

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



Law Enforcement National Initiative for Improving Investigations: Supporting State and Local Crime Gun Intelligence Centers Training and Technical Assistance

FY 2020 Competitive Grant Solicitation

CFDA #16.738

Grants.gov Solicitation Number: BJA-2020-17097

Solicitation Release Date: April 7, 2020

Application Deadline: 11:59 p.m. eastern time on May 22, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Law Enforcement National Initiative for Improving Investigations Program. This program furthers the Department's mission by assisting law enforcement to develop effective strategies to investigate and combat 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 11:59 p.m. eastern time on May 22, 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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LAW ENFORCEMENT NATIONAL INITIATIVE FOR IMPROVING INVESTIGATIONS: SUPPORTING STATE AND LOCAL CRIME GUN INTELLIGENCE CENTERS TRAINING AND TECHNICAL ASSISTANCE CFDA # 16.738

A. Program Description

Overview

The purpose of this solicitation is to call for applications for a provider that will deliver training and technical assistance (TTA) to support Crime Gun Intelligence Center (CGIC) grantee sites.

Statutory Authority: This program is funded under the Edward Byrne Memorial Justice Assistance Grant (JAG) Training and Technical Assistance Program. Any 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, 2413.

This program may be funded under a separate JAG program authorization, which provides that up to 5 percent of the funds available to carry out subpart 1 of Title I, Part E of the Omnibus Crime Control and Safe Streets Act of 1968 (“Omnibus”) may be granted, among other reasons, for one or more of the purposes specified in Section 501 of Title I, Part E, Subpart 1 of Omnibus upon a determination that it is necessary “to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime.” (34 U.S.C. 10157(b)(1)).

Program-specific Information

The purpose of this project is to provide TTA to Crime Gun Intelligence Center grantee sites and other jurisdictions looking to implement CGIC business practices.

Objective

Deliver onsite, in-depth TTA to departments that are implementing crime gun intelligence centers as a means of improving investigations related to shootings as well as provide site assessments for CGIC grantees. (See <https://crimegunintelcenters.org/> for more information.)

Deliverables

The CGIC TTA provider will be responsible for:

- Assessing all CGIC grantee sites using CGIC subject matter experts
- Developing recommendations based on the assessments
- Providing support to implement the recommendations
- Conducting biweekly check-in calls with CGIC grantee sites and organizing peer-to-peer engagements between CGIC sites

- Organizing the CGIC annual conference hosted by the Bureau of Alcohol, Tobacco, Firearms and Explosives (ATF) at ATF headquarters and/or other virtual events with ATF
- Providing TTA for nongrant sites requesting assistance with implementing CGICs
- Working in collaboration with ATF field offices and BJA’s assigned ATF agent
- Developing educational publications and CGIC-related tools for the field such as check lists, sample protocols, newsletters, and success stories
- Maintaining a CGIC website where CGIC resources and information can be posted for stakeholder assistance

The objective 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	1
Estimated maximum dollar amount for each award	\$500,000
Total amount anticipated to be awarded under solicitation	\$500,000
Period of performance start date	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.

BJA may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

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

This solicitation expressly modifies the OJP Grant Application Resource Guide by not incorporating the “Disclosure of Process Related to Executive Compensation” provisions in the “Application Attachments” section of the [OJP Grant Application Resource Guide](#).

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 or curriculum vitae of key project staff (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.
- Be submitted as a separate attachment with "Project Abstract" as part of its file name.
- Be single-spaced, using a standard 12-point Times New Roman font with 1-inch margins.
- Include the names of the lead applicant and the partner applicant (if partnering), 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 4-5) and the Review Criteria (see pages 9-10) in the order given. The program narrative should be double-spaced, using a standard 12-point Times New Roman font, have no less than 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 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.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's Grant Management System.

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. [Research and Evaluation Independence and Integrity](#)

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 project goal, related objective, activity, expected completion date, and responsible person or organization.

b. Résumés and Curriculum Vitae

Attach the résumés of key project staff and the identified partner(s), if applicable.

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 #16.738**

2. **Funding opportunity number: BJA-2020-17097**

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)**

Identify the problem to be addressed by the project. Provide specific data where available.

2. **Project Design and Implementation (35 percent)**

Describe how the project will address the specific description listed on pages 4-5. Provide its design and proposed implementation that will result in the specific deliverables. Tie project activities/deliverables to the goals and objectives in the program design. In addition, the required project timeline should identify each project activity, expected completion date, and responsible person or organization.

3. **Capabilities and Competencies (30 percent)**

Describe the organization's ability to provide national, proactive, comprehensive, user-friendly TTA and its ability to develop protocols for the delivery, tracking, assessment, and follow-up of these TTA services. Describe the organization's expertise in delivering and implementing TTA on crime gun intelligence centers and related investigative strategies and technologies.

Provide examples of the organization's experience in using TTA strategies that include developing tools and resources and providing 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.

Describe the management structure and outline the organization's ability to conduct TTA by describing the organization's and staff's experience. Also describe the applicant's 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 the key positions.

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

Describe the process for measuring project performance, including meeting timelines and deliverables and obtaining input and feedback from customers 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 report implementation findings.

5. Budget (15 percent)

Provide a 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 the 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 project.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.

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 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).

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.

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, the Assistant Attorney General will make all final award decisions and 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 Grantee Provides
<p>Increase the knowledge of criminal justice practitioners through in-person training.</p>	<p>Number of participants who attended 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 who subsequently demonstrated performance improvement</p>	<p>Number of individuals who started the training</p> <p>Number of individuals who completed the training</p> <p>Number of individuals who completed an evaluation at the conclusion of the training</p> <p>Number of trainees who completed the training and rated the training as satisfactory or better</p> <p>Number of individuals who completed a pre- and post-test</p> <p>Number of individuals who completed the training whose post-test indicated an improved score over their pre-test</p>
<p>Increase the knowledge of criminal justice practitioners through web-based learning.</p>	<p>Number of participants who attended the training</p> <p>Percentage of participants who successfully completed the program</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained who subsequently demonstrated performance improvement</p>	<p>Number of individuals who started the training</p> <p>Number of individuals who completed the training</p> <p>Number of individuals who completed an evaluation at the conclusion of the training</p> <p>Number of trainees who completed the training and rated the training as satisfactory or better</p> <p>Number of individuals who completed a pre- and post-test</p> <p>Number of individuals who completed the training whose post-test indicated an improved score over their pre-test</p>
<p>Increase a criminal justice agency's ability to solve problems and/or modify policies or practices as a result of training and technical assistance interventions.</p>	<p>Percentage of agencies that rated services as satisfactory or better</p> <p>Percentage of agencies that implemented one or more recommendations</p>	<p>Number of other onsite services provided</p> <p>Number of requesting agencies that completed an evaluation of the other onsite services</p> <p>Number of requesting agencies that rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit</p> <p>Number of requesting agencies that were planning to implement at least some of the reported recommendations 6 months after the onsite visit</p> <p>Number of onsite visits completed</p> <p>Number of requesting agencies that completed an evaluation of services</p>

Objective	Performance Measure(s)	Data Grantee Provides
		Number of requesting agencies of other onsite services that rated the services provided as satisfactory or better
Increase information provided to the criminal justice community.	<p>Number of conferences or forums held</p> <p>Percentage of advisory/ focus groups evaluated as satisfactory or better</p> <p>Number of documents and publications developed</p> <p>Number of documents and publications disseminated</p> <p>Number of websites developed and maintained</p>	<p>Number of working groups held</p> <p>Number of working groups evaluated as satisfactory or better</p> <p>Number of documents and publications produced as a result of working groups</p> <p>Number of documents and publications disseminated to the field as a result of working groups</p> <p>Number of websites developed</p> <p>Number of websites maintained</p> <p>Number of visits to websites</p>
Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	<p>Number of training curricula developed</p> <p>Percentage of curricula that were pilot tested</p>	<p>Number of training curricula</p> <ul style="list-style-type: none"> • Developed • Pilot tested • Revised after being pilot tested

Appendix B: Application Checklist

Law Enforcement National Initiative for Improving Investigations: Supporting State and Local Crime Gun Intelligence Centers Training and Technical Assistance

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 page 9)
- 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 the [OJP Grant Application Resource Guide](#))

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

- Contact BJA regarding experiencing 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 \$500,000.

Eligibility Requirement: Eligible applicants are limited to any national nonprofit organizations, for-profit (commercial) organizations (including tribal nonprofit or for-profit organizations), or institutions of higher education (including tribal institutions of higher education) that have expertise and experience in managing TTA for evidence-based criminal justice programs. In addition, the applicant must show the capacity to provide technical expertise in implementing action research partnerships between criminal justice researchers and practitioners.

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 7)
- Budget Detail Worksheet and Budget Narrative (see [OJP Grant Application Resource Guide](#))
- Résumés and Curriculum Vitae (see page 9)

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 7)
- 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 (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))

Additional Attachments:

- Request and Justification for Employee Compensation; Waiver (see page 6)
- Timeline (see page 9)