with all applicable System for Award Management (SAM) and unique entity identifier (DUNS) requirements.
- **Register with Grants.gov several weeks before the application submission deadline.**
- For technical difficulties, call the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, which operates 24/7, except federal holidays.
- **Applicants are urged to submit applications at least 72 hours prior to the application due date to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov and correct any problems that may have caused a rejection notification in a timely fashion.**

Critical Application Elements

- Application must include the following elements in order to meet basic minimum requirements and proceed to peer review:
 - Proposal Abstract
 - Proposal Narrative
 - Budget Worksheet and Budget Narrative (web-based form)
 - Initial Action Plan
 - Memorandum of Understanding signed, at a minimum, by the applicant, local law enforcement (if different from applicant), and one community partner

What an Application Should Include

- Application for Federal Assistance (SF-424)
- Project Abstract
- Program Narrative
- Budget Information and Associated Documentation
- Indirect Cost Rate Agreement, if applicable
- Tribal Authorizing Resolution, if applicable
- Financial Management and System of Internal Controls Questionnaire
- Disclosure of Lobbying Activities (SF-LLL)
- Applicant Disclosure of Pending Applications

What an Application Should Include

- Applicant Disclosure and Justification – DOJ High Risk Grantees, if applicable
- Research and Evaluation Independence and Integrity
- Disclosure of Process Related to Executive Compensation
- Additional attachments:
 - Documentation of Rural Challenges, if applicable
 - Documentation of High-Poverty Areas or Persistent-Poverty Counties, if applicable
 - Documentation of Enhanced Public Safety in Qualified Opportunity Zones, if applicable
 - Certifications Regarding Enhancing Criminal Justice and Public Safety through Law-Enforcement-Related Award Conditions, if applicable
 - Documentation of Connection of Strategy to Project Guardian Efforts
 - Memoranda of Understanding (MOUs) and Letters of Support
 - Project Timeline
 - Position Descriptions/Résumés

Budget Detail Worksheet

- The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet.
- The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals and includes an instructions/definitions tab.
- **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.**
- **The budgeted amount for Project Year One should generally not exceed \$150,000.**
- The Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.
- For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm>.

Budget Detail Worksheet

OMB Approval NO.: 1121-0329

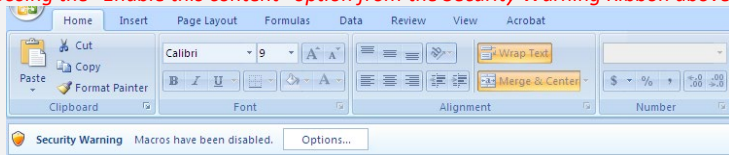
Expires 11/30/2020

For a 508 compliant, accessible version of the Budget Detail Worksheet, use the following link:

<https://oip.gov/funding/Apply/Forms/BudgetDetailWorksheet/BDW508.pdf>

Worksheet Instructions

Note: This document requires macros to be enabled to work properly. Please ensure that macros are enabled before entering any data. You may be able to enable macros by choosing the "Enable this content" option from the Security Warning Ribbon above.



If the ribbon is not visible you may have been prompted to enable macros when you opened the document as pictured here. If you elected to disable macros,



please close the document and reopen it with macros enabled.

Purpose:

The Budget Detail Worksheet is provided for your use in the preparation of the budget and budget narrative. All required information (including the budget narrative) must be provided. Any category of expense not applicable to your budget may be left blank. Indicate any non-federal (match) amount in the appropriate category, if applicable.

How to use this Workbook:

The workbook includes several different worksheets. The first worksheet (this one) is an instruction sheet; the next worksheet includes the budget detail worksheet and narrative for year 1. There are duplicates of this worksheet for years 2-5 that can be completed as necessary. The last worksheet is a Budget Summary. It compiles all of the relevant budget information into a single location and should be reviewed for correctness before the workbook is uploaded to the GMS application.

Step by Step Usage:

1. Please read and print this instruction page. It can be used as a reference while completing the rest of the document.
2. For each budget category, you can see a sample by viewing the 'Budget Detail Example Sheet'.
3. The 'Definitions' tab explains terms used in the instructions for the various budget categories.
4. **Record Retention:** In accordance with the requirements set forth in **2 CFR Part 200.333**, all financial records, supporting documents, statistical records, and all other records pertinent to the award shall be retained by each organization for at least three years following the closure of the audit report covering the grant period.
5. The information disclosed in this form is subject to the Freedom of Information Act under U.S.C. 55.2.

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Budget Point of Contact Information:

Contact Name:	Last:	First:	Middle:
Contact Phone:	Contact Fax:	Contact Email:	

Worksheet Index:

Tab

- [Budget Detail - Year 1](#)
- [Budget Detail - Year 2](#)
- [Budget Detail - Year 3](#)
- [Budget Detail - Year 4](#)
- [Budget Detail - Year 5](#)
- [Budget Summary](#)
- [Example - Budget Detail Sheet](#)
- [Definitions](#)

Budget Category Descriptions:

Personnel	List each position by title and name of employee, if available. Show the annual salary rate and the percentage of time to be devoted to the project. Compensation paid for employees engaged in grant activities must be consistent with that paid for similar work within the applicant organization. In the budget narrative, include a description of the responsibilities and duties of each position in relationship to fulfilling the project goals and objectives. All requested information must be included in the budget detail worksheet and budget narrative.
Fringe Benefits	Fringe benefits should be based on actual known costs or an approved negotiated rate by a Federal agency. If not based on an approved negotiated rate, list the composition of the fringe benefit package. Fringe benefits are for the personnel listed in the budget category (A) and only for the percentage of time devoted to the project. All requested information must be included in the budget detail worksheet and budget narrative.
Travel	Itemize travel expenses of staff personnel (e.g. staff to training, field interviews, advisory group meeting, etc.). Describe the purpose of each travel expenditure in reference to the project objectives. Show the basis of computation (e.g., six people to 3-day training at SX airfare, SX lodging, SX subsistence). In training projects, travel and meals for trainees should be listed separately. Show the number of trainees and the unit costs involved. Identify the location of travel, if known; or if unknown, indicate "location to be determined." Indicate whether applicant's formal written travel policy or the Federal Travel Regulations are followed. Note: Travel expenses for consultants should be included in the "Consultant Travel" data fields under the "Subawards (Subgrants)/Procurement Contracts" category.
Equipment	List non-expendable items that are to be purchased (Note: Organization's own capitalization policy for classification of equipment should be used). Expendable items should be included in the "Supplies" category. Applicants should analyze the cost benefits of purchasing versus leasing equipment, especially high cost items and those subject to rapid technological advances. Rented or leased equipment costs should be listed in the "Contracts" data fields under the "Subawards (Subgrants)/Procurement Contracts" category. In the budget narrative, explain how the equipment is necessary for the success of the project, and describe the procurement method to be used. All requested information must be included in the budget detail worksheet and budget narrative.
Supplies	List items by type (office supplies, postage, training materials, copy paper, and expendable equipment items costing less than \$5,000, such as books, hand held tape recorders) and show the basis for computation. Generally, supplies include any materials that are expendable or consumed during the course of the project. All requested information must be included in the budget detail worksheet and budget narrative.

Application Review Information

- Statement of the Problem (20%)
- Project Design and Implementation (40%)
- Capabilities and Competencies (25%)
- Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
- Budget (10%)

BCJI Training and Technical Assistance

The International Association of Chiefs of Police (IACP), in partnership with the University of Cincinnati (UC) and the University of Nevada, Las Vegas (UNLV), serves as a BJA-funded training and technical assistance (TTA) provider and utilizes a variety of methods to deliver TTA to support BCJI grantee sites in planning and implementation phases.



BCJI Training and Technical Assistance

The International Association of Chiefs of Police (IACP) guides BCJI sites on:

- Implementing **place-based** strategies to address problem areas to reduce crime.
- Enhancing program planning and implementation through the ongoing use of **data**.
- Building sustainable, cross-sector **partnerships** to generate collaborative problem-solving between police and communities to build and enhance trust.
- Ensuring active involvement in **community-oriented** strategies by neighborhood residents, community organizations, and community leaders throughout the revitalization process.



Resources

- BCJI Solicitation FY 2021: <https://bja.ojp.gov/funding/opportunities/o-bja-2021-60003>
- BJA BCJI: <https://bja.ojp.gov/program/byrne-criminal-justice-innovation-bcji-program/overview>
- IACP BCJI: <https://www.theiacp.org/projects/byrne-criminal-justice-innovation-training-and-technical-assistance>
- OJP's clearinghouse of evidence-based criminal justice programs: www.crimesolutions.gov

- For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800-518-4726, <https://www.grants.gov/support.html>, or support@grants.gov.
- The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.
- For assistance with any other requirements of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420, via TTY at 301-240-6310 (hearing impaired only), email grants@ncjrs.gov, fax to 301-240-5830, or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>.
- The NCJRS Response Center hours of operation are 10 a.m. to 6 p.m. eastern time, Monday through Friday, and 10 a.m. to 8 p.m. eastern time on the solicitation close date.

Competitive Grant Announcement
**FY 2021 Byrne Criminal Justice
Innovation Program**

Q & A