



The [U.S. Department of Justice, Office of Justice Programs' Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications for funding for a National Training and Technical Assistance (TTA) Project. This National TTA Project will assist BJA by increasing opportunities for training and technical assistance to criminal justice practitioners through the facilitation of direct services.

Bureau of Justice Assistance's National Training and Technical Assistance Project FY 2008 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, non-profit organizations, and institutions of higher education with demonstrated experience in managing technical assistance programming of national scope.
(See "Eligibility," page 1)

Deadline

All applications are due by 8:00 p.m. e.t. on June 25, 2008.
(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact: Elaine Snyder, Training and Technical Assistance Coordinator, at 202-514-0929, or Elaine.Snyder@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726.

Grants.Gov number assigned to announcement: BJA-2008-1877
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National Training and Technical Assistance Project CFDA #16.738

Overview of BJA's National Training and Technical Assistance Project

The Bureau of Justice Assistance (BJA) seeks to expand its training and technical assistance (TTA) capacity by increasing its delivery of direct services to BJA customers. The National Training and Technical Assistance Project will complement current resources through responses to emerging challenges in adjudication, corrections, crime prevention, law enforcement, justice information sharing, tribal justice, and substance abuse and mental health. The National TTA Project will serve as the single point of coordination on all requests for ad hoc TTA from BJA. This initiative is funded under the 2008 Consolidated Appropriations Act, pursuant to authorities vested under 42 U.S.C. § 3742(3) for the provision of training and technical assistance.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) register yourself as an Authorized Organization Representative (AOR), and 3) be authorized as an AOR in your organization. For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on June 25, 2008.

Eligibility

Applicants are limited to for-profit (commercial) organizations who agree to waive their fee, non-profit organizations, and institutions of higher education with demonstrated experience in managing technical assistance programming of national scope. Applicants submitting joint applications with an identified primary applicant and co-applicant(s) are also eligible.

National TTA Project-Specific Information

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

BJA supports law enforcement, courts, corrections, treatment, technology, and prevention initiatives that strengthen the nation's criminal justice system. BJA's key customers in the field

are state, local, and tribal justice practitioners and their community partners. BJA provides leadership, services, and funding to America's communities by emphasizing local control, building relationships in the field, developing collaborations and partnerships, and increasing training and technical assistance to state and local criminal justice agencies and practitioners.

BJA's training and technical assistance strategy includes three overall functions:

1. Providing comprehensive technical assistance and training to grantees and practitioners who are implementing BJA demonstration programs to support replication of the program model. Strategies can include: model development, program assessment and planning, curricula or guide development, training, targeted technical assistance, and program performance measurement.
2. Creating and facilitating effective training opportunities for criminal justice practitioners to increase their knowledge of emerging technology, best practices, or new models of service. Strategies can include: curricula development, distance learning tools, training, identification of existing training, faculty identification, and dissemination of training materials.
3. Assisting state and local jurisdictions and criminal justice agencies as they define operational or programmatic challenges through assessment, planning, and implementation support. Strategies can include: agency-based assessments or assistance, peer-to-peer assistance, focus groups, document review, proven approaches, and information dissemination.

BJA provides these services with the leadership of a team of policy advisors who manage TTA portfolios in adjudication, corrections, crime prevention, law enforcement, justice information sharing, and substance abuse and mental health. The BJA team leads the TTA activities in their portfolio with partner organizations in the field, who are responsible for the implementation of the specific TTA activities. For details, go to www.ojp.usdoj.gov/BJA/tta/index.html.

The National Training and Technical Assistance Project will:

1. Meet the unique needs of BJA's customers within the criminal justice community in areas that may not be currently addressed by other more traditional TTA partnerships and programs. By facilitating and managing the delivery of direct technical assistance services in response to specific requests from customers, BJA will be better able to meet the individualized needs of public safety agencies. All requests for services will be received and approved by BJA before being forwarded to the successful applicant who will identify and recommend providers and consultants to deliver the requested services, monitor the implementation of approved services, and report on the effectiveness of service delivery. It is anticipated that responses to requests for services will include, but not be limited to: curriculum development, the provision of in-person and electronic training opportunities, onsite and office-based technical assistance services, document reviews, peer-to-peer visits, the provision of training scholarships, faculty for workshops and presentations, web site development and maintenance, and publication development and dissemination.
2. Assist state, local, and tribal criminal justice agencies and practitioners as well as national associations with members within particular areas of the criminal justice community, advocacy groups, institutions of higher education, and other organizations whose scope encompasses issues related to public safety concerns to understand their training and technical assistance requirements by developing needs assessments for particular topic

areas, identifying gaps in service delivery, facilitating collaborations among organizations with similar focus and activities, and evaluating effectiveness of service delivery.

3. Develop substantive meeting content for advisory groups, task forces, workshops, and conferences that would provide information and resources to the criminal justice community. Specific tasks might include agenda development, faculty identification, and the preparation of written materials and background papers. Coordinate with BJA's logistics contractor to plan, organize, and manage events, when necessary. Provide a written report on the results of such meetings or events, when requested.

For examples of specific BJA TTA services and requests, see www.ojp.usdoj.gov/BJA/grant/08TTAFAQ.pdf.

Amount and Length of Award

A maximum of \$750,000 will be available for an initial budget period of 24 months. A second budget period 24 months for the same amount may be awarded dependent on successful performance during the initial project period and funding availability. Applicants are to submit applications for the first budget period only.

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay any portion of the total cash compensation (salary plus bonuses) of any employee of the award recipient whose total cash compensation 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. (The salary table for SES employees is available at www.opm.gov.) This prohibition may be waived at the discretion of the Assistant Attorney General for the Office of Justice Programs. An applicant that wishes to request a waiver should include a detailed justification in the budget narrative of the application.

Performance Measures

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. Performance measures for this solicitation are as follows:

Objectives	Performance Measures	Data Grantee Provides
Objective 1: Increase the knowledge of criminal justice practitioners through: - In-person or web-based learning. - Training scholarships. - Developing or revising training curricula.	Outcomes: Percentage of trainees who successfully completed the program. Percentage of trainees who completed the training who rated the training as satisfactory or better. Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test. Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job. Percentage of curricula that were pilot tested. Percentage of curricula that were revised after pilot testing.	For the current reporting period: Number of individuals who: - Attended each training. - Completed each training. - Completed an evaluation at the conclusion of the training. - Rated the training as satisfactory or better. - Completed a pre- and post-test. - Post-test score indicated improvement over pre-test. Number of training scholarships provided. Number of trainees who responded to a survey after completion of training. Number of trainees who responded to the survey who reported that the training provided information that could be utilized on their job. Number of training curricula developed. Number of training curricula pilot tested. Number of curricula revised after pilot testing.
Objective 2 Increase criminal justice organizations' capacity to solve problems and/or modify policies or practices.	Outcomes Percentage of agencies that received services that rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite or peer-to-peer visit. Percentage of agencies that received services that were planning to implement at least some of the report recommendations six months after the onsite or peer-to-peer visit.	For the current reporting period: Number of onsite and peer-to-peer visits completed. Number of reports submitted to agencies that received services after onsite or peer to peer visits. Number of agencies that received services that completed an evaluation of TA services after receiving a report. Number of agencies that received services that evaluated the delivered services as satisfactory or better for timeliness and quality. Number of agencies that received services that responded to a survey six

	Percentage of agencies receiving other onsite services that rated the services provided as satisfactory or better.	months after onsite or peer-to-peer visit. Number of agencies that were planning to implement at least some of the report recommendations six months after visit. Number of other onsite services provided. Number of reports submitted to agencies following other onsite services. Number of agencies that completed an evaluation of other onsite services. Number of evaluations that rated the services provided as satisfactory or better.
Objective 3 Increase information provided to the criminal justice community.	Percentage of training event attendees who rated the event as satisfactory or better.	Number of training events held. Number of training event attendees. Number of training event attendees who completed an evaluation at the conclusion of the event. Number of evaluations that rated the event as satisfactory or better. Number of web sites developed. Number of web sites maintained. Number of visits to web sites. Number of publications/products developed. Number of publications/products disseminated (print media, CD/DVDs, downloads, etc.). Number of requests for information responded to.

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President's Management Agenda. Part of this initiative—Grants.gov—is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding.

Grants.gov Instructions: Complete instructions can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**.

Note: Grants.gov does not support the Microsoft Vista Operating system. The PureEdge software used by Grants.gov for forms is not compatible with Vista. Also, Grants.gov cannot yet process Microsoft Word 2007 documents saved in the new default format with the extension ".DOCX." Please ensure the document is saved using "Word 97-2003 Document (*.doc)" format.

Please also note: OJP's Grants Management System (GMS) does not accept executable file types as application attachments. OJP's Grants Management System (GMS) downloads applications from Grants.gov and is the system in which OJP reviews applications and manages awarded grants. 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."

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA-2008-1877.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form 424

Program Abstract and Narrative (Attachment 1)

Program Abstract: Applicants must provide an abstract that clearly identifies the scope of the proposed work; the applicant's goals and objectives for the project; the strategies expected to be used in meeting these objectives; any deliverables proposed; and the amount of federal funding requested. The abstract must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 1 page.

Program Narrative: The program narrative must respond to the solicitation and the Selection Criteria (1-3, and 5) in the order given. Emphasis should be placed on meeting the requirements of the solicitation as described in the National TTA Project-Specific Information section. Submissions that do not adhere to the format will be deemed ineligible. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 20 pages. Please number pages "1 of 20," "2 of 20," etc.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP's web site at www.ojp.usdoj.gov/funding/forms.htm.

Project Time and Task Plan, Memoranda/Letters of Support, Job Descriptions, and Resumes (Attachment 3)

Attach a *Project Time and Task Plan* with each project goal, related objective, activity, expected completion date, and responsible person or organization; *Memoranda of Understanding* or *Letters of Support*, if applicable; *Job Descriptions* that outline the roles, responsibilities, and qualifications for all key positions; and *Resumes* for staff identified for these positions, if known.

Selection Criteria

1. Statement of the Problem (5 percent of 100)

Describe the challenges faced in providing effective, targeted training and technical resources to the criminal justice field; the needs of practitioners and organizations for TTA; and benefits to the justice community from a collaborative approach to meet those needs.

2. Project Design and Implementation (35 percent of 100)

Provide a strategy for implementation of the activities identified in the National TTA Project-Specific Information section. Describe the strategy to facilitate criminal justice TTA services where there are identified needs. Specifically describe strategies to: identify organizations or consultants to provide service delivery to the wide range and diversity of customers anticipated; coordinate service provision; monitor services; and report outcomes. Explain your strategies to facilitate collaborations among organizations with similar focus; identify gaps in services; and assist agencies to assess their TTA needs. Identify and address any potential barriers to implementing the project.

3. Capabilities/Competencies (40 percent of 100)

Demonstrate, including giving specific examples of your organization's expertise and experience in:

- Facilitating and implementing diverse TTA strategies at the national level, including curriculum development, in-person and electronic training, onsite and office-based technical assistance, publication development and dissemination, and the planning of small and large meetings, workshops, and conferences, specifically agenda development and faculty identification.
- Effectively managing many concurrent priority tasks.
- Working to build and enhance collaborative approaches to address a broad range of criminal justice and public safety issues at the national level.

Describe the management structure and proposed staffing to implement the project and describe the roles and responsibilities of any co-applicants, if applicable.

If you are a current or potential BJA TTA provider, explain how the management structure and personnel implementing the National TTA Project will be separate from your other BJA-funded TTA activities, and how the National TTA Project staff will operate independently of any other staff providing TTA services funded under other BJA grants or cooperative agreements.

Describe your strategy to ensure that the National TTA Project staff will meet in person at BJA on at least a monthly basis.

4. Budget (15 percent of 100)

Provide a proposed budget that is complete, allowable, and cost effective in relation to the proposed activities. The budget must support the strategies and approaches outlined in the project design. The budget should clearly indicate funding for staff to support the strategies outlined, including at least one full-time Project Manager. The four specific funding sources (from the 2008 Consolidated Appropriations Act) for this National TTA Project are as follows:

- Community Prosecution and Project Safe Neighborhoods CFDA #16.609
- Indian Country Alcohol and Drug Prevention CFDA #16.616
- Residential Substance Abuse Treatment for State Prisoners CFDA #16.593
- Edward Byrne Memorial Justice Assistance Grant Program CFDA #16.738

Applicants should be aware that before any TTA funding may be expended under the Edward Byrne Memorial Justice Assistance Grant Program, a written determination must be made by the Department of Justice as specified by 42 U.S.C. § 3756(b).

As indicated above, an aggregate total of \$750,000 will be available, which is for a budget period of 24 months. While a match is not required, applicants are strongly encouraged to describe how they will leverage resources or offer innovative approaches to enhance their efforts.

5. Impact/Outcomes and Evaluation (5 percent of 100)

Describe the system that will be used to collect performance data, and how this information will be analyzed and used to inform program practice.

Review Process

OJP is committed to ensuring a standardized process for awarding grants. BJA will review the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with program or legislative requirements as stated in the solicitation.

Peer reviewers will review the applications submitted under this solicitation as well. BJA may use either internal peer reviewers, external peer reviewers, or a combination of both to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is an expert in the field of the subject matter of a given solicitation who is a current U.S. Department of Justice employee. Applications will be screened initially to determine whether the applicant meets all eligibility requirements. Only applications submitted by eligible applicants that meet all other requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

After the peer review is finalized, the Office of the Chief Financial Officer (OCFO), in consultation with BJA, will conduct a financial review of all potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examine proposed costs to determine if the budget and budget narrative accurately explain

project costs; and determine whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations. OCFO also will review the award document and verify the OJP vendor number.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.
- Compliance with Office of the Chief Financial Office *Financial Guide*.
- Suspension or Termination of Funding.
- Government Performance and Results Act (GPRA).
- Rights in Intellectual Property.
- Federal Funding Accountability and Transparency Act (FFATA) of 2006.