

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



Innovative Prosecution Solutions Training and Technical Assistance Program

FY 2020 Competitive Grant Solicitation

CFDA #16.825

Grants.gov Solicitation Number: BJA-2020-17033

Solicitation Release Date: April 1, 2020

Application Deadline: 11:00 p.m. eastern time on May 18, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applicants to deliver training and technical assistance for the Innovative Prosecution Solutions Training and Technical Assistance Program. This program furthers the Department's mission by assisting prosecutors to develop effective strategies that combat and prosecute violent crime.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

Eligibility (Who may apply):

The following entities are eligible to apply:

- National nonprofit organizations
- For-profit (commercial) organizations (including tribal nonprofit or for-profit organizations)
- Institutions of higher education (including tribal institutions of higher education) that have expertise and experience in managing training and technical assistance (TTA) for evidence-based criminal justice programs

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

Contact information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at support@grants.gov. The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

For assistance with any unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800–851–3420; via TTY at 301–240–6310 (hearing impaired only); email grants@ncjrs.gov; fax to 301–240–5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Deadline Details

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11 p.m. eastern time on May 18, 2020.

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, 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.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see the How to Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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INNOVATIVE PROSECUTION SOLUTIONS TRAINING AND TECHNICAL ASSISTANCE PROGRAM CFDA #16.825

A. Program Description

Overview

The purpose of this solicitation is to select one provider to deliver, nationwide, a wide range of training and technical assistance (TTA) services to agencies participating in the Innovative Prosecution Solutions (IPS) site-based grant program. The IPS site-based program is dedicated to state and local prosecutor office modernization and caseload reduction and it is also focused on new solutions to public safety concerns, including the use of technology, intelligence, and data analytics to improve the operations of prosecutors' offices in an effort to more efficiently and effectively aid communities in achieving a reduction in crime.

Statutory Authority: Awards under this solicitation will be made under the statutory authority provided by the Consolidated Appropriations Act, 2020, Pub. L. No. 116-93, 133 Stat 2317, 2406-07.

Program-specific Information

IPS supports prosecutors' offices hiring of personnel and purchasing of technology to assist with caseload management as well as focusing on intelligence data analytics to improve their operations.

Services provided to the IPS grantee sites by the IPS TTA provider should include, but are not limited to, training and educational sessions by relevant subject matter experts and onsite or remote guidance on problem analysis, solution development, data analysis, prosecution theory, evaluation methodology, and other services relevant to the purpose of IPS. IPS agencies will leverage these TTA services to implement solutions to pressing crime problems and prosecutorial organizational challenges to enhance the quality of their projects.

The IPS TTA provider is expected to work closely with BJA and individual IPS sites to ensure their initiatives are effective. Specifically, BJA will require that the awardee provide sites with opportunities to participate in information-sharing sessions, facilitate peer-to-peer exchanges of information, provide access to subject matter expertise, and produce reports on the lessons learned from the IPS community of practice.

Objectives and Deliverables

Under the IPS site-based grant program, BJA funds state, local, or tribal prosecutor agencies to develop solutions to public safety concerns, as well as address internal operations and organizational structure issues. They do this through the hiring of additional personnel and/or deployment of technology to address case management/caseload reduction/public safety strategies.

Under this solicitation, BJA is seeking a TTA provider with extensive TTA expertise, experience, and knowledge to support these IPS site-based grantees with their management, organization, and project implementation needs.

Required Objectives

- (1) Provide ongoing TTA (both remote and onsite) to existing and future IPS site-based grantees throughout the duration of their grant awards.
- (2) Provide subject matter expertise on a range of current prosecution policy and practice issues for both BJA grantees and nongrantees.

Required Deliverables:

- (1) Develop a plan to assess and support site-based IPS grantee TTA needs, including capacity to perform sophisticated data and technology analysis. The plan should detail a framework, methodologies, and a timeline that will be used to guide the problem analysis and implementation phases of each site's IPS strategy. The plan should also discuss how the TTA provider will evaluate the TTA provided (e.g., follow-up surveys, pre/post phone data collection), how peer-to-peer learning opportunities will be encouraged across sites, and how specialized assistance will be provided to strategize responses to precipitous increases in crime, where applicable.
- (2) Once the TTA plans are approved, implement the TTA plans, providing timely and high quality services consistent with the plans. Coordinate with BJA in ongoing analysis and refinement of the TTA efforts and assist BJA with ongoing assessment of individual IPS site progress.
- (3) Describe a plan to assist individual IPS site-based grantees in disseminating information and updates about their IPS goals, practices, and project progress throughout their organizations. The plan should address how the TTA provider will facilitate consistent project information sharing with key agency components throughout the life of the individual IPS projects.
- (4) Recruit, maintain, and use a pool of subject matter experts to assist with TTA delivery and provide any needed expertise or guidance on a range of issues, including, but not limited to, caseload management, crime issues, crime and data analysis, technology, crime strategy units, intelligence, alternatives to incarceration, violence reduction, identification of available data sources, data analysis, facilitating partnerships with relevant stakeholders, technology implementation, performance metrics, and review of grantee deliverables. NOTE: Applicants must identify—by name and through commitment letters—a cadre of subject matter experts in each of these areas to be considered under this solicitation. These commitment letters must clearly identify the subject matter expert's previous experience and what assistance will be provided to the sites under this cooperative agreement.
- (5) In close coordination with BJA, plan and conduct workshops and other educational sessions for existing and future IPS sites during the 24-month project period. BJA asks that applicants propose virtual meeting plans that best align with their overall TTA approach.

- (6) BJA expects that the awardee will provide online resources, materials, and limited assistance (via phone or email) to IPS grantee sites, prosecutorial agencies, and the general public regarding IPS, lessons learned, and related issues. Applicants should describe how these materials will be kept current in terms of substantive information and technology. NOTE: BJA also expects the TTA provider will access, review, and preserve existing IPS materials and literature and transition, as necessary, to an upgraded and/or new web-based platform under the new cooperative agreement.
- (7) Create a resources and product production plan that aligns with the TTA delivery plan which considers how to best reach the IPS sites, including hard copy materials and web-based resources. BJA strongly encourages the use of distance learning opportunities such as webinars.
- (8) Create and produce various documents and materials that highlight a wide range of IPS site accomplishments and results to be shared across a broad spectrum of audiences (e.g., other IPS sites and policymakers). Describe what these materials might be and how they will be disseminated.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

Evidence-based Programs or Practices

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

Information Regarding Potential Evaluation of Programs and Activities

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled Information Regarding Potential Evaluation of Programs and Activities.

B. Federal Award Information

Maximum number of awards BJA expects to make is 1.

Estimated maximum dollar amount for each award is \$1,000,000.

Total amount anticipated to be awarded under solicitation \$1,000,000.

Period of performance start date is October 1, 2020.

Period of performance duration 24 months.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

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

Type of Award

BJA expects to make awards under this solicitation as cooperative agreements, which provides for OJP to have substantial involvement in carrying out award activities. See the “Administrative, National Policy, and Other Legal Requirements” section of the [OJP Grant Application Resource Guide](#) for additional information.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements¹ as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

Budget Information

Cost Sharing or Match Requirement

This solicitation does not require a match.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance \(if applicable\)](#)

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

The following application elements MUST be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet and Budget Narrative, and résumés of key personnel (if applicable).

¹ 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.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on, among other things, what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing 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

Include an abstract that summarizes the proposed project in 400 words or fewer. Project abstracts should be:

- Written for a general public audience.
- Submitted as a separate attachment with "Project Abstract" as part of its file name.
- Single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.
- In addition, the abstract must include: the names of the lead applicant and the partner applicant, a brief description of how the applicant plans to address the problem, and the amount of federal funding requested.

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

3. Program Narrative

The program narrative must respond to the solicitation (see Program-specific Information on pages 4-6) and the review criteria (see pages 10-11) in the order given. The program narrative should be double-spaced, using a standard 12-point Times New Roman font with 1-inch margins, and should not exceed 12 pages. Number pages "1 of 12," "2 of 12," etc. Charts and graphs may be included in the narrative, and may be single-spaced and feature smaller fonts as necessary to present the included data.

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

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at www.ojp.gov/performance for an overview of performance measurement activities at OJP.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Post award, grant recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://www.bjatrainng.org/working-with-nttac/providers>.

Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the "Budget Preparation and Submission Information" section.
5. [Indirect Cost Rate Agreement](#)
6. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
7. [Disclosure of Lobbying Activities](#)
8. [Applicant Disclosure of Pending Applications](#)
9. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)²
10. [Disclosure of Process Related to Executive Compensation](#)

² A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

11. Additional Attachments

a. Timeline

Attach a project timeline that includes each program goal, related objective, activity, expected completion date, and responsible person or organization.

b. Résumés

Attach the résumés of key project staff.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

Registration and Submission Steps

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov.

1. **CFDA #16.825, Smart Prosecution Initiative**
2. **Funding opportunity number: BJA-2020-17033**

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

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 (10 percent)

Describe the challenges prosecutors face due to large caseloads well above recommended levels, how they lack critical support staff, and their often reliance on outdated information technology. Describe how this can negatively impact victims and public safety. Describe generally the need for training and technical assistance among local jurisdictions in an effort to achieve results as described in this grant announcement.

2. Program Design and Implementation (35 percent)

Provide a comprehensive plan for transferring information and promising practices to members of the IPS community, including the goals, objectives, and deliverables envisioned as the TTA program for existing and future IPS site-based grantees.

Describe program objectives that are linked to meaningful and measurable outcomes consistent with the delivery of quality prosecution services.

Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity. Identify strategies for designing and implementing the deliverables.

Describe how the applicant will identify and assess TTA needs for individual grantee sites, establish tailored TTA plans for each IPS site, and deliver those services.

Identify methods to promote lessons learned from the IPS site-based grantees and successes.

Describe how information and updates about IPS will be disseminated throughout the life of the program.

3. Capabilities and Competencies (35 percent)

Describe the organization's experience working with prosecutors' offices and using TTA strategies that include developing tools and resources and using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance. List the consultants or partners with whom the organization plans to work to deliver TTA services. For each consultant or partner, include a copy of their résumé.

Describe the management structure and outline the organization's ability to conduct the individual activities. Describe the organization's and staff's experience and the ability to recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA. Include position descriptions for key positions.

4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)

Describe the process for measuring program performance, including meeting timelines and deliverables, and obtaining input and feedback from site-based grantees and stakeholders. Identify who will collect the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information will be protected, and how the information will be used to guide the program. Describe the process to accurately share implementation findings with BJA.

5. Budget (10 percent)

Provide a proposed budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). The budget should include significant monies dedicated to provision of subject matter experts and to support peer-to-peer learning opportunities. Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the program.³

Review Process

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements. See the [OJP Grant Application Resource Guide](#) for information on the application review process for this solicitation.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory

³ 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.

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.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the nonpublic 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 the applicant.

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

Federal Award Notices

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, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

Information Technology (IT) Security Clauses

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 certain 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.)

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

G. Federal Awarding Agency Contact(s)

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

H. Other Information

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

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

[Provide Feedback to OJP](#)

Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Recipient Provides
<p>Increase knowledge of IPS grantees regarding improved caseload reduction technologies and strategies.</p>	<p>Percentage of deliverables that meet expectations</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p>	<p>Number of deliverables (e.g., IPS website, online newsletter, webinars, TTA plans, quarterly progress reports, website resources)</p> <p>Number of deliverables that meet expectations</p> <p>Number of unique educational materials (e.g., bulletins, presentations, brochures/ pamphlets, newsletters, websites, etc.) developed</p> <p>Number of educational materials disseminated to the field</p>
<p>Enhance prosecutorial knowledge of effective crime reduction strategies.</p>	<p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained in and subsequently demonstrating performance improvement</p> <p>Percentage of participants trained who reported they will implement one or more policies or practices</p> <p>Percentage of participants trained who implemented one or more policies or practices 6 months after they were trained</p>	<p>For current reporting period, the number of participants who:</p> <ul style="list-style-type: none"> • Attended the training • Completed training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated it as satisfactory or better <p>• Completed a pre- and post-test</p> <p>• Completed the post-test with an improved score over their pre-test</p> <p>• Completed an evaluation and reported that they would make changes in their policies or practices due to training</p> <p>• Implemented changes in policy or practice 6 months after they were trained</p>

Appendix B: Application Checklist
FY 2020 Innovative Prosecution Solutions Training and Technical Assistance 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 [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

To Register with Grants.gov:

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

To Find Funding Opportunity:

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm (see [OJP Grant Application Resource Guide](#))

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 [OJP Grant Application Resource Guide](#))

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

- Contact BJA regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

Overview of Post-Award Legal Requirements:

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

Scope Requirement:

- The federal amount requested is within the allowable limit of \$1,000,000.

Eligibility Requirement: Eligible applicants are limited to state and local prosecutorial agencies, federally recognized Indian tribal governments that perform prosecution functions (as determined by the Secretary of the Interior), or tribal consortia consisting of two or more federally recognized Indian tribes (including tribal consortia operated as nonprofit organizations) acting as a fiscal agent for one or more prosecutor agencies.

What an Application Should Include:

The following items are critical application elements required to pass Basic Minimum Requirements review. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

- Program Narrative (see page 8)
- Budget Detail Worksheet (see [OJP Grant Application Resource Guide](#))
- Résumés (see page 10)

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 8)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Timeline (see page 10)
- Disclosure of Process Related to Executive Compensation (see page 9)
- Request and Justification for Employee Compensation; Waiver (if applicable) (see page 7)