



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is pleased to announce that it is seeking applications to provide national training and technical assistance to local and tribal partners to plan, implement, and enhance place-based, community-oriented strategies to address neighborhood-level crime issues as a component of, or a foundation to, a broader neighborhood revitalization or redevelopment initiative. Byrne Criminal Justice Innovation (BCJI) resources will target neighborhoods that generate a significant proportion of crime or type of crime within the larger community or jurisdiction. BCJI furthers the Department's mission by leading efforts to enhance the capacity of local and tribal communities to effectively target and address significant crime issues through collaborative cross-sector approaches that help advance broader neighborhood development goals.

## **Byrne Criminal Justice Innovation Training and Technical Assistance Program FY 2012 Competitive Grant Announcement**

### **Eligibility**

Eligible applicants are limited to any national nonprofit organization, for-profit (commercial) organization, or institution of higher learning that have expertise and experience in managing training and technical assistance for multifaceted place-based, community-oriented, problem-solving justice programs that improve outcomes in distressed communities. In addition, the applicant must show the capacity to provide technical expertise in implementing action research partnerships between local criminal justice researchers and practitioners. Applicants are strongly encouraged to partner with other organizations to submit joint applications for the required services and deliverables. For-profit organizations must agree to waive any profit or fees for services.

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 in future years.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 12.) All applications are due by 11:59 p.m. eastern time on June 20, 2012. (See "Deadlines: Registration and Application," page 5.)

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726 or 606-545-5035, or via e-mail to [support@grants.gov](mailto:support@grants.gov).

**Note:** The [Grants.gov](http://Grants.gov) Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail to [JIC@telesishq.com](mailto: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.

**Grants.gov number assigned to announcement:** BJA-2012-3313

**Release Date:** May 7, 2012

# Contents

Overview	4
Deadlines: Registration and Application	4
Eligibility	5
Byrne Criminal Justice Innovation Training and Technical Assistance Program—Specific Information	5
Performance Measures	12
Notice of Post-Award FFATA Reporting Requirement	14
How To Apply	15
What an Application Should Include	17
Information to Complete the Application for Federal Assistance (SF-424)	
Program Abstract and Narrative	
Budget Detail Worksheet and Budget Narrative	
Additional Attachments	
Indirect Cost Rate Agreement (if applicable)	
Other Standard Forms	
Selection Criteria	20
Review Process	22
Additional Requirements	22
Provide Feedback to OJP on This Solicitation	23
Application Checklist	24

# **Byrne Criminal Justice Innovation Training and Technical Assistance Program (CFDA #16.817)**

## **Overview**

Through this FY 2012 grant announcement, BJA will select a national training and technical assistance (TTA) partner to work with BJA and its federal partners on a new initiative to improve community safety. This new initiative, the Byrne Criminal Justice Innovation (BCJI) program, supports comprehensive place-based and community-oriented initiatives that involve service providers from multiple sectors and disciplines, as well as community representatives from all types of organizations, to work together to reduce and prevent crime and revitalize communities.

Research suggests that crime clustered in small areas, or “crime hot spots,” accounts for a disproportionate amount of crime and disorder in many communities. As a result, the last two decades have seen the development of new evidence-based strategies that target these issues and a separate set of activities designed to address community capacity to prevent and deter future crime as a primary component of neighborhood revitalization. In times of limited resources, local and tribal leaders need tools and information about crime trends in their jurisdiction and assistance in assessing, planning, and implementing the most effective use of criminal justice resources to address these issues. They also need a core foundation of resources and tools to support data-driven strategy development, community-driven capacity building for collaborative problem solving, and assistance to identify and implement evidence-based and innovative strategies to target these drivers of crime. A multi-faceted approach like BCJI targets crime in the locations where most crime is occurring and can have the biggest impact while also building the capacity of the community to deter future crime by addressing three of the social impacts most likely to impact crime: physical disorder; social economic status and resources; and the “collective efficacy” of the neighborhood.<sup>1</sup>

The national TTA partner will help lead place-based, community-oriented efforts to prevent and reduce crime and improve the quality of life of residents in the community. The TTA provider will provide ongoing TTA to BCJI implementation grantees who will plan and implement a place-based, community-oriented crime strategy in a targeted neighborhood and to BCJI enhancement grantees who will enhance an existing community-based initiative by designing and implementing a place-based community-oriented crime strategy in a targeted neighborhood as a component of a broader neighborhood revitalization strategy. The TTA provider will also provide limited assistance to a group of unsuccessful applicants to assist them in building capacity to leverage future resources and develop broadly available resources for the field to share the knowledge leveraged from BCJI. These TTA activities for grantee sites will include assisting with an analysis of the crime in each community, engagement of residents, and refinement of strategies during an initial planning period; supporting the cultivation of cross-sector partnerships; providing ongoing support to the research partnership to ensure the sites effectively use data, research, and innovation to support the development of each grantee’s

---

<sup>1</sup> Collective efficacy is the mutual trust and a willingness of a community to intervene, for example, in the supervision of children and the maintenance of public order.

comprehensive crime strategy; helping communities leverage resources and create sustainability plans; and assisting with the collection and use of outcomes and outcome data.

BCJI is part of the Administration's larger Neighborhood Revitalization Initiative (NRI) that supports local and tribal communities in developing place-based strategies by seeking to align federal housing, education, justice, and health programs with the overarching goal of transforming neighborhoods of concentrated poverty into neighborhoods of opportunity. The U.S. Department of Justice will model the breakdown of funding silos by coordinating federal efforts and encouraging grantees to coordinate their local efforts with programs and services provided by other federal agencies, including the U.S. Department of Housing and Urban Development (HUD), the U.S. Department of Education (ED), the U.S. Department of Health and Human Services (HHS), and the U.S. Department of Treasury (Treasury). BCJI TTA activities are likely to be coordinated with federal interagency work and TTA activities.

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 20, 2012. See the "How To Apply" section on page 12 for details. Note that while the deadline for submission is 11:59 p.m. eastern time, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the page 2 for more information about BJA's Justice Information Center).

## **Eligibility**

Refer to the title page for eligibility under this program.

## **Byrne Criminal Justice Innovation Training and Technical Assistance Program—Specific Information**

BJA is seeking a service provider organization with extensive TTA expertise, experience, and knowledge in: 1) community-oriented strategies that involve the engagement of community residents and partners to work collaboratively with criminal justice and other neighborhood revitalization initiatives; 2) place-based strategies to effectively identify, assess, and target crime hot spots or crime problems; 3) enhancing cross-sector and community partnerships, particularly with partners that support community revitalization and social service providers; 4) local research-practitioner partnerships to lead data-driven strategic approaches; and 5) developing and managing the core elements of national TTA programs.

For more information about the BCJI model and program, see the current [BCJI Program FY 2012 Competitive Grant Announcement](#).

The TTA partner will work with BJA and its partners to lead efforts to assist the implementation and enhancement of BCJI grants to improve outcomes for residents living in neighborhoods of distress by successfully implementing strategies to target the causes of crime, thereby reducing and preventing crime. The TTA partner will work closely with the grant-funded sites during the initial planning phase, which for implementation grantees will be between 9-12 months (up to 7 sites) and for enhancement grantees up to 6 months (up to 8 sites). They shall also coordinate

and support implementation of the BCJI strategies in collaboration with the community partners during the 2-year implementation phase. Finally, they will prepare for and assist sites during the last 6-month sustainment phase.

The initial strategic planning process brings together key stakeholders from different sectors (hereinafter “cross-sector partnership(s)”) to work with the research partner to use data and community input to achieve a mutual understanding and definition of their community’s public safety problems. Additional stakeholders must include law enforcement, research partner, community leaders and residents, and the fiscal agent.<sup>2</sup> This process will incorporate an analysis of data and include the formation of a shared vision of the jurisdiction’s future and development of a mission statement, goals, and performance measures that support the vision. Based on data-driven problem identification, the program will then develop targeted strategies to reach the mission and goals of the program. The program strategy should support the development of place-based, community-oriented, data-driven solutions to comprehensively address the crime drivers; include research-based enforcement, prevention, intervention, or revitalization strategies; support experimentation with new ideas and innovative approaches to foster the solution of persistent problems; and assist with the measurement and collection of outcomes and outcome data. Given the breadth of the BCJI project, it is strongly encouraged that a consortium of partners apply together to deliver these strategies, especially in the area of supporting the local researcher practitioner partnership and community engagement.

During the sustainment phase, the TTA partner will lead efforts with the sites to be successful in building long-term efforts that change how local government, community organizations, and residents relate to each other and function as a group. These plans for sustaining the strategies should be built from the start and find or develop private or public local, state, or tribal funds and resources to maintain the effective elements of the strategy.

The TTA partner will translate information to the larger field through the development of written and online training materials that can include podcasts and webinars. The TTA partner will also engage in targeted technical assistance or training for a select group of applicants who applied for BJA’s [BCJI Program FY 2012 Competitive Grant Announcement](#), but did not receive funding. This group will be selected in consultation after the award is made, based upon a review of the applications which are not funded. As part of the application, BJA is seeking recommendations for this process and suggested approaches. Additionally, as part of NRI, the TTA partner will coordinate TTA efforts with other federal agencies for the purposes of reducing and preventing crime in the nation’s most distressed communities.

The TTA provider will also be required to participate in BJA’s GrantStat for BCJI grantees. Through GrantStat, BJA management and staff examine the performance of the grant programs funded by BJA by tracking grantee or program performance along several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enables BJA as well as our TTA partners to be held accountable for the grantee’s and program’s performance as measured against the program’s goals and objectives. In addition, the TTA provider will also be required to assist grantees in the collection of performance measure data, working in collaboration with the local research partners.

---

<sup>2</sup> The fiscal agent serves as the BCJI program applicant and will submit the application on behalf of the cross-sector partnership, oversee coordination of the cross-sector partnership if funds are awarded, and manage any subawards for service.

BJA TTA projects are required to coordinate all TTA activities with BJA's National Training and Technical Assistance Center (NTTAC). The precise requirements and protocols are still under development, but once completed, the successful applicant will be required to comply with these protocols in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding. BJA reserves the right to reasonably modify these protocols at any time at its discretion.

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

Under this solicitation, BJA seeks a TTA provider to help neighborhoods build cross-sector partnerships, implement effective data-driven or innovative place-based revitalization strategies, engage local residents as equal and important stakeholders, collaborate with the research partners to collect, analyze, and aid the sites in using performance data to enhance program management and to sustain their strategies.

Applications are solicited for a TTA provider to support BCJI grantees that have capacity to engage collaboratively, demonstrate results and support evaluation and potential replication. TTA for the BCJI program can include training, technical assistance, and guidance that address the management, organization, and project implementation needs of the BCJI grantees. It can also include mentoring by other experts in program implementation and management. The purpose of providing TTA is to ensure that grantees successfully implement their projects, that applicants who do not receive funding increase the quality of their strategies, and that all of this knowledge is shared with the broader field. At a minimum, the provider shall ensure that its TTA efforts are framed around supporting the development of each grantee's strategy for building a comprehensive plan to reduce crime and revitalize the community, and the grantee's capacity to achieve results. The provider shall also collaborate with other organizations and federal agencies, as BJA deems necessary.

Specific deliverables include:

- Meet with BJA and other federal agencies and their TTA providers, at least quarterly (or more often as needed), to coordinate services and TTA delivery to grantees. The provider shall compile and disseminate to BJA meeting minutes and/or notes after each meeting.
- Plan and facilitate a grantee orientation meeting and annual meetings for BCJI grantees to be held in Washington, DC.
- Develop and implement a plan to assess grantee TTA needs that describes in detail the framework, methodologies, and timeline that will guide the implementation of the BCJI strategy. At a minimum, the plan shall assist grantees to: use data to validate the nature and extent of crime and drivers of crime; collect accurate and reliable data, including data related to measurable outcomes; build a process for program improvements; clearly define the implementation schedule; identify and employ promising and evidence-based practices; evaluate the effectiveness of TTA; and support networking between the sites. The data collected from the assessment will form the foundation for development of the final TTA plan.
- Prepare individual TTA Plans for each grantee site. The TTA Plan should include the proposed method of TTA delivery, timeline for delivery, and audience. All TTA Plans will

be approved in conjunction with BJA and the grantee before implementation. Once TTA plans are approved, implement the TTA plan, providing timely and high quality services consistent with the plan. Coordinate with BJA in ongoing analysis and refinement to the TTA efforts.

- Submit quarterly progress reports to BJA for the duration of the of BCJI grant, using a consistent format. The TTA partner will summarize the major activities and accomplishments during the reporting period and provide information for each project task regarding significant findings and events, problems encountered, suggested solutions, and staff utilized. The provider will also specify in the reports the extent to which the project is on schedule.
- Collaborate with BJA, its NRI partners, and other TTA partners to enhance resources, knowledge and leverage respective expertise of partners in responding to the needs of the field. Upon BJA's recommendation and approval, the TTA provider will meet/or participate with other BJA programs, federal agencies, and the TTA providers in an effort to collaborate and coordinate services and technical support across offices and departments.
- Attach a time task plan to the application, providing detailed steps, timelines, and outcomes that are consistent with the strategy proposed in the program narrative.
- Provide targeted technical assistance to a group of the FY 2012 BCJI applicants who do not receive funding in FY 2012 to assist them in being more successful in leveraging future resources.
- Create and maintain a platform for electronic media to include the development of a BCJI web site, online newsletter, webinars, and blogging opportunities. Provide online resources, materials, and limited assistance (via phone or e-mail) to the public regarding BCJI and related issues.
- Create a materials production plan, including hard copy, CD/DVDs, and web-based resources. BJA strongly encourages the use of distance learning opportunities such as webinars.

## **Amount and Length of Awards**

BJA anticipates that it will make one award of up to \$1,000,000 for a 24-month project period. Future funding may be available to support this project, contingent upon successful performance during the initial phase of the project.

All awards are subject to the availability of appropriated funds and to 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 2012 salary table for SES employees is available at [www.opm.gov/oaca/12tables/indexSES.asp](http://www.opm.gov/oaca/12tables/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 requesting a waiver should 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 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 obtained. 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](http://www.ojp.usdoj.gov/funding/funding.htm).

#### **Costs Associated with Language Assistance**

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](http://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 the Department in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. Award recipient recipients will be required to report the applicable performance measures quarterly in BJA's online Training and Technical Assistance Reporting System (TTARS), located at: [www.bjaperformancetools.org/](http://www.bjaperformancetools.org/). A complete listing of the performance measures can also be found at: [www.bjaperformancetools.org/ta2/View/BJATTARSReportingMatrix.pdf](http://www.bjaperformancetools.org/ta2/View/BJATTARSReportingMatrix.pdf). Below are sample measures for this solicitation:

Objective	Performance Measure(s)	Data Grantee Provides
Support the development, implementation, and sustainment of comprehensive, evidence-based, community-oriented crime strategies in targeted neighborhoods through training and technical assistance	<p>Percentage of sites with approved comprehensive strategies to include vision, theory of action, goals, outcome measures and evidence of broad resident, stakeholder and funder buy-in</p> <p>Percentage of sites with approved comprehensive strategies as components of neighborhood revitalization plans</p>	<p>Number of BCJI sites</p> <p>Number of BCJI sites with approved comprehensive BCJI strategies to include vision, theory of action, goals, outcome measures and evidence of broad resident, stakeholder and funder buy-in</p> <p>Number of sites with approved comprehensive BCJI strategies as components of neighborhood revitalization plans</p>
	<p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants who rated the training as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p> <p>Percentage of participants trained who reported they will implement one or more policies or practices</p> <p>Percentage of participants trained who implemented one or more policies or practices 6 months after they were trained</p>	<p>For current reporting period, the number of participants who:</p> <ul style="list-style-type: none"> <li>• Attended the training</li> <li>• Completed training</li> <li>• Completed an evaluation at the conclusion of the training</li> <li>• Completed an evaluation and rated it as satisfactory or better</li> <li>• Completed a pre- and post-test</li> <li>• Completed the post-test with an improved score over their pre-test</li> <li>• Completed an evaluation and reported that they would make changes in their policies or practices due to training</li> <li>• Implemented changes in policy or practice 6 months after they were trained</li> </ul>
	<p>Number of onsite visits completed</p> <p>Percentage of agencies that implemented one or more recommendations</p>	<p>During the current reporting period, the number of:</p> <ul style="list-style-type: none"> <li>• Onsite visits completed with BCJI grantees</li> <li>• Reports submitted to BCJI grantees after onsite visits</li> <li>• Follow-ups with BCJI grantees completed 6 months after onsite visit</li> <li>• BCJI grantees that</li> </ul>

	<p>Percentage of conferences or forums evaluated as satisfactory or better</p> <p>Percentage of participants trained and subsequently demonstrated performance improvement</p>	<p>implemented a new practice or policy 6 months after the onsite visit</p> <p>During the current reporting period, the number of:</p> <ul style="list-style-type: none"> <li>• Individuals who attended a BCJI conference(s)</li> <li>• Conference attendees who completed an evaluation</li> <li>• Attendees who rated the conference as satisfactory or better</li> <li>• Conference attendees who completed a pre- and post-test</li> <li>• Conference attendees an improved score over their pre-test</li> </ul>
<p>Increase knowledge of BCJI grantees and the criminal justice community through the development and dissemination of educational materials</p>	<p>Percent of deliverables that meet expectations</p> <p>Number of publications developed</p> <p>Number of publications disseminated</p>	<p>Number of deliverables (e.g., BCJI website, online newsletter, webinars, TTA plans, quarterly progress reports, web site resources)</p> <p>Number of deliverables that meet expectation</p> <p>Number of unique educational materials (bulletins, presentations, brochures/pamphlets, newsletters, and web sites, etc.) developed</p> <p>Number of educational materials disseminated to the field</p>

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. Refer to the section “What an Application Should Include” on page 14 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](http://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](http://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](http://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](http://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 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. 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](http://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](http://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. 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 16.817, titled "Byrne Criminal Justice Innovation," and the funding opportunity number is BJA-2012-3313.
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:** Applicants 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.** 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."

**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 contact identified in the Contact Information section on page 2 **within 24 hours after the application 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) the applicant has 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, OJP 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 at [www.ojp.usdoj.gov/funding/solicitations.htm](http://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 or 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," "Letters of Support," "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, select "For-Profit Organization" or "Small Business" (as applicable).

## 2. Program Abstract (Attachment 1)

Applicants must provide an abstract identifying the applicant's name, title of the project, and dollar amount requested. The abstract must include the goals of the project, a description of the strategies to be used, and a numerical listing of key/major deliverables. The abstract can be single-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must not exceed 1 page.

## 3. Program Narrative (Attachment 2)

The program narrative must respond to the solicitation and the Selection Criteria (1-5) in the order given. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins, and must 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, noncompliance may be considered in peer review and in final award decisions.

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

1. Statement of the Problem
2. Program Design and Implementation
3. Capabilities and Competencies
4. Plan for Measuring Program Success to Inform Plans for Sustainment
5. Impact/Outcomes and Evaluation/Description of the Applicant's Plan for the Collection of the Data Required for 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 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.

## 4. Budget Detail Worksheet and Budget Narrative (Attachment 3)

### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://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, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://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.

**5. Additional Attachments: Project Timeline, Letters of Support, and Position Descriptions (Attachment 4)**

Attach a Project Timeline (with an estimated start date of October 1, 2012) with each project goal, related objective, activity, expected completion date, and responsible person or organization; Letters of Support from partner organizations, if applicable; and Position Descriptions that outline the roles, responsibilities, and qualifications for all key positions. Do not include materials not requested in this attachment; additional material will not be reviewed.

**6. 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](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**7. 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](http://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 six 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 10 percent of the entire score in the application review process.

**1. Statement of the Problem (10 percent of 100)**

Provide a thorough understanding of the needs of communities to improve safety by designing and implementing effective, comprehensive approaches to addressing crime within a targeted neighborhood as part of a larger strategy to advance neighborhood revitalization through cross-sector community-based partnerships. Describe the challenges communities face in planning, implementing, or enhancing a place-based, community-oriented cross sector initiative and the need for TTA. Describe the challenges of using data and research to develop effective place-based, community-oriented crime programs.

**2. Program Design and Implementation (35 percent of 100)**

Demonstrate a well thought-out plan for transferring knowledge and best practices. Describe the goals, objectives, and deliverables for providing TTA to BJCJ grantees and a targeted set of applicants who did not receive BJCJ awards in FY 2012. Describe how information and limited technical assistance will be provided to the public via e-mail, phone, and written materials. Identify strategies for designing and implementing the deliverables (see pages 7-8). Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (as **Attachment 4**).

**3. Capabilities and Competencies (35 percent of 100)**

Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of technical assistance, as well as tracking, evaluation, and follow-up. Describe the expertise of the applicant to also provide assistance to the local research partnership in implementing data-driven, research-based assessment and planning processes. Finally, describe the organization's expertise in offering TTA on place-based, community-oriented strategies.

Provide examples of the organization's experience in using TTA strategies that include developing tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance. List the consultants or partners with whom the organization plans to work to deliver TTA services. For each consultant or partner include a letter of support (as **Attachment 4**).

Describe the management structure and outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA. Include position descriptions for key positions (as **Attachment 4**).

**4. Plan for Measuring Program Success to Inform Plans for Sustainment (5 percent of 100)**

Discuss how variables like stakeholder support and strategy coordination will be defined and measured. Describe how evaluation and collaborative partnerships will be leveraged to build long-term support and resources to sustain the project when the federal grant ends. Describe the policies, statutes, and regulations that will need to be put in place to support and sustain service delivery.

**5. Impact/Outcomes and Evaluation/Description of the Applicant's Plan for the Collection of the Data Required for Performance Measures (10 percent of 100)**

Describe the process for measuring project performance, including meeting timelines and deliverables, and obtaining input and feedback from customers and stakeholders. Identify

who will collect the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information (PII) will be protected, and how the information will be used to guide the program.

#### **6. Budget (5 percent of 100)**

Provide a proposed budget for the entire project period that is complete; reasonable and allowable; cost effective; and necessary for project activities. See the additional budget and budget narrative requirements on pages 15.

### **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. BJA 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 subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. 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, agency priorities including NRI, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, 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](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies
- 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](mailto:OJPSolicitationFeedback@usdoj.gov).

## **Application Checklist**

### **FY 2012 Byrne Criminal Justice Innovation Training and Technical Assistance Program**

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

#### **Eligibility Requirement:**

- \_\_\_\_\_ Eligible applicants are limited to any national nonprofit organization, for-profit (commercial) organization, or institution of higher learning
- \_\_\_\_\_ The federal amount requested is within the allowable limit(s) of \$1,000,000

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

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 14)
- \_\_\_\_\_ Program Abstract (see page 15)
- \_\_\_\_\_ Program Narrative\* (see page 15)
- \_\_\_\_\_ Budget Detail Worksheet\* (see page 15)
- \_\_\_\_\_ Budget Narrative\* (see page 15)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 13)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 16)
- \_\_\_\_\_ Additional Attachments (see page 16)
  - \_\_\_\_\_ Project Timeline
  - \_\_\_\_\_ Letters of Support
  - \_\_\_\_\_ Position Descriptions
- \_\_\_\_\_ Other Standard Forms as applicable (see page 16), 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.