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

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP) Bureau of Justice Assistance (BJA) is seeking applications to: 1) develop a clearinghouse to provide information about risk and needs assessment to criminal justice practitioners and stakeholders, and 2) provide training and technical assistance to practitioners regarding women in the criminal justice system. This program furthers the Department's mission by disseminating evidence-based information to criminal justice practitioners.

National Initiatives: Promoting Effective Justice Systems Strategies
FY 2015 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal for-profit or nonprofit organizations), and institutions of higher education (including tribal institutions of higher education). For-profit organizations must agree to forgo any profit or management fee. Applicants must also have experience in delivering training and technical assistance nationwide.

BJA welcomes applications that involve two or more entities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals.

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

For additional eligibility information, see Section C. Eligibility Information.

Deadline

Applicants must register with 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 June 16, 2015.

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. The 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 1-800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email responsecenter@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-2015-4200

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National Initiatives: Promoting Effective Justice Systems Strategies (CFDA #16.827 and 16.738)

A. Program Description

Overview
The purpose of this program is to provide state and local criminal justice practitioners and stakeholders with objective information, resources, and training and technical assistance (TTA) on timely and emerging criminal justice issues and actionable information to improve the uptake and quality of evidence-based practice.

Category 1 of this solicitation seeks a provider to develop content for a web-based clearinghouse and provide technical assistance to criminal justice practitioners and stakeholders regarding the science and practice of risk and needs assessment to inform decisions at various points in the criminal justice system. Category 1 is funded through the Justice Reinvestment Initiative (JRI) appropriation, under the Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. 113-235.

Category 2 of this solicitation seeks to identify a provider or team of providers to leverage and bolster the successful work to date of the National Resource Center on Justice-Involved Women. Category 2 is funded under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program (42 U.S.C. 3750 et seq.) is the primary provider of federal criminal justice funding to state and local jurisdictions, and JAG funds support all components of the criminal justice system. The Consolidated and Further Continuing Appropriations Act, 2015, Pub. L. No. 113-76, 128 Stat. 5, 68, Title II Sec. 213(1) provides that "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."

Project-Specific Information

Category 1: Risk Assessment Clearinghouse. Competition ID: BJA-2015-4201
Through BJA's strategic plan, BJA has committed to supporting "effective criminal justice policy, programs, information sharing, and collaborations within state, local, and tribal agencies and communities" by "promot[ing] the use of risk and needs assessment throughout the criminal justice system" and "creat[ing] practical tools that communicate criminal justice solutions to the field." Use of validated risk and needs assessments is the foundation for implementing evidence-based practices. Assessment and use of risk, needs, and responsivity (RNR) information can improve criminal justice decisions regarding appropriate placement and targeting scarce resources for the highest-risk offenders while preventing over-programming of low-risk offenders, which can result in increased recidivism. As the use of RNR assessment increases, criminal justice practitioners and stakeholders have a correspondingly increased need to understand the state of the field and science of assessment.

Category 1 Goals, Objectives, and Deliverables
To that end, BJA seeks a provider to develop content for a BJA web resource and deliver distance training and targeted technical assistance to provide criminal justice practitioners and stakeholders with credible, evidence-based information regarding risk and needs assessment.

While BJA anticipates that the web site and content management system will be developed, hosted, and maintained by an existing OJP contractor, BJA is seeking an entity to develop the content that will be featured on this site to address, at a minimum, the following issues in clear, concise, and easily-accessible language:

- Explanation of the history of risk and risk/needs assessment instruments in the criminal justice system, including a discussion of the generations of risk assessment and the RNR model and its evidentiary basis.
- Description of current state of the field regarding the use of risk or risk/needs instruments at different decision points (e.g., arrest, pretrial, prosecutorial charging, sentencing, prison, supervision intake, and parole), and for different purposes (e.g., diversion, pretrial release/bail determination, treatment needs and matching, setting conditions of supervision, release decisionmaking).
- Information about commonly used instruments that would be relevant to organizations and practitioners considering which tool(s) to adopt, for example, the level of training or credentials required for assessors; the evidence base for instruments in common use and the populations and purposes for which the instruments' use is supported by the evidence; the average time to complete; the number of items; the domains measured; type and source of data required, such as administrative data and/or interview; cost information, including whether proprietary or non-proprietary; and automation options for integration into information systems.
- Best practice in development/construction, validation, norming, and revision/revalidation of instruments, including how tool design is informed by its purpose (e.g., treatment matching, arrest or detention decision, diversion); how variables are tested, selected, and weighted; how cut points are selected; how instruments can be designed to limit or eliminate the use of factors that are associated with disproportionate impact; the range of accuracy that can reasonably be expected from the tools; the purpose and content of a validation study; the importance and recommended frequency of re-validation or revision; and the importance of norming.
- Best or promising practice in use of the tools, including recommended training; agency policies regarding when to assess, how frequently to re-assess, and use of the information gathered; explanation of how the information can support decisions, i.e., linking assessment results with programs, services, and case plan goals; data collection and systems requirements; how to communicate and present RNR information effectively, for example, in pre-sentence investigation reports or transparent case management plans; and the importance of and examples of quality assurance systems to ensure, among other things, inter-rater reliability, concurrence of decisions with assessment results; and case plans informed by assessments.
- Unanswered questions in risk and needs assessment; i.e., the limits of current science and the corresponding implications for practice.

BJA expects that, in developing the resource, the provider will consult with a wide range of experts and practitioners of diverse perspectives. The provider will develop the content and will

be expected to work and collaborate with OJP's existing contractor, who will design, build, host, and maintain the web site on behalf of BJA. The selected provider will also update the content and work with the contractor to refresh the site content on an ongoing basis.

In addition, BJA expects the provider to plan and host distance learning opportunities such as webinars to address priority issues relating to risk and needs assessments, with the specific topics to be determined in consultation with BJA. BJA also expects the provider to respond to requests for technical assistance. The selected provider will be expected to establish a system for receiving requests, including by phone and through the web resource, and for assessing levels of need. The provider will be expected to provide tailored distance and site-based services to state and local criminal justice agencies seeking to implement or improve risk and needs assessment. The applicant should have demonstrated expertise in delivering and managing a national-level TTA program and have particular knowledge of the science and practice of risk and needs assessment.

Category 2: National Resource Center on Justice-Involved Women. Competition ID: BJA-2015-4202

Between 1980 and 2010, the number of women in prison in the United States increased by 646 percent, rising from approximately 15,000 to almost 114,000.[1] When counting women in local jails, the total number of women who are incarcerated in this country now exceeds 205,000.[2] Furthermore, from 1980 to 2010, the number of women in prison grew at nearly one and a half times the rate of men (646 percent versus 419 percent). Incarcerated women also have higher rates of serious mental illness, post-traumatic stress disorder, and substance abuse problems than their male counterparts.[3] In addition, justice-involved females are more often victims of physical and sexual abuse, including partner violence and childhood sexual assault, than their male counterparts.[4]

Unfortunately, funding for effective, gender-responsive programming that addresses the unique characteristics of justice-involved women has decreased across the nation in recent years, and providing such programming is not always a high priority for criminal justice agencies in these challenging economic times. In addition, even when justice-involved women are a priority, justice system stakeholders do not always possess the specialized knowledge and skills necessary to implement policies and practices that fully address their needs.

The significant and increasing number of women who are incarcerated in jails and prisons across the nation, and the unique needs of these women that must be addressed in order to reduce the likelihood that they will reoffend, demonstrate the need to expand and enhance the National Resource Center on Justice-Involved Women (the Resource Center). See www.cjinvolvedwomen.org. The Resource Center, funded by BJA since FY 2010, provides specialized support and assistance to enable state and local criminal justice agencies to provide gender-responsive programs and services to justice system involved women.

[1] The Sentencing Project (September, 2012) Incarcerated Women. Retrieved February 10, 2015 www.sentencingproject.org.
[2] Johnson, K A., & Lynch, S. M. Predictors of Maladaptive Coping in Incarcerated Women Who are Survivors of Childhood Sexual Abuse. *Journal of Family Violence* (2013) 28:43-52.
[3] Lynch, S. M., DeHart, D.D., Belknap, J, Green, B.L. Women's pathways to jail: The roles & intersections of serious mental illness & trauma, submitted to the Bureau of Justice Assistance (September 2012).
[4] Lynch, S. M., DeHart, D.D., Belknap, J, Green, B.L. Women's pathways to jail: The roles & intersections of serious mental illness & trauma, submitted to the Bureau of Justice Assistance (September 2012).

The funding available for this program will build upon the work of the existing Resource Center to assist criminal justice policymakers and practitioners nationwide, in transforming their policies and practices to address the needs of justice-involved women more effectively, through the use of technical assistance and other resources. In order to carry out this transformation, policymakers and practitioners must fully understand—and possess the capacity to apply—the contemporary research related to justice-involved women and their effective management, and to leverage the promising work on this issue that is occurring in jurisdictions nationwide. The assistance and resources provided will focus on promoting and supporting the successful implementation of gender-responsive, evidence-based programming that reflects the significant differences between males and females in the justice system.

Category 2 Goals, Objectives, and Deliverables
Category 2 of this solicitation seeks to identify a provider or team of providers to leverage and bolster the successful work to date of the Resource Center. The provider or team of providers will be responsible for carrying out activities and producing deliverables related to four broad categories of work:

1. Provision of state-of-the-art training to the field on issues related to managing justice-involved women effectively.
2. Creation of strategic opportunities for criminal justice practitioners and others who work with justice-involved women to build peer-to-peer support networks, and share promising and best practices with one another.
3. Development of communication strategies for making the needs of justice-involved women a higher priority for jails and corrections agencies across the nation.
4. Delivery of targeted technical assistance designed to assist agencies in their efforts to provide gender-responsive programs and services to women.

Training
Currently, there are only limited opportunities for corrections professionals and others to participate in training that addresses the complex needs of justice-involved women, and focuses on best practices related to their management. This dearth of training negatively impacts the ability of professionals to implement gender-responsive policies and practices that promote the success of justice-involved women and reduce the likelihood of recidivism.

The funding available under this program will be used to implement a robust, national training program that builds upon the training resources currently available through the Resource Center and other sources (e.g., National Institute of Corrections, etc.). The training must be cost-effective and employ a variety of approaches and techniques, including classroom and web-based offerings as well as the development and dissemination of curricula. Key topics to be covered by the training include, but are not limited to, the following:

- Classification, assessment, and case management strategies for justice-involved women;
- Working with justice-involved women effectively in correctional settings;
- Effective reentry strategies for justice-involved women;
- Trauma-informed treatment interventions and services for justice-involved women and their families;
- Community management and supervision of justice-involved women; and
- Quality assurance and evaluation of management strategies for justice-involved women.

The quality and impact of the national training program that is implemented must be evaluated by the selected provider or team of providers, and the outcomes will be used to continuously improve and guide future training that is provided to the field.

Networking
Opportunities for criminal justice policymakers and practitioners to share current, relevant information with one another about what works most effectively to promote positive outcomes with justice-involved women are very limited. As such, the activities supported under this program will include ongoing efforts to design and implement opportunities for those in the criminal justice field to share information about best practices related to managing justice-involved women, address the challenges they are facing related to the successful implementation of gender-responsive programs and services, and enhance their work with women offenders. The networking efforts may include the convening of another "National Summit for Justice-Involved Women," as well as other cost-effective strategies that promote and sustain meaningful, ongoing peer-to-peer networking and support among policymakers and practitioners nationwide.

Communication Strategies
Women are a faster-growing criminal justice population than men, yet criminal justice policies and practices in many jurisdictions and agencies still reflect what seems to work with justice-involved males only. Therefore, the primary purpose of the awareness-raising activities and strategies to be supported under this program is to build and sustain a strong commitment to meaningful changes in how the criminal justice system responds to justice-involved women. If this program is successful, addressing the needs of justice-involved women will become and remain a higher priority for state and local corrections and criminal justice agencies across the country. The specific objectives of the awareness raising activities and strategies include, but are not limited to, the following:

- Communicate key messages broadly and effectively to the field about justice-involved women, their unique pathways to involvement in the criminal justice system, and the importance of gender-responsive management strategies that promote positive outcomes and reduce the likelihood of recidivism; and
- Increase support across the nation for addressing the needs of justice-involved women using evidence-supported, data-driven, and gender-responsive policies and practices.

The quality and impact of the awareness-raising activities and strategies that are implemented must be evaluated by the provider or team of providers that is selected to carry out this program, and the outcomes must be used to make adjustments that enhance effectiveness.

Providing Technical Assistance
A critical component of the work associated with expanding and enhancing the Resource Center is providing targeted technical assistance to state and local agencies where there is a demonstrated commitment to improving how justice-involved women are managed, and their recidivism outcomes. This program will include a robust technical assistance initiative that includes an application process which requires agencies seeking support to articulate and describe:

- The challenges they are facing;
- Efforts undertaken to date to address these challenges;

- The resources that can be provided by the agency to support the technical assistance process;
- The roles of agency leadership in the effort, and how they will support and participate directly in the assistance; and
- The level of commitment of the agency to participate in a follow up evaluation after the assistance is delivered to measure its effectiveness and impact.

The lessons learned from the technical assistance process will be made available to the field through the creation and dissemination of a variety of written materials (e.g., white papers, fact sheets, case studies, etc.). These materials will help others to learn from the outcomes of the technical assistance process, and to replicate promising practices resulting from the assistance.

TTA Provider Requirements for Categories 1 and 2
BJA TTA providers are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). The successful applicant will be required to comply with NTTAC protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to reasonably modify these protocols at any time at its discretion.

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. OJP's CrimeSolutions.gov web site 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

Category 1
BJA estimates that it will make one award under Category 1 of up to $400,000 for a 24-month project period, beginning October 1, 2015.

Category 2
BJA estimates that it will make one award under Category 2 of up to $400,000 for a 24-month project period, beginning on October 1, 2015.

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[5]
BJA expects that it will make any awards from this solicitation 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 solicitation.

Financial Management and System of Internal Controls
If selected for funding, the award recipient must:

(a) Establish and maintain effective internal control over the federal award that provides reasonable assurance that the non-federal entity is managing the federal award in compliance with federal statutes, regulations, and the terms and conditions of 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 non-federal entity's compliance with statute, 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 non-federal entity considers sensitive consistent with applicable federal, state, and local laws regarding privacy and obligations of confidentiality.

[5] *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)).

In order to better understand administrative requirements and cost principles, award 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 Match 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 Approvals

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.[6] The 2015 salary table for SES employees is available at the Office of Personnel Management web site. 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.)

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.

[6] This limitation on use of award funds does not apply to the non-profit organizations specifically named at Appendix VIII to 2 C.F.R. part 200.

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/PostawardRequirements/chapter15page1.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 such costs for cooperative agreement recipients and of some such 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 additional eligibility information, see Title page.

Cost Sharing or Match Requirement
For additional information on cost sharing and match requirement, 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, and a Time/Task Plan. 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," "Resumes") 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 OJP's 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). The applicant should include the full amount requested for the entire 24-month project period on the SF-424

   Intergovernmental Review: This funding opportunity **is** subject to Executive Order 12372. Applicants may find the names and addresses of their state's Single Point of Contact (SPOC) at the following website: www.whitehouse.gov/omb/grants_spoc/. Applicants whose state appears on the SPOC list must contact their state's SPOC to find out about, and comply with, the state's process under Executive Order 12372. In completing the SF-424, applicants whose state appears on the SPOC list are to make the appropriate selection in response to question 19 once the applicant has complied with their state's E.O. 12372 process. (Applicants whose state does not appear on the SPOC list are to make the appropriate selection in response to question 19 to indicate that the "Program is subject to E.O. 12372 but has not been selected by the State for review.")

   Selecting the Appropriate Point of Contact (POC) and the Authorized Representative. Applicants should be cognizant that these two contacts should not be the same. The authorized representative must have the authority to enter into a legal contract with the federal government. The POC will serve as the primary point of contact and will be responsible for grant management duties such as a submission of reports. Make sure that the name, contact information, title, and solicitation is correct

2. **Project Abstract**
   Applicants should provide an abstract identifying the applicant's name, title of the project, and dollar amount requested. The abstract should include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans.

   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

   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.

Do not, however, submit your abstract in .PDF format. BJA requires the ability to copy and paste abstract text. Examples of usable formats include Microsoft Word and WordPerfect.

3. Program Narrative

The Program Narrative must respond to the solicitation and the Selection Criteria in the order given. 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 10 pages. Number pages "1 of 10," "2 of 10," etc.

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

The following sections should be included as part of the program narrative and are described more fully in the Selection Criteria section:

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 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. Award recipients will be required to submit performance metric data quarterly through BJA's online Training and Technical Assistance Reporting Portal located at www.bjatraining.org. To assist applicants in developing their plans for collecting and reporting performance measurement data that will meaningfully evaluate progress, the following measures are the core performance measures for the Training and Technical Assistance Programs. 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. Performance measures for this solicitation are as follows:

Objectives	Performance Measure	Data Grantee Provides
Categories 1 & 2: Provide state and local criminal justice practitioners and stakeholders with objective information, resources, and training and technical assistance (TTA) on timely and emerging criminal justice issues and actionable information to improve the uptake and	Number of conferences or advisory/focus groups held Percentage of advisory/focus groups evaluated as satisfactory or better Number of publications developed Number of publications disseminated	For the current reporting period: • Number of conferences or advisory/focus groups held • Number of conference or advisory/focus group attendees who completed an evaluation • Number of conference or advisory/focus group attendees who rated the advisory/focus group as satisfactory or better • Number of publications/resources developed

quality of evidence-based practice	Percent of web sites developed and maintained Percent increase in the number of visits to web sites Percentage of information requests responded to	• Number of publications/ resources disseminated • Number of web sites developed • Number of web sites maintained • Number of visits to web sites during the current reporting period • Number of visits to web sites during the previous reporting period • Number of information requests • Number of information requests responded to

	Number of onsite visits completed
	
	Percentage of requesting agencies who rated services as satisfactory or better
	
	Percentage of requesting agencies that were planning to implement one or more recommendations
		For the current reporting period:
		• Number of onsite visits completed
		• Number of reports submitted to requesting agencies after onsite visits
		• Number of requesting agencies who completed an evaluation of services
		• Number of agencies who rated the services a satisfactory or better
		  ○ in terms of timeliness
		  ○ quality
		• Number of follow-ups with requesting agencies completed 6 months after onsite visit
		• Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit

Category 2: Provide state-of-the-art training to the field on issues related to managing justice involved women effectively	Number of trainings conducted Number of participants who attend the training Percentage of participants who successfully completed the training Percentage of participants who rated the training as satisfactory or better Percentage of participants trained and subsequently demonstrated performance improvement Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job. Number of curricula developed Number of curricula that were pilot tested Percentage of curricula that were revised after pilot testing	For the current reporting period: Number of trainings (by type): • In-person • Web-based • CD/DVD • Peer-to-peer • Workshop Number of individuals who: • Attended the training (in-person) or started the training (web- based) • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed the post-test with an improved score over their pre-test For the current reporting period, number of individuals who: • Received a scholarship • Completed the training

		• Completed a survey at the conclusion of the training • Reported the training provided information that could be utilized in their job Number of training curricula: • Developed • Pilot tested • Revised after being pilot tested
Category 2: Create strategic opportunities for criminal justice practitioners and others who work with justice involved women to build peer-to-peer support networks, and share promising and best practices with one another	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices Percentage of peer visitors that were planning to implement one or more policies or practices 6 months after they were observed at the visited site Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better	• Number of peer-to-peer visits completed • Number of peer visitors who completed an evaluation • Number of peer visitors who reported that the visit was useful in providing information on policies or practices • Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit • Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit • Number of other onsite services provided • Number of requesting agencies who completed an evaluation of other onsite services • Number of agencies who rated the services a satisfactory or better

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 web page

(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 www.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.

- Personnel
- Fringe Benefits
- Travel
- Equipment
- Supplies
- Consultants/Contracts
- Other Costs
- Indirect Costs

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at www.ojp.gov/financialguide/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 narratives 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 if the applicant has a current federally approved indirect cost rate. (This requirement does not apply to units of local government.) 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. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf.

6. Tribal Authorizing Resolution
Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. 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 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. Unlike the Excluded Parties List, 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.

8. Additional Attachments

a. Letters of support from project partners, if any, demonstrating commitment to and support of the project.

b. Resumes/Curricula Vitae and Position Descriptions for Key Personnel
An applicant may combine resumes/CVs and position descriptions into one attachment or may submit separate attachments, as preferred.

c. Work samples or bibliography of resources that the applicant has produced that are relevant to the solicitation, if any. Please provide a sampling of such resources or links to any publicly available materials. An applicant may combine a bibliography with a curriculum vitae, if appropriate.

d. Time/Task Plan
Include a comprehensive time/task plan that identifies milestones, numerically listed deliverables, and who is responsible for each activity.

e. 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 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

SAMPLE

Applicants should include the table as a separate attachment, with the file name "Disclosure of Pending Applications," to their application. 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 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 sub-recipients) 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 sub-recipients 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 sub-recipients) or organizational (related to the applicant or any subgrantee 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 sub-recipients 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 sub-recipients 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 be 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.

9. Financial Management and System of Internal Controls Questionnaire

In accordance with 2 CFR 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.

10. 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 "one-stop storefront" to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at 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.

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 (.)	**When using the ampersand (&) in XML, applicants must use the "&" format.**		

Grants.gov is designed to forward successfully submitted applications to OJP's 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 until the applicant has complied with all applicable DUNS and SAM 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.

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget 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. 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.

   Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. **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.

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, go to www.grants.gov/web/grants/register.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. 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 **Category 1** of this solicitation is 16.827, titled "Justice Reinvestment Initiative," and the Catalog of Federal Domestic Assistance number for **Category 2** of this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program." The funding opportunity number is BJA-2015-4200.

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.

   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 to report the technical issue and receive a tracking number. Then applicant must e-mail 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 e-mail 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
- Failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment, including firewalls

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at www.ojp.gov/funding/Explore/CurrentFundingOpportunities.htm.

E. Application Review Information

Selection Criteria
The following five selection criteria will be used to evaluate each application, with the different weight given to each based on the percentage value listed below after each individual criteria. For example, the first criteria, "Statement of the Problem," is worth 15 percent of the entire application in the review process.

1. **Statement of the Problem (15 percent)**
   Applicants should describe and demonstrate understanding of the nature of the problem, describe the need for addressing the problem, and very briefly introduce how the applicant proposes to address the problem specific to the category to which the applicant is applying.

2. **Project Design and Implementation (40 percent)**
   Applicants should demonstrate how they will design and implement a project to address the specific category for which they are applying. They should address the requirements outlined in this solicitation. Applicants may choose to include other items/deliverables in addition to the ones listed in this solicitation and under the specific category for which they are applying and should provide detailed information on those items as well. Applicants must include a time/task plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity. Describe how the TTA will encompass data-driven and evidence-based practices. Describe how the applicant will identify and assess training and technical assistance needs. Describe how the applicant will ensure sustainability of the resources created by transitioning all information and materials developed through the project to a successor awardee, if applicable, no later than 3 months prior to the end of the project.

3. **Capabilities and Competencies (30 percent)**
   Applicants must demonstrate a history of successfully providing complex national TTA programs related to the subject matter. This history should include capabilities and competencies required to successfully complete the project under the specific category for which they are applying. Examples of capabilities/competencies include: curriculum development; translation of social science for lay audiences; recruitment and maintenance of subject matter experts; nationwide instruction delivery using a range of training modalities, such as online and in-person training, to a variety of criminal justice professionals and leaders; training/meeting logistics planning and implementation; conducting individual course evaluations; and development and publication of well-written reports, presentations, training materials, articles, publications, etc. To the extent the applicant has produced relevant materials, provide a selection of such resources or links to any publicly available materials.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent)**
   Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and assess the program. Describe process to accurately report implementation findings.

5. Budget (10 percent)

Provide a proposed budget for the entire project period that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to the goals of the project. [7]

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 General Services Administration's Excluded Parties List

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:

[7] 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.

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
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on non-Federal entities
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 award notification will be sent from GMS. 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[8] 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 2 CFR Part 200. 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 additional Federal Awarding Agency Contact(s), see the Title page.

For additional contact information for Grants.gov, see the Title page.

[8] *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.

IMPORTANT: This e-mail 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 e-mail 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 e-mail your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **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 2015 National Initiatives: Promoting Effective Justice Systems Strategies

This application checklist has been created to assist in developing an application. Please note that the items indicated with an asterisk (*) below have been designated as the basic minimum requirements for both categories of applications. Applications that do not include these elements shall neither proceed to peer review nor receive further consideration by BJA.

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number (see page 23)
_____ Acquire or renew registration with SAM (see page 23)
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
_____ Sign up for Grants.gov email notifications (optional) (see page 22)
_____ Read Important Notice: Applying for Grants in Grants.gov
After application submission, *receive Grants.gov email notifications that:*
_____ (1) application has been received,
_____ (2) application has either been successfully validated or rejected with error (see page 24)
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:

_____ The federal amount requested is within the allowable limit(s) of $400,000.

Eligibility Requirement: Eligible applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal for-profit or nonprofit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), tribal jurisdictions, and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior).

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 13)
_____ Project Abstract (see page 13)
_____ *Program Narrative see page 14)

_____ *Budget Detail Worksheet (see page 17)
_____ *Budget Narrative (see page 17)
    _____ Employee Compensation Waiver request and justification (if applicable) (see page 11)
    _____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 12)
_____ Disclosure of Lobbying Activities (SF-LLL) (see page 22)
_____ Indirect Cost Rate Agreement (if applicable) (see page 18)
_____ Tribal Authorizing Resolution (if applicable) (see page 18)
_____ Applicant Disclosure of High Risk Status (see page 19)
_____ Additional Attachments
    _____ Letters of support from project partners (see page 19)
    _____ Resumes/Curricula Vitae and position descriptions for key personnel (see page 19)
    _____ Work samples or bibliography (see page 19)
    _____ *Time/task plan (see page 19)
    _____ Applicant Disclosure of Pending Applications (see page 19)
    _____ Research and Evaluation Independence and Integrity (see page 20)
_____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 24)