

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



Implementing the PREA Standards, Protecting Inmates, and Safeguarding Communities FY 2020 Competitive Grant Solicitation

CFDA #16.735

Grants.gov Solicitation Number: BJA-2020-17233

Solicitation Release Date: February 14, 2020

Application Deadline: 11:59 p.m. eastern time on April 14, 2020

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding of projects designed to prevent, detect, and respond to sexual abuse and sexual harassment in confinement facilities, and to achieve and maintain compliance with the Prison Rape Elimination Act (PREA) standards. This program furthers DOJ's mission by reducing violent crime and promoting law enforcement officer safety.

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:

- States
- Units of local government, and
- Federally recognized Indian tribal governments (as determined by the Secretary of the Interior)

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

BJA strongly encourages all eligible agencies to submit applications, regardless of how much progress they have made in addressing sexual abuse in their facilities and in implementing the PREA standards. Funding can be used effectively by agencies that are in full compliance with the standards and aim to develop strategies to maintain ongoing compliance; or by agencies initiating efforts to achieve compliance for the first time.

In fiscal year (FY) 2019 BJA issued a competitive program solicitation entitled “Comprehensive Corrections Training and Technical Assistance,” and, under categories 3 and 4, selected a team of national organizations to provide training and technical assistance (TTA) to state, local, and tribal jurisdictions to support their efforts to prevent, detect, and respond to sexual abuse and sexual harassment (hereafter referred to as sexual abuse)¹ in confinement facilities. Under the direction of BJA, this selected TTA provider will deliver PREA-specific strategic support and assistance to the applicants funded under this grant announcement. To prevent potential conflicts of interest, recipients and subrecipients of funding under categories 3 and 4 of the FY 2019 Comprehensive Corrections Training and Technical Assistance solicitation are not eligible to be subrecipients for awards made under this grant announcement.

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 April 14, 2020.

To be considered punctual, 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.

¹ See 28 CFR Part 115 National Standards To Prevent, Detect, and Respond to Prison Rape; Final Rule for the definitions of “sexual abuse” and “sexual harassment.”

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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IMPLEMENTING THE PREA STANDARDS, PROTECTING INMATES, AND SAFEGUARDING COMMUNITIES CFDA # 16.735

A. Program Description

Overview

The Prison Rape Elimination Act (PREA) directs DOJ to provide grants to jurisdictions and agencies nationwide to “protect inmates (particularly from prison rape) and to safeguard the communities to which inmates return.” 34 USC § 30305(a).

Federal funds awarded to grantees may be used to protect inmates by “undertaking efforts to more effectively prevent prison rape; investigating incidents of prison rape; or prosecuting incidents of prison rape.” 34 USC § 30305 (b)(1).

Statutory Authority: 34 USC § 30305. Additional authority for awards made under this solicitation is provided by the Consolidated Appropriations Act of 2020, Public Law 116-93, 133 Stat 2317, 2407.

Program-Specific Information

On June 20, 2012, DOJ published the [Final Rule](#) formally creating National Standards to Prevent, Detect, and Respond to Prison Rape (PREA standards), as required by PREA. The standards apply to [adult prisons and jails](#), [juvenile confinement facilities](#), [police lock-ups](#), and [community confinement facilities](#). The standards, which took effect on August 20, 2012, seek to prevent sexual abuse and sexual harassment and to reduce the harm that it causes.

Objectives and Deliverables

The purpose of the PREA Grant Program is to assist confinement facilities and the agencies that oversee them in preventing, identifying, and responding to sexual abuse and sexual harassment in these facilities, and to support compliance with the PREA standards.

Any PREA audit funded under this grant program must comply with DOJ’s auditing requirements in the [PREA Auditor Handbook](#).

Required program deliverables are:

1. A comprehensive, individualized PREA implementation plan that will guide the grantee’s PREA-related activities. Plans must be finalized during the first six months of approval of the grant budget and be supported, in close consultation with BJA, by a TTA coach.
2. A sustainability plan, developed in conjunction with the TTA coach, which ensures that the BJA-funded PREA strategies and activities continue after the grant period ends.

3. Documentation, developed in conjunction with the TTA coach, of innovative and promising work accomplished during the grant period, which will be made publicly available.

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](#).

Priority Considerations

In Category 1: units of state government agencies, priority consideration will be given to applications that:

1. State that the governor of the state in which the applicant's jurisdiction lies was unable to certify to DOJ full compliance with the PREA standards for Audit Year 3 of Cycle 2 (August 20, 2018 – August 19, 2019);² describe the specific difficulties that prevented the jurisdiction from coming into full compliance with the PREA standards; and detail how this federal award will be used to address these barriers.

In all categories, priority consideration will be given to applications that:

1. Address specific findings in BJS reports³ or other available data that describe the characteristics of sexual abuse in applicant facilities, such as variations in victimization rates among sub-populations of inmates/residents/detainees and contextual circumstances surrounding victimization and the dynamics of sexual abuse. Applicants may also focus on confinement facilities that demonstrate high rates of sexual abuse, based on data reported annually to BJS, or other data that suggest past problems with sexual abuse within the facility.

Strategic Support and Assistance to Grantees Selected under this Solicitation

The TTA coach will also work with the PREA grantees to leverage resources available through the [National PREA Resource Center \(PRC\)](#). The PRC serves as a clearinghouse for current information related to PREA implementation.

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.

² The governor must have submitted to DOJ by October 15, 2019, or within the 30 day extension period, an assurance that not less than five percent of certain DOJ grant funds will be used solely for the purpose of enabling the state to achieve full compliance with the PREA standards in future years. See 34 U.S.C § 30307(e)(2).

³ See: <https://www.bjs.gov/index.cfm?ty=tp&tid=20>.

B. Federal Award Information

Maximum number of awards BJA expects to make	18
Estimated maximum dollar amount for each award	\$250,000
Total amount anticipated to be awarded under solicitation	\$4,500,000
Period of performance start date	October 1, 2020
Period of performance duration	24 months

Applicants must apply in one of four categories, depending upon their jurisdictional and/or population status:

- **Category 1, Competition ID BJA-2020-17234:** Units of state government agencies.
- **Category 2, Competition ID BJA-2020-17235:** Units of county or city local government agencies.
- **Category 3, Competition ID BJA-2020-17236:** Units of county or city local government agencies in rural jurisdictions, defined as having a population of 100,000 or fewer.
- **Category 4, Competition ID BJA-2020-17816:** Federally recognized Indian tribes and Alaska Native tribes and/or tribal organizations.

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 grants. 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 Requirements⁴ 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 requires a 50 percent **cash or in-kind match**. See the [OJP Grant Application Resource Guide](#) for additional information on this match requirement.

Award Special Condition – Withholding of Funds Pending PREA Implementation Plan

Once awarded, each grant award will have in place a special condition withholding all but \$25,000 and designating that the grantee finalize a PREA implementation plan within 180 days of receiving final approval of the project's budget from OJP's Office of the Chief Financial Officer. The recipient will not be authorized to obligate, expend, or draw down funds in excess of \$25,000 until BJA has reviewed and approved the implementation plan and a Grant Adjustment Notice has been issued and approved to remove the special condition.

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

⁴ 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.

Narrative, and executive-level letter(s) of commitment from the agency or agencies that are proposed to receive funding.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on 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.

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

3. Program Narrative

The program narrative should be double-spaced, using a standard 12-point Times New Roman font; have 1-inch margins; and should not exceed 15 pages. Pages should be numbered "1 of 15," "2 of 15," etc.

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. Description of the Issue
- 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 <https://www.ojp.gov/funding/apply/grant-performance-measurement-and-progress-reporting-information> for an overview of performance measurement activities at OJP.

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, recipients will be required to submit quarterly performance metrics through BJA's online Performance Measurement Tool (PMT), located at <https://bjapmt.ojp.gov>. Applicants should review the complete list of PREA performance measures at: <https://bjapmt.ojp.gov/help/PREAMEasures.pdf>.

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.

Grantees should include funding in their budget for a small team of representatives to attend a strategic workshop in Washington, D.C. The expected purposes of this workshop are to provide substantive information to the grantees related to the PREA standards and to promote meaningful cross-jurisdictional sharing of information and lessons learned about PREA implementation.

5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#) (if applicable)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)

10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)⁵ (if applicable)

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

12. Additional Attachments

- Timeline/Project Plan outlining key tasks, benchmarks, and persons or entities responsible.
- Letter(s) of Commitment from the leader(s) of the agency or agencies that are proposed to receive funding.
- Position Descriptions for key roles and résumés for personnel in those roles. Position descriptions should relate to the role on the proposed project, not the person’s role within the applicant organization, and describe critical competencies and expectations regarding project responsibilities.

How To Apply (Grants.gov)

Applicants must register in and submit applications through [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 #16.735, PREA Program: Strategic Support for PREA Implementation*

2. Competition IDs:

- | | |
|------------|----------------|
| Category 1 | BJA-2020-17234 |
| Category 2 | BJA-2020-17235 |
| Category 3 | BJA-2020-17236 |
| Category 4 | BJA-2020-17816 |

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. Description of the Issue (30 percent)

- Identify the category of this solicitation, by number and name, under which the applicant is applying.

⁵ 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.

- Describe and demonstrate understanding of the nature and scope of the problem to be addressed, using data and research as support.
- Describe successful efforts to date to address the needs identified.
- Describe the need for assistance and resources to address the problem.
- Briefly introduce how the applicant proposes to address the problem.

2. Project Design and Implementation (30 percent)

- Address in detail how the project proposes to accomplish each of the objectives and deliverables (see page 5).
- Applicants may propose other items or deliverables in addition to the ones listed on page 5, and should provide detailed information about them.
- Identify the priority considerations to be addressed through the grant (if applicable).
- Include a timeline/project plan that identifies the major objectives and deliverables of the project and who is responsible for each activity (see pages 5 and 11).

3. Capabilities and Competencies (25 percent)

- Provide a detailed description of the capacity of the agency and key personnel to achieve the project goals and complete the project deliverables discussed on pages 5 and 6.
- Provide a letter(s) of commitment from leader(s) of the agency or agencies that are proposed to receive funding that demonstrates commitment to this project plan and PREA implementation.
- Describe how the proposed management structure and staffing of the project will facilitate achievement of the project goals and completion of project deliverables. These should match the staffing needs necessary to accomplish the tasks outlined in the timeline/project plan.
- Provide information regarding the personnel assigned to these tasks included in the role descriptions (see page 11). Position descriptions should relate to roles on the proposed project, not within the applicant organization, and describe critical competencies and expectations regarding project responsibilities.

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

- Describe how data required for performance measures will be collected, including the system(s) used and the person(s) responsible.
- Describe whether and how other relevant performance metrics will be documented, monitored, and evaluated.

5. Budget (10 percent):

- Submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).
- The budget narrative should demonstrate generally how the applicant will maximize cost effectiveness of grant expenditures. The budget narrative should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.⁶

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.

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 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 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](#)

OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

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).

⁶ 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.

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: Application Checklist

Implementing the PREA Standards, Protecting Inmates, and Safeguarding Communities

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](#))
- Select the correct Competition ID (see page 7)
- 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 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 \$250,000.

Eligibility Requirement:

- Eligible applicants are states, units of local government, and federally recognized Indian tribal governments (as determined by the Secretary of the Interior).

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 9)
 - Budget Detail Worksheet (and Budget Narrative) (see [OJP Grant Application Resource Guide](#))
 - Letter(s) of commitment from the leader(s) of the agency or agencies that are proposed to receive funding (see pages 11 and 12)
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- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
 - Project Abstract (see page 9)
 - Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
 - Tribal Authorizing Resolution (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/Project Plan (see pages 11 and 12)
 - Position Descriptions and Résumés (see pages 11 and 12)