

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



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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding under the Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues program. This program furthers the Department's mission by assisting state and local jurisdictions in improving victim and witness cooperation, preventing and reducing crime by improving law enforcement investigations, and bringing criminal justice practitioners together to discuss and explore issues and trends in the criminal justice community.

## **Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues FY 2016 Competitive Grant**

**Applications Due: May 10, 2016**

### **Eligibility**

Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit and for-profit organizations), and institutions of higher education (including tribal institutions of higher education) that support national initiatives to improve the functioning of the criminal justice systems. For-profit organizations must agree to forgo any profit or management fee. Applicants are strongly encouraged to submit an application that shows partnerships with key organizations in order to build strong working relationships with national-level organizations in the criminal justice field.

BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the other(s) must be proposed as subrecipient(s). The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals. Applicants may apply to one or more categories listed within this announcement.

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

## Deadline

Applicants must register with [Grants.gov](http://Grants.gov) prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 10, 2016.

All applicants are encouraged to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How to Apply](#) in Section D. Application and Submission Information.

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov). The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" [in the How to Apply section](#).

For assistance with any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this announcement: BJA-2016-9209

Release date: March 22, 2016

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# Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues

**(CFDA #16.738)**

## **A. Program Description**

### **Overview**

The FY 2016 Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues Competitive Grant Announcement focuses on national initiatives to improve the functioning of the criminal justice system, specifically by (1) providing training to communities to address victim and witness intimidation; (2) training to strengthen the investigative function of law enforcement agencies; and, (3) coordinating activities of the BJA Criminal Justice Forecasting Group.

This program is funded under the Edward Byrne Memorial Justice Assistance Grant (JAG) Training and Technical Assistance Program (Further Continuing Appropriations Act, 2016, Public Law No: 114-96). Categories 1, 2, and 3 are authorized by Sec. 213 of the Further Continuing Appropriations Act, 2016, which states “at the discretion of the Attorney General, and in addition to any amounts that otherwise may be available (or authorized to be made available) by law, with respect to funds appropriated by this title under the headings 'Research, Evaluation and Statistics', 'State and Local Law Enforcement Assistance', and 'Juvenile Justice Programs'—up to 3 percent of funds made available to the Office of Justice Programs for grant or reimbursement programs may be used by such Office to provide training and technical assistance.”

The JAG Program authorization 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” (42 U.S.C. 3756(b)(1)). Category 2 is partially funded under this authorization.

### **Program-Specific Information**

This BJA-administered program helps improve criminal justice systems by supporting funding for national program efforts, such as TTA, to address the needs of state and local justice systems and communities. The FY 2016 program will focus on funding efforts in three major national TTA categories:

- Improving victim and witness cooperation
- Improving law enforcement investigations
- Supporting the BJA Criminal Justice Forecasting Group

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

Under this solicitation, BJA seeks to improve and elevate the functioning of the criminal justice system (with specific emphasis relating to the adjudication process) by assisting state and local jurisdictions and tribal governments to ensure the fair administration of justice in the criminal justice system. This is achieved by focusing on TTA for courts, prosecutors, defense attorneys, and police.

### **Category 1: Improving Victim and Witness Cooperation. Competition ID: BJA-2016-9541**

BJA expects to make one award under Category 1 for up to \$600,000. The project period is 24 months, and the project start date should be on or after October 1, 2016.

Many communities – especially in urban communities – across the country are experiencing low violent crime clearance rates resulting in part from a reluctance by victims and witnesses to cooperate with the justice system. Such reluctance is often due to intimidation of victims and witnesses, lack of public trust and confidence in the criminal justice system, and/or close ties between the victims and witnesses and the crime’s perpetrator and their associates. Historically, witness intimidation is closely associated with organized crime and domestic violence, but current efforts to investigate and prosecute drug, gang, violent, and other types of crime are also severely hindered by intentional or cultural intimidation of witnesses<sup>1</sup>.

Innovative strategies are emerging to address victim and witness intimidation and its nexus to low clearance rates at the local level. Examples include: applying witness risk assessments; coordinating social services and housing; implementing procedural solutions, such as effective utilization of grand juries and restrictive discovery; and utilizing neighborhood advocates to support victims and witnesses through the adjudication process.

Category 1 solicits one provider to deliver TTA nationwide in support of communities wishing to improve victim and witness cooperation and to combat victim intimidation at the local level. Specifically, the selected TTA provider will be expected to:

1. Deliver in-depth training and technical assistance to three communities wishing to implement trauma informed, victim centered comprehensive strategies to combat victim and witness intimidation, including but not limited to:
  - a. Conducting a data-driven problem assessment that identifies the prevalence of victim and witness intimidation in the given jurisdiction, challenges that hinder victims and witnesses from cooperating with the justice system, and opportunities to test innovative practices that improve victim and witness cooperation.
  - b. Convening stakeholders across the justice system to discuss the issues and proposed responses.
  - c. In collaboration with BJA, create recommendations for adoption or change of policy, practice, staffing, and resources. These recommendations MAY NOT solely focus on relocation and should explore comprehensive strategies including utilization of risk assessments, victim and social services, and appearance of notification reminders.
  - d. Providing office-based and on-site technical assistance to assist the community in implementing the recommendations.

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<sup>1</sup> *Witness Intimidation*, Problem-Oriented Guides for Police Problem-Specific Guides Series Guide No. 42, 2006). This publication can be found at: <http://ric-zai-inc.com/ric.php?page=detail&id=COPS-P112>.

- e. Employing a cadre of subject matter experts, in consultation with BJA, to assist the jurisdiction with implementing the proposed response(s).
  - f. Coordinating peer-to-peer technical assistance, which may include onsite visits or innovative use of technology to connect peer to peer.
  - g. Monitoring and assess each department's implementation of recommendations regularly for 1 year following the assessment.
  - h. Integrating trauma informed victim centered approaches
2. Create an online toolkit that will serve as a resource for communities wishing to implement responses to victim and witness intimidation.
  3. Develop fact sheets and/or a practitioner monograph on the communities that receive training and technical assistance highlighting the unique components of their programs and draws together common themes.

**Category 2: National Resource and Technical Assistance Center for Improving Law Enforcement Investigations ID: BJA-2016-9542**

BJA expects to make one award under Category 2 for up to \$1,600,000. The project period is 24 months, and the project start date should be on or after October 1, 2016.

Strengthening the investigative function within a law enforcement agency is a critical element to reducing and preventing crime and improving clearance rates. Yet, resources to improve this important element are often not available through training and technical assistance provided to departments. Many of the practices and policies in place today in many departments reflect the same policies and practices of years past. Meanwhile, major technological, research and scientific advances have radically changed the opportunities for improved investigative policies and practices. The purpose of this project is to work closely with leading practitioners in law enforcement and prosecution to jointly discuss and propose ways to improve the investigative processes. The result of this project should include curriculum and resource development, SME convenings, trainings, assessments and on-site technical assistance. Little tracking or research has been conducted related to this important function and to date few training resources are targeted to detectives and investigators inside law enforcement departments. Training and technical assistance topics will likely focus on such activities as social network analysis, innovative use of new investigative tools, and organizational changes that can improve processes. The result of this effort will be a robust resource center, training program, and on-site technical assistance geared toward detectives and investigators, training and technical assistance to support improvements in the field, topical publications, and a toolkit for improving investigations. **The recipient of this training and technical assistance must be jurisdictions who are facing a precipitous increase in crimes such as robbery, assault, burglary, homicide, and other violent crimes while facing stagnant or declining clearance rates.** The TTA should focus on improving the investigatory function related to all serious crime and should not be limited to violent crime.

Category 2 solicits one provider to deliver TTA nationwide in support of a national resource center to improve law enforcement investigations at the local level. Specifically, the selected TTA provider will be expected to:

- convene national experts in the field to identify knowledge gaps and promising practices (minimum two convenings)

- document and provide technical assistance to implement innovative investigative strategies currently in practice
- develop new and innovative learning resources and training related to the latest available tools and technologies for improving investigations;
- integrate trauma informed victim centered approaches to all investigation policies and practices and related trainings;
- focus resources and products on scientific advances in the forensics field to include using new tools and methodologies to assist in generating investigative leads;
- assess current practice and recommend innovative investigative policies and practices to specific departments who meet the eligibility criteria on demand. Complete a thorough assessment of the investigatory function and practices of a department and issue related recommendations for improvement (in coordination with BJA). This function should be completed by a team of research and practitioner experts. Resumes for the SMEs should be included in the application attachments. All SMEs must be approved by BJA.
- Use innovative means to provide information and training to eligible departments on the such topics as:
  - Witness intimidation and cooperation
  - Prosecution and Law Enforcement data sharing and information storage
  - Interview and interrogation skills
  - Social network analysis
  - Constitutional law and court room preparation
  - Forensic advancements and the development of investigatory leads
  - Advancements in crime scene processing, analysis and reconstruction
  - Crime analysis programs for identifying and analyzing patterns and trends in crime
- Deliver training and technical assistance to departments on demand with the approval of BJA
- Coordinate efforts to improve investigations related to sexual assault violence with BJA's current Sexual Assault Kit Initiative (SAKI) Training and Technical Assistance efforts.
- Deliver specific on-site, in depth training and technical assistance to up to three departments who are implementing crime gun intelligence centers as a means of improving investigations related to shootings (See the National Crime Gun Intelligence Center Initiative FY 2016 Limited Competition Grant Announcement for more information <https://www.bja.gov/Funding/NationalCrimeGun16.pdf>).

**Category 3: Criminal Justice Forecasting Group (CJFG) Coordinator ID: BJA-2016-9543**

BJA expects to make one award under Category 3 for up to \$305,000. The project period is 24 months, and the project start date should be on or after October 1, 2016.

In 2010, BJA created the Law Enforcement Forecasting Group (LEFG). The mission of the LEFG was – and continues to be – to discuss and explore impending issues and trends in the criminal justice community. Membership was composed of thoughtful senior law enforcement executives (police and sheriff), prosecutors, and academics. The group's purpose has been to seek proactive responses to issues and concerns facing state and local communities. All too often, the criminal justice community is placed in a reactionary posture that offers little opportunity to get in front of issues. Uncertain economic factors, increased demands for service,

decreasing resources are but a few of the challenges that intrude upon criminal justice leaders from being proactive problem solvers.

Through the next evolution of this effort BJA anticipates hosting four regular meetings of forecasting groups. It is anticipated that each meeting will include 25-30 members, many of whom may be recurring depending on the meeting topic. It is likely that of the four meetings two meetings will include law enforcement and prosecution practitioners while the other two meetings will focus largely on corrections and will include correctional practitioners. However, depending on the nature of the discussion, groups may include judicial, prosecution, defense, police and academic members. BJA seeks applications for the BJA Criminal Justice Forecasting Group (CJFG) Coordinator from organizations to provide logistical coordination of the CJFG to include convening the meetings, suggesting topics / speakers based on latest trends, suggesting potential members, arranging all travel and reimbursement arrangements for members and participants, producing agreed upon products/deliverables as a result of the CJFG meetings, maintain and post to the forecasting group's website.

The CJFG is expected to convene twice a year (i.e. fall and spring) for a day and a half meeting to inform the CJFG Coordinator on topics/issues relevant to the criminal justice system. The CJFG Coordinator will serve as the meeting moderator, develop agenda, and be expected to assist BJA in identifying and selecting emerging / innovative criminal justice officials, state and municipal leaders and academicians to serve on the BJA Criminal Justice Forecasting Group.

The purpose of this group will be to assist the CJFG Coordinator in identifying emerging trends/issues that may result in overarching policy implications for the criminal justice field. Additionally it is envisioned that the work of the group will offer guidance on regional and national issues that are emerging criminal justice problems and to identify criminal justice policy, training, and technical assistance planning efforts in response to those issues. The proceedings of these discussion sessions will be assembled and analyzed to develop strategy and policy statements of practice for the criminal justice community and disseminated via webcasts and meetings briefs.

The successful applicant will be required to provide logistical support for the four meetings during the 24-month award period.

### **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. OJP is committed to:

- Improving the quantity and quality of evidence OJP generates
- Integrating evidence into program, practice, and policy decisions within OJP and the field
- Improving the translation of evidence into practice

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a



program or practice to be evidence-based. The [OJP CrimeSolutions.gov](http://OJP.CrimeSolutions.gov) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

## **B. Federal Award Information**

BJA estimates that it will make approximately 3 awards of up to \$305,000-\$1,600,000 each for an estimated 24-month project period, beginning on October 1, 2016.

- Under Category 1, BJA expects to make one award for up to \$600,000. The project period is 24 months, and the project start date should be on or after October 1, 2016.
- Under Category 2, BJA expects to make one award for up to \$1,600,000. The project period is 24 months, and the project start date should be on or after October 1, 2016.
- Under Category 3, BJA expects to make one award for up to \$305,000. The project period is 24 months, and the project start date should be on or after October 1, 2016.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of the progress of the work funded under the award.

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<sup>2</sup>**

BJA expects that it will make any award from this announcement in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under Section [F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this announcement.

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

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity<sup>3</sup>) must, as described in the Part 200 Uniform Requirements set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the recipient (and any subrecipient) is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of

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<sup>2</sup> See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements (a type of grant)).

<sup>3</sup> For purposes of this solicitation (or program announcement), "pass-through entity" includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

the federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework,” issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).

(b) Comply with federal statutes, regulations, and the terms and conditions of the federal awards.

(c) Evaluate and monitor the recipient’s (and any subrecipient’s) compliance with statutes, regulations, and the terms and conditions of federal awards.

(d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.

(e) Take reasonable measures to safeguard protected personally identifiable information and other information the federal awarding agency or pass-through entity designates as sensitive or the recipient (or any subrecipient) considers sensitive consistent with applicable federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

## **Budget Information**

### **Cost Sharing or Matching Requirement**

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

### **Pre-Agreement Cost (also known as Pre-award Cost) Approvals**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant award.

OJP does not typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee’s approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP’s consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), for more information.

### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual

salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.<sup>4</sup> The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

The justification should include the particular qualifications and expertise of the individual, the uniqueness of the service the individual will provide, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work to be done.

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at [www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most conference, meeting, and training costs for cooperative agreement recipients and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits for individuals with limited English proficiency may be allowable. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

## **C. Eligibility Information**

For eligibility information, see title page.

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<sup>4</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed at Appendix VIII to 2 C.F.R. Part 200.

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

### **Limit on Number of Application Submissions**

If an applicant submits multiple versions of the same application BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

## **D. Application and Submission Information**

### **What an Application Should Include**

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, Budget Narrative, Time and Task Plan, and résumés/curriculum vitae of key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

*OJP strongly recommends that applicants use appropriately descriptive file names (e.g., “Program Narrative,” “Budget Detail Worksheet and Budget Narrative,” “Timelines,” “Memoranda of Understanding,” “Résumés”) for all attachments. Also, OJP recommends that applicants include resumes in a single file.*

### **1. Information to Complete the Application for Federal Assistance (SF-424)**

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and the OJP Grants Management System (GMS) take information from the applicant’s profile to populate the fields on this form. When selecting “type of applicant,” if the applicant is a for-profit entity, select “For-Profit Organization” or “Small Business” (as applicable).

**Intergovernmental Review:** This funding opportunity (program) is not subject to Executive Order 12372. (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

## 2. Project Abstract

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. 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 font (Times New Roman) with 1-inch margins
- Include the category for which the applicant is applying

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

All project abstracts should follow the detailed template available at [ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf](http://ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf).

**Permission to Share Project Abstract with the Public:** It is unlikely that BJA will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications; for example, through a listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

**Note:** OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

## 3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-4) in the order given. Applicants must meet the requirements of the category under which they are applying as described in the category Specific Information section.

The program narrative also must address the applicant’s ability to collect and report all required performance measurement data.

The program narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and should not exceed 15 pages. Number pages “1 of 15,” “2 of 15,” etc.

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

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

- a. Statement of the Problem

- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Post award, recipients will be required to submit performance metric data quarterly through BJA’s online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatraining.org/working-with-nttac/providers>. Performance measures for this solicitation are as follows:

| <b>Objective</b>   | <b>Catalog ID</b>  | <b>Performance Measure(s)</b>  | <b>Data Grantee Provides</b>   |
|--|--|--|--|
| Increase the knowledge of criminal justice practitioners through in-person training. | 228  | Number of participants who attend the training   | Number of individuals who started the training   |
|  | 239  | Percentage of participants who successfully completed the training                       | Number of individuals who completed the training   |
|  | 493215   | Percentage of participants who rated the training as satisfactory or better              | Number of individuals who completed an evaluation at the conclusion of the training                              |
|  |  | Percentage of participants trained and subsequently demonstrated performance improvement | Number of trainees who completed the training who rated the training as satisfactory or better                   |
| Increase the knowledge of criminal justice practitioners through web-based learning. | 228  | Number of participants who attend the training   | Number of individuals who started the training   |
|  | 239  | Percentage of participants who successfully completed the program                        | Number of individuals who completed the training   |
|  | 493  | Percentage of participants who rated the training as satisfactory or better              | Number of individuals who completed an evaluation at the conclusion of the training                              |
|  |  | Percentage of participants trained and subsequently demonstrated performance improvement | Number of trainees who completed the training who rated the training as satisfactory or better                   |
| 215  | Percentage of participants trained and subsequently demonstrated performance improvement | Number of individuals who completed a pre and post-test                                  |  |
|  |  |  | Number of individuals who completed the training whose post-test indicated an improved score over their pre-test |

|   |  |   |   |
|---|--|---|---|
| <p>Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.</p>  | <p>12</p>  | <p>Percentage of requesting organizations that completed a training who rated that training as satisfactory or better</p>   | <p>Number of organizations receiving CD/DVDs</p> <p>Number of organizations who received CD/DVDs who were surveyed</p> <p>Number of organizations who responded to the survey</p> <p>Number of organizations who rated the distance learning through CD/DVD as satisfactory or better.</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>12</p> <p>246</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 who completed an evaluation of other onsite services</p> <p>Number of requesting agencies who 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 report recommendations 6 months after the onsite visit</p> <p>Number of onsite visits completed</p> <p>Number of requesting agencies who completed an evaluation of services</p> <p>Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better</p> |
| <p>Increase information provided to the criminal justice community.</p>   | <p>147</p> <p>493</p> <p>144</p> <p>145</p> <p>492</p> | <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 group groups</p> <p>Number of documents and publications disseminated to the field as a result of working group</p> <p>Number of websites developed</p> <p>Number of websites maintained</p> <p>Number of visits to websites</p>   |
| <p>Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.</p>  | <p>144</p> <p>520</p>                                  | <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"> <li>• Developed</li> <li>• Pilot Tested</li> <li>• Revised after being pilot tested</li> </ul>   |

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

### **Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the [OJP Funding Resource Center](http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm) web page (<http://ojp.gov/funding/Explore/SolicitationRequirements/EvidenceResearchEvaluationRequirements.htm>). Applicants whose proposals may involve a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that web page.

## **4. Budget Detail Worksheet and Budget Narrative**

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

A sample Budget Detail Worksheet can be found at <http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://ojp.gov/financialguide/DOJ/index.htm>.

### **b. Budget Narrative**

The budget narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narrative how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be



used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

**c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [Financial Guide](#).

**d. Pre-Agreement Cost Approvals**

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

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

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant is eligible to use and elects to use the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.414(f).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.<sup>5</sup>

**6. Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to

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<sup>5</sup> See 2 C.F.R. § 200.414(f).

[OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk
- Date the applicant was designated high risk
- The high risk point of contact name, phone number, and email address, from that federal agency
- Reasons for the high risk status

OJP seeks this information to ensure appropriate federal oversight of any grant award. Disclosing this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

## 7. Additional Attachments

- Project Time and Task Plan:** Attach a Project Time and Task Plan with each project goal, related objective, activity, expected completion date, and responsible person or organization.
- Memoranda/Letters of Support:** Include Memoranda of Understanding or Letters of Support, if applicable.
- Job Descriptions:** Include Job Descriptions that outline the roles, responsibilities, and qualifications for all key positions.
- Résumés:** Include resumes for staff identified for the key positions, if known.
- Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

| Federal or State Funding Agency                              | Solicitation Name/Project Name  | Name/Phone/E-mail for Point of Contact at Funding Agency |
|--|---|--|
| DOJ/COPS   | COPS Hiring Program   | Jane Doe, 202/000-0000; jane.doe@usdoj.gov               |
| HHS/ Substance Abuse & Mental Health Services Administration | Drug Free Communities Mentoring Program/ North County Youth Mentoring Program | John Doe, 202/000-0000; john.doe@hhs.gov                 |

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.”).

**f. Research and Evaluation Independence and Integrity**

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:
  - a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization;

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subrecipient organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, those in which an investigator would be in a position to evaluate a spouse’s

work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.

- ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

Considerations in assessing research and evaluation independence and integrity will include, but are not limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

## 8. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, all applicants (other than an individual) are to download, complete, and submit this [form](#).

## 9. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

### How to Apply

Applicants must register in, and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at [www.Grants.gov](http://www.Grants.gov). Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments.** Grants.gov has two categories of files for attachments: mandatory and optional. OJP receives all files attached in both categories. Please insure all required documents are attached in the mandatory category.

**Note on File Names and File Types:** Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below.

| Characters         | Special Characters  |                   |                       |
|--------------------|---|-------------------|-----------------------|
| Upper case (A – Z) | Parenthesis ( )   | Curly braces { }  | Square brackets [ ]   |
| Lower case (a – z) | Ampersand (&)   | Tilde (~)         | Exclamation point (!) |
| Underscore ( _ )   | Comma ( , )   | Semicolon ( ; )   | Apostrophe ( ' )      |
| Hyphen ( - )       | At sign ( @ )   | Number sign ( # ) | Dollar sign ( \$ )    |
| Space              | Percent sign ( % )  | Plus sign ( + )   | Equal sign ( = )      |
| Period ( . )       | <b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;amp;” format.</b> |                   |                       |

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

**GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

All applicants are required to complete the following steps:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2 and 4.

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal

can take as long as 10 business days to complete.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

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

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to [www.grants.gov/web/grants/register.html](http://www.grants.gov/web/grants/register.html). Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-registration.html>.
4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. Note that an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA-2016-9209.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.
7. **Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov 11:59 p.m. eastern time on May 10, 2016.
8. Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

### **Note: Duplicate Applications**

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

### **Experiencing Unforeseen Grants.gov Technical Issues**

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. The applicant must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website.
- Failure to follow each instruction in the OJP solicitation.
- Technical issues with the applicant's computer or information technology environment, including firewalls, browser incompatibility, etc.

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.**

## **E. Application Review Information**

### **Selection Criteria**

#### **1. Statement of the Problem (10 percent)**

Specify the category for which the application is submitted. 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 category-specific description listed on pages 5-8. Provide its design and proposed implementation that will result in the category-specific deliverables. Tie project activities/deliverables to goals and objectives in the program design. In addition, the required project time and task plan should identify each project



activity (all category-specific deliverables must be included), expected completion date, and responsible person or organization.

**Specifically for Category 2:** In order to be considered for an award under this category, applicants must clearly identify how the applied-for funding will directly address a precipitous or extraordinary increase in crime or in a type or types of crime, in the population(s) to be served by the services identified in the application. Applicants must develop a plan that will ensure that TTA is provided to recipients only after the following have been analyzed for each engagement:

- Identify a crime or type(s) of crime that have precipitously increased within the jurisdiction
- Identify the period of time during which the relevant category of crime increased.
- Provide evidence substantiating the claimed increase. Examples of such evidence include statistics, research findings, or other objective evidence as appropriate.

If an application fails to demonstrate that TTA services will be delivered only where the crime increase occurred, the application may be rejected for that reason alone.

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

Fully describe the applicant's capabilities to implement the project and the competencies of the staff assigned to the project.

**Specifically for Category 1 and 2:** The applicant must provide evidence of extensive experience in successfully providing the following:

- Complex national-level training and technical assistance programs with sufficient resources to successfully deliver the TTA throughout the country, using a range of training modalities such as online and in-person training.
- Work in the field relevant to the category of application.
- Collection of research and data as well as analysis of research and data.

In addition, the applicant must demonstrate knowledge and experience in: publications and multimedia material development, collaborative partnerships, development and management of trainings and events, and experience in recruitment and maintenance of subject matter experts/instructors.

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

Explain how the program's effectiveness will be demonstrated. For each performance measure selected, describe: 1) what data will be collected and how, 2) how it will be assessed/analyzed, and 3) the process for reporting the findings and outcomes.

### **5. Budget (15 percent)**

Provide a proposed budget and budget narrative for the entire project that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate cost effectiveness in relation to

potential alternatives and the goals of the project.<sup>6</sup> The budget must support the strategies and approaches outlined in the project design, and include a narrative to describe the expenditures under each cost area and how it will contribute to the overall program goals.

### **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. BJA reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with the solicitation.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant
- Applications must request funding within programmatic funding constraints (if applicable)
- Applications must be responsive to the scope of the solicitation
- Applications must include all items designated as “critical elements”
- Applicants will be checked against the System for Award Management (SAM)

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

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance

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<sup>6</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

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 consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

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

### **Federal Award Notices**

OJP sends award notification by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

### **Administrative, National Policy, and other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements<sup>7</sup> with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

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

Recipients 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. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative or administrative obligations of the recipient or the program.

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

For Federal Awarding Agency Contact(s), see title page.

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

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<sup>7</sup> See *generally* 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 (FFATA)).

## H. Other Information

### Provide Feedback to OJP

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

**IMPORTANT:** This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

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

## Application Checklist

### FY 2016 Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues

This application checklist has been created to assist in developing an application.

#### What an Applicant Should Do:

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

- \_\_\_\_\_ Acquire a DUNS Number (see page 22)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 22)

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

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 23)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 23)

##### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 23)
- \_\_\_\_\_ Select the correct Competition ID (see page 23)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 23)
- \_\_\_\_\_ Sign up for Grants.gov [email](#) notifications (optional) (see page 21)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm)

##### *After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 23)

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

- \_\_\_\_\_ contact the NCJRS Response Center regarding experiencing technical difficulties (see page 24)

#### General Requirements:

- \_\_\_\_\_ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center.

**Scope Requirement:** Dependent on the category; see pages 5-8

**Eligibility Requirement:** Eligible applicants are limited to for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), and institutions of higher education (including tribal institutions of higher education) that support national initiatives to improve the functioning of the criminal justice systems.

**What an Application Should Include:**

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 12)
- \_\_\_\_\_ Project Abstract (see page 13)
- \_\_\_\_\_ \*Program Narrative (see page 13)
- \_\_\_\_\_ \*Budget Detail Worksheet (see page 16)
- \_\_\_\_\_ \*Budget Narrative (see page 16)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 17)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 17)
- \_\_\_\_\_ Additional Attachments
  - \_\_\_\_\_ \*Project Time and Task Plan (see page 18)
  - \_\_\_\_\_ Memoranda/Letters of Support (see page 18)
  - \_\_\_\_\_ Job Descriptions (see page 18)
  - \_\_\_\_\_ \*Résumés (see page 18)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications (see page 18)
  - \_\_\_\_\_ Research and Evaluation Independence and Integrity (see page 19)
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (see page 21)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 21)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (see page 10)

\* These elements are the basic minimum requirements for applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.