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

OMB No. 1121-0329

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), Public Safety Officers' Benefits (PSOB) Office is pleased to announce that it is seeking applicants to serve as a national partner to provide survivor peer support, counseling, services, and resources to survivors of fallen law enforcement officers nationwide. This announcement furthers the Department's mission by enhancing and expediting the submission, review, and processing of PSOB Death claims on behalf of thousands of survivors of America's law enforcement officers who fall in the line of duty each year, and by enhancing national peer support and counseling programs to assist families of these public safety officers who have died in the line of duty.

Public Safety Officers' Benefits (PSOB) National Law Enforcement Survivor Support FY 2012 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit organizations and nonprofit organizations with significant experience in designing and delivering support and resources at the national level for survivors of fallen law enforcement officers. Demonstrated knowledge of the PSOB Programs and related public safety and survivor initiatives is essential. For-profit organizations must agree to forgo any profit or management fee.

Deadline

Applicants must register with Grants.gov prior to submitting an application. (See "How to Apply," page 8.) All applications are due by 11:59 p.m. eastern time on February 9, 2012. (See "Deadlines: Registration and Application," page 4.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 800–518–4726 or 606–545–5035, or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1–877–927–5657, via e-mail to JIC@telesishq.com, or by live web chat.

The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

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Public Safety Officers' Benefits (PSOB) National Law Enforcement Survivor Support CFDA #16.571

Overview

Enacted in 1976, the Public Safety Officers' Benefits (PSOB) Program is a collaborative effort of the U.S. Department of Justice, Office of Justice Programs (OJP), Bureau of Justice Assistance (BJA), PSOB Office, and local, state, tribal, and federal public safety agencies and national organizations to provide Death, Disability, and Education Benefits to those eligible for the program.[1] This collaboration relies significantly on the ability of the PSOB Office to work with national partners to maintain and enhance a wide range of effective survivor resources, including national peer support and counseling programs that assist the families of public safety officers who have fallen in the line of duty.[2]

Deadlines: Registration and Application

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register with Grants.gov several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on February 9, 2012. *S*ee the "How to Apply" section on page 8 for more details. Please note that while the deadline for submission is 11:59 p.m. eastern time on February 9, 2012, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the title page for more information about BJA's Justice Information Center).

Eligibility

Refer to the title page for eligibility under this program.

PSOB National Law Enforcement Survivor Support Program—Specific Information

Tragically, in Fiscal Year (FY) 2011 alone, BJA's PSOB Office received nearly 350 claims for Death Benefits. As eligibility for PSOB support has been expanded beyond that of the PSOB Act in 1976, the administration of the PSOB Death, Disability, and Education Programs has become increasingly complex. The PSOB Office requires the assistance of a demonstrated leader in the field of peer support and counseling to survivors of fallen law enforcement officers to provide vital and expert resources to their survivors. Leveraging the experience and resources of a national organization not only assists families and loved ones of the nation's fallen law enforcement officers with their grief, but will also serve to increase awareness of PSOB benefits and will streamline and improve the PSOB Death Benefits claim process for survivors and surviving agencies. Additional information regarding the PSOB Death, Disability,

[1] 42 U.S.C. § 3796(a) (Death Benefits); 42 U.S.C. § 3796(b) (Disability Benefits); 42 U.S.C. §3796d-1(a) (Education Benefits).
[2] 42 U.S.C. § 3796a-1.

and Education Programs, as well as the PSOB Act and regulations, can be found at www.psob.gov.

Deliverables

Minimum deliverables include the design, development, and sustainment of a wide range of peer support and counseling programs and related resources to assist families of law enforcement officers, including federal, state, local, and tribal departments in every state and territory, who have died in the line of duty. These programs should be based on recognized practices and models for support and counseling programs, while also identifying new ways to enhance services to families of America's fallen law enforcement officers. Deliverables will include, but are not limited to, the following key initiatives:

- Development of a survivors network for peer-to-peer counseling and related support for survivors of fallen law enforcement officers, including survivor retreats involving professional and peer counseling.
- Development and implementation of a survivors' conference, to better meet the needs and address the concerns of survivors of fallen law enforcement officers.
- Development and enhancement of comprehensive local, regional, tribal, and state curriculum and training to prepare law enforcement agencies for providing counseling and peer-support following line-of-duty deaths, including the use of online training and related resources.
- Development, enhancement, and expansion of training and ongoing technical assistance to support law enforcement agencies as they file for PSOB benefits on behalf of survivors of fallen law enforcement officers.
- Development and enhancement of survivor resources, including online resources and publications, to assist survivors and surviving agencies.
- Development and implementation of a memorial event to honor the nation's fallen law enforcement officers and recognize and support their surviving families, friends, and co-workers.
- Development, enhancement, and maintenance of a database of fallen law enforcement officers, and their survivors' contact information, to assist in tracking and providing notification to spouses and children who will be eligible for PSOB educational assistance benefits in future years.
- Development and implementation of a pilot initiative to increase awareness of PSOB benefits among line-level law enforcement officers, including raising awareness of the importance of updating information on file with the agency related to PSOB benefits should tragedy strike.
- Development of a multi-year needs assessment to establish and refine related grant activities and the activities' impact on survivor needs.

Amount and Length of Awards

BJA anticipates that it will make one award of up to $3 million for a 24-month project period.

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

Budget 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, federal funds may not be used to pay total cash compensation (salary plus 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. (The 2011 salary table for SES employees is available at www.opm.gov/oca/11tables/indexSES.asp.) Note: A recipient may compensate an employee at a higher 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 limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its 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 its budget.

The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, 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 that is to be done.

Minimization of Conference Costs

No OJP funding can be used to purchase food and/or beverages for any meeting, conference, training, or other event. Exceptions to this restriction may be made only in cases where such sustenance is not otherwise available (i.e., extremely remote areas), or where a special presentation at a conference requires a plenary address where there is no other time for sustenance to be attained. Such an exception would require prior approval from OJP. This restriction does not apply to water provided at no cost, but does apply to any and all other refreshments, regardless of the size or nature of the meeting. Additionally, this restriction does not impact direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP website at www.ojp.usdoj.gov/funding/funding.htm.

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 by individuals with limited English proficiency may be allowable costs. 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 of the OJP "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm).

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

Performance Measures

To assist in fulfilling the Department's 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. Any award recipient will be required, 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:

Objective	Performance Measure(s)	Data Grantee Provides
To enhance national peer support and counseling programs to assist families of law enforcement officers who have died in the line of duty.	• Percent of deliverables (e.g., reports, curricula, manuscripts) completed on time. • Percent of deliverables that meet expectations for relevance and the depth, breadth, scope and quality of study, as determined by BJA and the PSOB Office.	• Number of deliverables developed. • Number of deliverables (e.g., reports, curricula, manuscripts) completed on time. • Number of deliverables that meet expectations for relevance and the depth, breadth, scope and quality of study, as determined by BJA and the PSOB Office.
	• Number of families served. • Percent of families that rated services provided as satisfactory or better.	• Number of families served • Number of families that evaluated services • Number of families that rated services provided as satisfactory or better
	• Number of training curricula developed. • Percent of participants that rated the training curricula as satisfactory or better.	• Number of training curricula developed • Number of participants trained • Number of participants who evaluated the training • Number of participants that rated the training curricula as satisfactory or better

Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Please refer to the section "What an Application Should Include" on page 10 for additional information.

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 "Other Requirements for OJP Applications" web page (www.ojp.usdoj.gov/funding/other_requirements.htm). Applicants whose proposals may involve a research or statistical component also should review the "Confidentiality" section on that web page.

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a "one-stop storefront" that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.Grants.gov. If the applicant experiences technical difficulties at any point during this process, 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 up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

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 renewal of an existing award. 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 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. Obtain a DUNS number by calling Dun and Bradstreet at 866–705–5711 or by applying online at www.dnb.com. A DUNS number is usually received within 1-2 business days. .

2. **Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.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/applicants/get_registered.jsp.

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. Please note that there can be more than one AOR for the organization.

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 (CFDA) number for this solicitation is 16.571, titled *"*Public Safety Officers' Benefits Program*,"* and the funding opportunity number is BJA-2012-3117.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities*, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

7. **Submit an 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 an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an

explanation. **Important:** Applic*a*nts are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments. The 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."

Note: Duplicate Applications
If an applicant submits multiple versions of an application, BJA will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail the BJA Justice Information Center (see page 1 for contact information) **within 24 hours after the deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) received. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, BJA will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its web site, (3) failure to follow all of the instructions in the OJP solicitation, and (4) technical issues experienced with the applicant's computer or information technology (IT) environment, including firewalls.

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

What an Application Should Include

Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA 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, and Budget Narrative. The Budget Detail Worksheet and Budget Narrative may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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

1. **Information to complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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, please select "For-Profit Organization" or "Small Business" (as applicable).

2. **Program Narrative**
   Applicants must submit a program narrative that fully describes the proposed activities for the grant period. The program narrative must also respond to the Selection Criteria in the order given and should be double-spaced, using a standard 12-point font (Times New Roman 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, noncompliance may be considered in peer review and in final award decisions.

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

   a. Statement of the Problem

   b. Project Design and Implementation

   c. Capabilities and Competencies

   d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures
      Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to BJA / PSOB Office as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

3. **Budget Detail Worksheet and Budget Narrative**

   a. **Budget Detail Worksheet**
      A sample Budget Detail Worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

      For questions pertaining to budget and examples of allowable and unallowable costs, please see the OJP Financial Guide at www.ojp.usdoj.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. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated 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.

4. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant's 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. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

5. Other Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at www.ojp.usdoj.gov/funding/forms.htm. For successful applicants, receipt of funds may be contingent upon submission of all necessary forms. Note in particular the following forms:

a. Standard Assurances
   Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements
   Applicants must read, certify and submit in GMS prior to the receipt of any award funds.

c. Accounting System and Financial Capability Questionnaire (required for any applicant other than an individual that is a non-governmental entity and that has not received any award from OJP within the past 3 years; this form must be downloaded, completed, and submitted).

Selection Criteria

The following five selection criteria will be used to peer review each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 20 percent of the entire score in the application review process.

1. **Statement of the Problem (20 percent of 100)**
   Demonstrate significant knowledge and experience regarding PSOB Programs. Demonstrate ability to use training, technical assistance, and related resources to initiate and enhance national peer support and counseling programs to assist families of law enforcement officers who have died in the line of duty, and to provide PSOB Death claim assistance to families of fallen law enforcement officers. Knowledge and experience must include the delivery of public safety information and assistance on a national scale. Significant knowledge, skills, and abilities of public safety and survivor communities are required.

2. **Project Design and Implementation (40 percent of 100)**
   Describe the design, development, and implementation of practical and innovative initiatives to respond to the need(s) outlined in the PSOB National Law Enforcement Officer Survivor Support Program—Specific Information section on pages 4-5. Provide a realistic timeline of key activities related to the project design, and describe how the project will be frequently monitored to address and resolve design defects to reduce and prevent delays. List short- and long-term outcomes that will result from the project's implementation.

3. **Capabilities/Competencies (20 percent of 100)**
   Describe the applicant's management structure, staffing, and in-house or contracted capacity to complete the deliverables outlined on pages 5. Provide evidence that the key project staff anticipated to work on the project and the organization itself has the expertise required to provide national peer support and counseling programs to assist survivors and law enforcement agencies, in turn allowing the BJA/PSOB Office to determine death claims as effectively and efficiently as possible.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent of 100)**
   Describe how the applicant will measure project performance and success, including adherence to the timelines, completion of deliverables, and the collection and use of feedback from public safety agencies and survivors. Detail who is responsible for measuring performance, and how the information will be used to guide the project.

5. **Budget (15 percent of 100)**
   Provide a proposed budget that is complete, reasonable and allowable, cost effective, and necessary for project activities.

Review Process

OJP is committed to ensuring a fair and open process for awarding grants. The BJA/PSOB Office 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. The BJA/PSOB Office may use either internal peer reviewers, external peer reviewers, or a combination 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 a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum 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 for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with the BJA / PSOB Office, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether 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 (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. OJP strongly encourages applicants to review the information pertaining to these additional requirements prior to submitting an application. Additional information for each requirement can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

Provide Feedback to OJP on This Solicitation

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, application submission process, and/or the application review/peer review process. Feedback can be provided to OJPSolicitationFeedback@usdoj.gov.

Application Checklist

FY 2012 Public Safety Officers' Benefits (PSOB) National Law Enforcement Survivor Support

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

Eligibility Requirement:
_____ The federal amount requested is within the allowable limit(s) of $3,000,000

What an Application Should Include:
_____ Application for Federal Assistance (SF-424) (see page 11)
_____ Program Narrative***** (see page 11)
_____ Budget Detail Worksheet***** (see page 11)
_____ Budget Narrative***** (see page 11)
_____ Indirect Cost Rate Agreement (if applicable) (see page 12)
_____ Other Standard Forms as applicable (see page 12), including:
_____ Accounting System and Financial Capability Questionnaire (if applicable)

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