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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 for funding under the Adjudication and Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues program. This program furthers the Department's mission by assisting state and local jurisdictions in preventing and reducing crime, unnecessary confinement, and promoting a safe and fair criminal justice system.

Adjudication and Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues FY 2015 Competitive Grant Announcement

Eligibility

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

BJA welcomes applications that involve two or more entities; 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 project. Only one application per lead applicant will be considered; however, subrecipients may be part of multiple proposals. Applicants may apply to one or more categories listed within this announcement.

Special Note: For the purposes of the Capital Case Litigation Initiative (Category 3, page 6), training and technical assistance may only be provided to states that authorize capital punishment and that conduct, or will conduct, prosecutions in which capital punishment is sought. For the state to be eligible, it must have an "effective system" for providing competent legal representation for indigent defendants in capital cases. An "effective system" is defined in 42 U.S.C. § 14163(e) as a system

> (1) that invests the responsibility for appointing qualified attorneys to represent indigent defendants in capital cases:
>
> > (A) In a public defender program that relies on staff attorneys, members of the private bar, or both, to provide representation in capital cases;

(B) In an entity established by statute or by the highest State court with jurisdiction in criminal cases, which is composed of individuals with demonstrated knowledge and expertise in capital cases, except for individuals employed as prosecutors; **or**

(C) Pursuant to a statutory procedure enacted before October 30, 2002, [the date of the enactment of the CCLI Act] under which the trial judge is required to appoint qualified attorneys from a roster maintained by a State or regional selection committee or similar entity[.]

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 April 30, 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 requirements 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-2015-4141

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Adjudication and Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues (CFDA #s 16.738, 16.585, 16.746, and 16.812)

A. Program Description

Overview
The FY 2015 Adjudication and Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues Competitive Grant Announcement focuses on national initiatives to improve the functioning of the criminal justice system, specifically by (1) providing training and technical assistance (TTA) to jurisdictions engaged in problem-solving justice initiatives; (2) training judges on advanced criminal justice topics; (3) improving public trust and confidence in the court system by promoting procedural justice; (4) providing TTA to jurisdictions engaged in capital case litigation; (5) providing TTA to prosecutors interested in diverting addicted offenders to substance abuse treatment in lieu of prison; (6) convening prosecutors to implement innovative policies and strategies; and (7) developing an executive training session for police leadership.

This program is funded under the Edward Byrne Memorial Justice Assistance Grant Training and Technical Assistance Program (Consolidated and Further Continuing Appropriations Act 2015, Pub. L. No. 113-235, 128 Stat. 5, 68), the Adult Drug Court Discretionary Grant Program (42 U.S.C. 3797u *et seq)*, the Capital Case Litigation Initiative (42 U.S.C. §14163 *et seq.*), and the Second Chance Act of 2007 (Pub. L. 110-199).

Program-Specific Information
This BJA-administered program helps improve criminal justice systems by supporting funding for national program efforts, such as TTA, to address the needs of state and local justice systems and communities. The FY 2015 program will focus on funding efforts in seven major national TTA categories:

- Problem-solving justice initiatives
- Advanced criminal justice training for judges
- Promoting procedural justice
- Capital case litigation initiatives
- Prosecutor-led diversion
- National prosecutor's consortium
- Executive session for police leadership

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

CATEGORY 1: NATIONAL PROBLEM-SOLVING JUSTICE INITIATIVE. COMPETITION ID: BJA-2015-4142.

BJA expects to make one award under Category 1 for up to $3.8 million. The project period is 36 months, and the project start date should be on or after October 1, 2015.

The goal of the National Problem-Solving Justice Initiative is to help judges, court innovators around the country, to plan, implement, sustain, enhance, and evaluate problem-solving justice initiatives that link judicially supervised offenders to drug treatment, alternative sanctions, and other services in an effort to reduce drug use, crime, and incarceration.

Applicants are solicited to produce **all** of the following deliverables:

1. Administer the 2015 Community Court Grant Program
    a. In cooperation with BJA, develop and coordinate a competitive solicitation that will distribute $2 million across 10 jurisdictions wishing to implement or enhance a community court. Competitive solicitation coordination activities include:
        i. Writing a competitive solicitation
        ii. Ensuring a fair and unbiased application process
        iii. Coordinating peer review of applications
        iv. Assist in the selection of the 10 recipients
        v. Monitoring fiscal and program deliverables of recipients
        vi. Reporting on recipient activities
    b. Provide targeted technical assistance to the 10 recipients, including:
        i. Hosting each recipient on a structured peer-to-peer site visit to a community court (such as Red Hook Community Justice Center, Newark Community Solutions, the South Dallas Community Court, Hartford Community Court, Orange County Community Court, and the San Francisco Community Justice Center)
        ii. Developing a realistic and achievable project action plan that clearly articulates goals, objectives, action items, and expected deadline
        iii. Providing office-based and onsite intensive technical assistance based on the project action plan
        iv. Ensuring successful project implementation

2. Provide ongoing direct TTA to up to 5 jurisdictions and respond to up to 200 phone/email requests for assistance from criminal justice professionals interested in applying new approaches to better serve substance abusing defendants and producing better outcomes for the communities they serve. Present 25 training workshops on linking addicted offenders to treatment through the court system and other community-based public-safety strategies.

3. Develop and disseminate three practitioner monographs.

4. Host 100 criminal justice practitioners on a structured peer-to-peer site visit to a community court (such as Red Hook Community Justice Center, Newark Community Solutions, the South Dallas Community Court, Hartford Community Court, Orange County Community Court, and the San Francisco Community Justice Center).

5. Coordinate the BJA Community Mentor Court Program.

6. Host a national summit for up to 250 participants on community courts and community justice programs.

CATEGORY 2: ADVANCED CONCEPTS IN CRIMINAL JUSTICE: JUDICIAL TRAINING PROGRAM. COMPETITION ID: BJA-2015-4143.

BJA expects to make one award under Category 2 for up to $400,000. The project period is 24 months, and the project start date should be on or after October 1, 2015.

The goal of the Advanced Concepts in Criminal Justice: Judicial Training Program is to provide judicial officers with advanced education about the latest research on criminal justice topics that directly affect their everyday work. In many jurisdictions, criminal court judges receive on-the-job training as their primary method of education. This training will address important research on emerging criminal justice concepts and trends. Through the Advanced Concepts in Criminal Justice: Judicial Training program, judges from across the country will have the opportunity to receive education on topics including: (1) maintaining independence while collaborating on systems reform; (2) science of brain development; (3) implicit bias; (4) forensics; and (5) risk-needs-responsivity and assessment tools.

Applicants are solicited to produce **all** of the following deliverables:

1. In cooperation with BJA, develop a 2-day training curriculum for judges based on the needs of the field and current available trainings.

2. Deliver quarterly webinar trainings for judges on emerging criminal justice trends research.

3. Deliver two in-person trainings for judges on advanced criminal justice concepts using the developed curriculum. Trainings should be geographically coordinated to ensure accessibility for participants from around the country.

4. Utilize grant funds to cover costs for participants to attend the two in-person trainings.

CATEGORY 3: PROCEDURAL JUSTICE: IMPROVING PUBLIC TRUST AND CONFIDENCE IN THE COURT SYSTEM INITIATIVE. COMPETITION ID: BJA-2015-4144.

BJA expects to make one award under Category 3 for up to $400,000. The project period is 24 months, and the project start date should be on or after October 1, 2015.

The goal of the Procedural Justice: Improving Public Trust and Confidence in the Court System Initiative is to assist criminal justice professionals increase perceptions of fairness and trust and confidence in the courts by translating research to practice. In 2011, BJA and its partners launched a national demonstration project that served to achieve procedural justice in an urban criminal court setting. A few of the resources developed include a menu of promising practices, an online learning system, education toolkit, and a 1-day training that translated the key principles of procedural justice into a training curriculum that was administered in urban criminal courtrooms (see www.courtinnovation.org/research/improving-courtroom-communication-national-experiment). The curriculum aimed at improving staff's verbal and non-verbal communication practices. The demonstration project also evaluated the impact of those changed practices on defendant perceptions of fairness.

Applicants are solicited to produce **all** of the following deliverables:

1. Collect offenders' opinions, talking to up to 400 at each site, from at least two urban jurisdictions to learn more about the offending population's perceptions of the legitimacy of the law and how such varies based on specific experiences with an array of criminal justice institutions.

2. Convene two roundtables on implementing procedural justice in daily practice.

3. Provide office-based and onsite intensive technical for roundtable participants and others interested in implementing elements of procedural justice.

CATEGORY 4: CAPITAL CASE LITIGATION INITITATIVE. COMPETITION ID: BJA-2015-4145.

BJA expects to make one award under Category 4 for up to $400,000. The project period is 24 months, and the project start date should be on or after October 1, 2015. Funds awarded **must be** allocated equally between trainings to improve the quality of legal representation provided by capital case indigent defense counsel **AND** capital case prosecutors.

The goal of the Capital Case Litigation Initiative is to improve the quality and effectiveness of representation in death penalty cases through training for both the prosecutors who represent the public and the defense attorneys who represent indigent defendants in state capital cases, specifically in the area of forensics. Because forensic evidence is critical to capital case litigation, training is essential to improve the quality of legal representation and to ensure reliable jury verdicts in state capital cases. Grant funds may only be used to provide training to improve legal representation in trial-level capital case litigation and may not be used for the purpose of providing training in appellate or collateral relief matters. Grant funds may not be used to fund, either directly or indirectly, representation in, or prosecution of, specific capital cases[1].

Applicants are solicited to produce **all** of the following deliverables:

1. In cooperation with BJA, develop **or** adapt an already existing curriculum on "Crime Scene to Courtroom Forensics" for capital cases that can be delivered to prosecutors and defense attorneys.
    a. It is expected that the curriculum will include topics such as:
        i. Collection and preservation of crime scene evidence
        ii. Developing optimal examination and sampling strategies
        iii. Available forensic technologies (e.g., various types of DNA and kits, trace evidence analysis)
        iv. Methodologies for challenging evidence
        v. Interpretation of forensic report wording and statistics pertaining to DNA results
        vi. Discovery material—what to request, red flags, when to seek additional testing
        vii. Expert witness consultation and testimony

2. Deliver quarterly webinar trainings for prosecutors and defense attorneys on "Crime Scene to Courtroom Forensics" for capital cases.

3. Deliver two in-person trainings for prosecutors and defense attorneys on "Crime Scene to Courtroom Forensics" for capital cases. Trainings should be geographically coordinated to ensure accessibility for participants from around the country.

4. Utilize grant funds to cover costs for participants to attend the two in-person trainings.

[1] 42 U.S.C.A. § 14163(d) requires that the funds be apportioned with not less than 75 percent going to indigent defendants charged with an offense subject to capital punishment (i.e., at least 75 percent going to capital trials) and not more than 25 percent going toward indigents who have been sentenced to death and seek appellate or collateral relief in state court (i.e., no more than 25 percent going to capital appeals/collateral relief cases).

CATEGORY 5: PROSECUTOR-LED DIVERSION INITIATIVE. COMPETITION ID: BJA-2015-4146.

BJA expects to make one award under Category 5 for up to $1.5 million. The project period is 36 months, and the project start date should be on or after October 1, 2015.

The goal of the Prosecutor-Led Diversion Initiative is to assist prosecutors around the country plan, implement, sustain, enhance, and evaluate prosecutor-led drug treatment programs that are alternatives to imprisonment within their office. Prosecutor-led diversion can be a smart strategy for improving public safety, allocating prosecution resources, reducing recidivism, and providing offenders with a second chance for success.

Applicants are solicited to produce **all** of the following deliverables:

1. Providing ongoing direct TTA to up to 20 jurisdictions wishing to apply new approaches to prosecutor-led drug treatment programs that are an alternative to imprisonment, including jurisdictions wishing to implement human trafficking diversion programs.[2] Activities may include:
   a. Hosting each recipient on a structured peer-to-peer site visits to an exemplary prosecutor-led diversion program.
   b. Developing a realistic and achievable project action plan that clearly articulates goals, objectives, action items, and expected deadline.
   c. Providing office-based and onsite intensive technical assistance based on the project action plan.
   d. Ensuring successful project implementation.

2. Conduct a nationwide survey of prosecutor's offices to determine the breath and scope of prosecutor led-diversion.

3. Create an online toolkit that will serve as a resource for prosecutors wishing to implement a diversion program.

[2] As defined by Second Chance Act of 2007 § 112 2901(b) [42 U.S.C. § 3797q], a qualified drug treatment program is a program that: (1) is administered by a state, tribal, or local prosecutor; (2) requires an eligible offender who is sentenced to participate in the program (instead of incarceration) to participate in a comprehensive substance abuse treatment program that is approved by the state or Indian tribe and licensed, if necessary, to provide medical and other health services; (3) requires an eligible offender to receive the consent of the state, tribal, or local prosecutor involved to participate in such program; (4) in the case of an eligible offender who is sentenced to participate in the program, requires the offender to serve a sentence of imprisonment with respect to the crime involved if the prosecutor, in conjunction with the treatment provider, determines that the offender has not successfully completed the relevant substance abuse treatment program described in paragraph (2); (5) provides for the dismissal of the criminal charges involved in an eligible offender's participation in the program if the offender is determined to have successfully completed the program; (6) requires each substance abuse provider treating an eligible offender under the program to—(A) make periodic reports of the progress of the treatment of that offender to the state, tribal, or local prosecutor involved and to the appropriate court in which the eligible offender was convicted; and (B) notify such prosecutor and such court if the eligible offender absconds from the facility of the treatment provider or otherwise violates the terms and conditions of the program, consistent with federal and state confidentiality requirements; and (7) that has an enforcement unit comprised of law enforcement officers under the supervision of the state, tribal, or local prosecutor involved, the duties of which shall include verifying an eligible offender's addresses and other contacts, and, if necessary, locating, apprehending, and arresting an eligible offender who has absconded from the facility of a substance abuse treatment provider or otherwise violated the terms and conditions of the program, consistent with federal and state confidentiality requirements, and returning such eligible offender to court for sentencing for the crime involved.

4. In cooperation with BJA, develop and coordinate a Prosecutor Diversion Mentor Site Program.

5. Host a national forum for up to 250 participants on innovate diversion strategies for prosecutors.

CATEGORY 6: NATIONAL PROSECUTOR'S CONSORTIUM. COMPETITION ID: BJA-2015-4147.

BJA expects to make one award under Category 6 for up to $1 million. The project period is 36 months, and the project start date should be on or after October 1, 2015.

The goal of the National Prosecutor's Consortium is to provide in-depth assistance to state and regional prosecutors in developing detailed strategies and policies to reduce violent crime, encourage witnesses to come forward to report crime and testify in court proceedings, address issues around victim protection, and improve public trust in the justice system.

Applicants are solicited to produce **all** of the following deliverables:

1. Provide technical assistance to up to five state and regional prosecutor's offices that wish to implement consortiums to review current practice and craft strategies and policies to improve outcomes for victims, reduce violent crime, and improve public trust in the justice system. Activities may include:
   a. Convening roundtables of prosecutors to discuss the above issues.
   b. Providing logistical and financial support to prosecutors wishing to attend roundtable events.
   c. Delivering office-based and onsite technical assistance to prosecutor consortiums based on needs that are identified at the initial roundtables.
   d. Administering up to $50,000 in grant funds to each prosecutor consortium to assist with the costs of developing strategies and policies.
   e. Assisting in the drafting of policy and strategy documents.

2. Develop a fact sheet on each consortium that allows for replication of their strategies and policies by other jurisdictions.

3. Develop a practitioner monograph that details current themes and trends in prosecutor offices nationwide.

4. Create an online resource guide for prosecutors wishing to implement consortiums.

CATEGORY 7: EXECUTIVE SESSION POLICE LEADERSHIP INITIATIVE. COMPETITION ID: BJA-2015-4148.

BJA expects to make one award under Category 7 for up to $400,000. The project period is 24 months, and the project start date should be on or after October 1, 2015.

The goal of the Executive Session Police Leadership Initiative is to develop and maintain multimedia and other resources on the Executive Session Police Leadership web site. This website is designed to provide resources to educate police leaders on 21st century public safety and includes fact sheets on current topics of interest, leader-on-leader career development profiles, podcasts with current police leaders, and an interactive learner's marketplace. For more information, visit: www.bjaexecutivesessiononpoliceleadership.org/.

This funding will expand the web site by adding two core topic areas: (1) developing women and minority police leaders, and (2) improving collaboration between police and prosecutors. Developing women and minority police leaders is a critical component for a 21st century police department. The leadership roles of police and prosecutors is also viewed as critical in creating and sustaining 21st century communities. Leading together creates opportunities for improved public safety, smarter resource allocation, recidivism reduction, and providing offenders with a second chance for success.

Applicants are solicited to produce **all** of the following deliverables:

1. In cooperation with BJA, develop an executive session model training curriculum composed of diverse experts to address the 21st century leadership issues of policing and prosecutors. This includes the focus on women and minority leaders and improving collaboration between police and prosecutors.

2. Develop instructional materials that address the critical leadership issues identified by executive session participants.

3. Maintain and host the Executive Session Police Leadership web site, including posting of audio, video, written, and other related materials. Ensure that the web site is developed and hosted in such a way that it can reside on the BJA web site at the completion of the grant award.

Evidence-Based Programs or Practices

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

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

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

- Under Category 1, BJA expects to make one award for up to $3.8 million. The project period is 36 months, and the project start date should be on or after October 1, 2015.
- Under Category 2, BJA expects to make one award for up to $400,000. The project period is 24 months, and the project start date should be on or after October 1, 2015.

- Under Category 3, BJA expects to make one award for up to $400,000. The project period is 24 months, and the project start date should be on or after October 1, 2015.
- Under Category 4, BJA expects to make one award for up to $400,000. The project period is 24 months, and the project start date should be on or after October 1, 2015.
- Under Category 5, BJA expects to make one award for up to $1.5 million. The project period is 36 months, and the project start date should be on or after October 1, 2015.
- Under Category 6, BJA expects to make one award for up to $1 million. The project period is 36 months, and the project start date should be on or after October 1, 2015.
- Under Category 7, BJA expects to make one award for up to $400,000. The project period is 24 months, and the project start date should be on or after 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[3]
BJA expects that it will make any award from this announcement in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See Administrative, National Policy, and other Legal Requirements, under Section F. Federal Award Administration Information, for details regarding the federal involvement anticipated under an award from this announcement.

Financial Management and System of Internal Controls
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.

[3] *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)).

(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.

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.[4] The 2015 salary table for SES employees is available on 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.

[4] 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.

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

Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs
OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/financialguide/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, Time and Task Plan, and resumes/curriculum vitae of key personnel. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the "Note on File Names and File Types" under How to Apply to be sure applications are submitted in permitted formats

OJP strongly recommends that applicants use appropriately descriptive file names (e.g., "Program Narrative," "Budget Detail Worksheet and Budget Narrative," "Timelines," "Memoranda of Understanding," "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).

   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 web site: 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.")

2. **Project Abstract**
   Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. Project abstracts should be—

   - Written for a general public audience
   - Submitted as a separate attachment with "Project Abstract" as part of its file name
   - Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins
   - Include the category for which the applicant is applying

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

   All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

   Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able

to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

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

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

3. Program Narrative

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

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

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

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

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

a. Statement of the Problem

b. Project Design and Implementation

c. Capabilities and Competencies

d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111–352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Post award, recipients will be required to submit

performance metric data quarterly through BJA's online Training and Technical Assistance Reporting Portal located at www.bjatraining.org**.**

Sample performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Increase the knowledge of criminal justice practitioners through in-person training.	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	Number of individuals who started the training Number of individuals who completed the training Number of individuals who completed an evaluation at the conclusion of the training Number of trainees who completed the training who rated the training as satisfactory or better Number of individuals who completed a pre and post-test Number of individuals who completed the training whose post-test indicated an improved score over their pre-test
Increase the knowledge of criminal justice practitioners through web-based learning.	Number of participants who attend the training Percentage of participants who successfully completed the program Percentage of participants who rated the training as satisfactory or better Percentage of participants trained and subsequently demonstrated performance improvement	Number of individuals who started the training Number of individuals who completed the training Number of individuals who completed an evaluation at the conclusion of the training Number of trainees who completed the training who rated the training as satisfactory or better Number of individuals who completed a pre- and post-test Number of individuals who completed the training whose post-test indicated an improved score over their pre-test.
Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.	Percentage of organizations that completed a training who rated that training as satisfactory or better	Number of organizations receiving CD/DVDs Number of organizations who received CD/DVDs who were surveyed Number of organizations who responded to the survey

		Number of organizations who rated the distance learning through CD/DVD as satisfactory or better.
Increase a criminal justice agency's ability to solve problems and/or modify policies or practices as a result of training and technical assistance interventions.	Percentage of agencies that rated services as satisfactory or better Percentage of agencies that implemented one or more recommendations	Number of other onsite services provided Number of requesting agencies who completed an evaluation of other onsite services Number of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit Number of requesting agencies that were planning to implement at least some of the report recommendations 6 months after the onsite visit Number of onsite visits completed Number of requesting agencies who completed an evaluation of services Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better
Increase information provided to the criminal justice community.	Number of conferences or forums held Percentage of advisory/focus groups evaluated as satisfactory or better. Number of documents developed Number of documents disseminated Number of web sites developed Number of web sites maintained Number of publications developed Number of publications disseminated	Number of working groups held Number of working groups evaluated as satisfactory or better Number of documents produced as a result of working group groups Number of documents disseminated to the field as a result of working group Number of web sites developed Number of web sites maintained Number of visits to web sites Number of publications developed Number of publications disseminated
Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	Number of training curricula developed Percentage of curricula that were pilot tested Percentage of curricula that were revised after pilot testing	Number of training curricula developed Number of training curricula pilot tested Number of training curricula revised after being pilot tested

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.

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. 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.

7. Additional Attachments

a. Project Time and Task Plan: Attach a Project Time and Task Plan with each project goal, related objective, activity, expected completion date, and responsible person or organization.

b. Memoranda/Letters of Support: Include Memoranda of Understanding or Letters of Support, if applicable.

c. Job Descriptions: Include Job Descriptions that outline the roles, responsibilities, and qualifications for all key positions.

d. Resumes: Include resumes for staff identified for the key positions, if known.

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

ii. In addition, for purposes of this solicitation applicants must address the issue of possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:

a. If an applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants MUST also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or 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.

8. 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.

9. Disclosure of Lobbying Activities

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

How to Apply

Applicants must register in, and submit applications through Grants.gov, a "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 numbers for this solicitation are:

   - 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program"
   - 16.585, titled "Drug Court Discretionary Grant Program"
   - 16.746, titled "Capital Case Litigation Initiative"
   - 16.812, titled "Second Chance Reentry Initiative"

   The funding opportunity number is BJA-2015-4141.

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

1. **Statement of the Problem (10 percent)**
   Specify the category for which the application is submitted. Identify the problem to be addressed by the project. Provide specific data where available.

2. Project Design and Implementation (35 percent)

Describe how the project will address the category-specific description listed on pages 5-9. Provide its design and proposed implementation that will result in the category-specific deliverables. Tie project activities/deliverables to goals and objectives in the program design. In addition, the required project time and task plan should identify each project activity (all category-specific deliverables must be included), expected completion date, and responsible person or organization.

3. Capabilities and Competencies (30 percent)

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

Category 1 applicants must demonstrate extensive knowledge of and experience with problem-solving justice practices and strategies, community courts, and procedural justice. Applicants should demonstrate their ability to provide TTA related to community courts, giving specific examples of how the applicant has delivered TTA in the past. Applicants should document their past experience managing a competitive grant program or peer-reviewed RFP such as a mentor court program.

Category 2 applicants must demonstrate extensive knowledge of and national experience in judicial education. Applicants should demonstrate their ability to develop trainings on criminal justice topics. Applicants should document examples of their past experience conducting national trainings and webinars.

Category 3 applicants must demonstrate extensive knowledge on the current research on Procedural Justice, experience translating procedural justice research and information into practice, and the ability to develop and host a national convening. Applicants should demonstrate their ability to provide training and technical assistance to all criminal justice stakeholders, giving specific examples of how the applicant has delivered TTA in the past. Applicants should demonstrate how they are qualified to produce program specific activities numbers one and two listed on page 6-7.

Category 4 applicants must demonstrate extensive knowledge of and national experience with "Crime Scene to Courtroom Forensics" and capital case litigation. Applicants should demonstrate the ability to develop trainings for prosecutors and defense attorneys and other criminal justice practitioners. Applicants should document examples of their past experience conducting national trainings and webinars.

Category 5 applicants must demonstrate extensive knowledge and experience in developing prosecutor-led diversion programs that link addicted offenders to substance abuse treatment in lieu of imprisonment. Applicants should demonstrate their ability to provide TTA to all criminal justice stakeholders, giving specific examples of how the applicant has delivered TTA in the past.

Category 6 applicants must demonstrate extensive knowledge and national experience in convening prosecutors to develop detailed strategies and policies that reduces violent crime, encourages witnesses to come forward to report crime and testify in court proceedings, addresses issues around victim protection, and improves public trust in the justice system. Applicants should demonstrate their ability to provide training and technical assistance to prosecutors, giving specific examples of how the applicant has delivered TTA in the past.

Category 7 applicants must demonstrate extensive knowledge and national experience using adult learning concepts to train police leadership. Applicants should document examples of their past experience maintaining and developing online and multimedia training content.

4. **Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent)**
   Explain how the program's effectiveness will be demonstrated. For each performance measure selected, describe: 1) what data will be collected and how, 2) how it will be assessed/analyzed, and 3) the process for reporting the findings and outcomes.

5. **Budget (15 percent)**
   Provide a proposed budget and budget narrative for the entire project that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narrative should demonstrate cost effectiveness in relation to the goals and objectives of the project.[5] The budget must support the strategies and approaches outlined in the project design, and include a narrative to describe the expenditures under each cost area and how it will contribute to the overall program goals.

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

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

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

[5] 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.

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

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

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

[6] *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)).

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.

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 Adjudication and Law Enforcement National Initiatives: Improving Responses to Criminal Justice Issues

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:
_____ Acquire a DUNS Number (see page 23)
_____ Acquire or renew registration with SAM (see page 24)
To Register with Grants.gov:
_____ Acquire AOR and Grants.gov username/password (see page 24)
_____ Acquire AOR confirmation from the E-Biz POC (see page 24)
To Find Funding Opportunity:
_____ Search for the Funding Opportunity on Grants.gov (see page 24)
_____ Select the correct Competition ID (see page 24)
_____ Download Funding Opportunity and Application Package (see page 24)
_____ Sign up for Grants.gov email notifications (optional) (see page 23)
_____ 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 errors (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 25)

General Requirements:

_____ Review the Solicitation Requirements in the OJP Funding Resource Center.

Scope Requirement: Dependent on the category; see pages 10-11

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

What an Application Should Include:
_____ Application for Federal Assistance (SF-424) (see page 14)
_____ Project Abstract (see page 14)
_____ *Program Narrative (see page 15)
_____ *Budget Detail Worksheet (see page 18)
_____ *Budget Narrative (see page 18)
_____ Employee Compensation Waiver request and justification (see page 12)
_____ Read OJP policy and guidance on conference approval, planning, and reporting available at ojp.gov/financialguide/PostawardRequirements/chapter15page1.htm (see page 13)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 22)
_____ Indirect Cost Rate Agreement (if applicable) (see page 19)
_____ Applicant Disclosure of High Risk Status (see page 19)
_____ Additional Attachments
- _____ *Project Time and Task Plan (see page 20)
- _____ Memoranda/Letters of Support (see page 20)
- _____ Job Descriptions (see page 20)
- _____ *Resumes (see page 20)
- _____ Applicant Disclosure of Pending Applications (see page 20)
- _____ Research and Evaluation Independence and Integrity (see page 21)

_____ Financial Management and System of Internal Controls Questionnaire (if applicable) (see page 22)

* 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.