



**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 pleased to announce that it is seeking applications for funding under the National Initiatives: Enhancing Law Enforcement and Crime Prevention grant announcement. This grant announcement furthers the Department's mission by improving the criminal justice system, enhancing the law enforcement and crime prevention functions, and providing national support efforts including training and technical assistance programs strategically targeted to address law enforcement and crime prevention needs.

## **National Initiatives: Enhancing Law Enforcement and Crime Prevention FY 2010 Competitive Grant Announcement**

### **Eligibility**

Applicants are limited to national, regional, state, or local public and private entities, including for-profit (commercial) and nonprofit organizations, faith-based and community organizations, institutions of higher education, [federally-recognized Indian tribal governments](#) (as determined by the Secretary of the Interior and published in the [Federal Register](#)), and units of local government that support national initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to waive any profit or fees for services.

**Note: All applications must be national in scope and must respond to the identified Program Areas.**

### **Deadline**

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 10.)

All applications are due by 8:00 p.m. eastern time on May 20, 2010. (See "Deadlines: Registration and Application," page 1.)

### **Contact Information**

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1-800-518-4726 or via e-mail to [support@grants.gov](mailto:support@grants.gov)

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

For assistance with the **programmatic requirements** of this solicitation, contact BJA toll-free at 1-866-859-2687, or contact the following BJA staff directly based on the Program Area for which you are applying.

**E-mail is the preferred method for questions on this solicitation.**

<b>Program Area</b>	<b>BJA Contact</b>	<b>E-mail Address</b>	<b>Phone Number</b>
1: National Crime Prevention Awareness and Education for Immigrant Families	Deborah Meader	<a href="mailto:Deborah.Meader@usdoj.gov">Deborah.Meader@usdoj.gov</a>	202-305-2601
2. National Campus Public Safety Professional Certification Program	David Adams	<a href="mailto:David.Adams@usdoj.gov">David.Adams@usdoj.gov</a>	202-514-5309
3. National Evidence-Based Compendium of Campus Crime Prevention Messaging	David Adams	<a href="mailto:David.Adams@usdoj.gov">David.Adams@usdoj.gov</a>	202-514-5309
4. National Officer Safety Training and Technical Assistance Program	Deborah Meader	<a href="mailto:Deborah.Meader@usdoj.gov">Deborah.Meader@usdoj.gov</a>	202-305-2601
5. Nationwide Examination of Rural Policing Issues	Steve Edwards	<a href="mailto:Steven.Edwards@usdoj.gov">Steven.Edwards@usdoj.gov</a>	202-307-0500
6: National Mortgage Fraud and Crime Relating to Vacant Properties Initiative—Training and Technical Assistance	Paul Steiner	<a href="mailto:Paul.Steiner@usdoj.gov">Paul.Steiner@usdoj.gov</a>	202-616-3630
7. Missing Alzheimer's Disease Toolkit	Linda Hammond-Deckard	<a href="mailto:Linda.Hammond-Deckard@usdoj.gov">Linda.Hammond-Deckard@usdoj.gov</a>	202-514-6015

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to [askbj@usdoj.gov](mailto:askbj@usdoj.gov).

**Grants.Gov number assigned to announcement: BJA-2010-2654**

**Release date: April 5, 2010**

# CONTENTS

Overview	1
Deadlines: Registration and Application	1
Eligibility	1
National Initiatives: Enhancing Law Enforcement and Crime Prevention— Specific Information	1
Performance Measures	8
How to Apply	10
What An Application Must Include:	11
Standard Form 424	
Program Narrative	
Budget and Budget Narrative	
Tribal Authorizing Resolution	
Other Attachments	
Selection Criteria	13
Review Process	14
Additional Requirements	14
Application Checklist	16

# **National Initiatives: Enhancing Law Enforcement and Crime Prevention**

## **(CFDA #s 16.751, 16.738, and 16.015)**

### **Overview**

This FY 2010 grant announcement focuses on national initiatives to improve the functioning of the criminal justice system by addressing training and technical assistance needs for state and local law enforcement and crime prevention efforts. These initiatives are funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program), the Edward Byrne Memorial Justice Assistance Grant (JAG) Program, and the Missing Alzheimer's Disease Patient Alert Program. Authorized by the Consolidated Appropriations Act, 2010 (P.L. 111-117), the Byrne Competitive Program helps local communities improve the capacity of state and local justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local needs. P.L. 111-117, Division B, Title II, Section 215(1) authorizes use of up to 3 percent of funds made available to the Office of Justice Programs for grants or reimbursement may be used to provide training and technical assistance. The JAG Program (42 U.S.C. 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions, and JAG funds support all components of the criminal justice system. The JAG Program authorization also states that "the Attorney General may reserve not more than 5 percent, to be granted to 1 or more States or units of local government, for 1 or more of the purposes specified in section 3751 of this title, pursuant to his determination that the same is necessary—(1) to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime" (42 U.S.C. 3756). Finally, the Missing Alzheimer's Disease Patient Alert Program, authorized by the Consolidated Appropriations Act, 2010 (P.L. 111-117), supports locally based programs to protect and locate missing individuals with Alzheimer's disease and related demetias.

### **Deadlines: Registration and Application**

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is 8:00 p.m. eastern time on May 20, 2010. Please see the "How to Apply" section, page 10, for more details.

### **Eligibility**

Please refer to the cover page of this solicitation for eligibility under this program.

### **National Initiatives: Enhancing Law Enforcement and Crime Prevention—Specific Information**

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

BJA is seeking national scope proposals to address specific state and local training and needs. This grant announcement focuses on funding national efforts to enhance law enforcement and crime prevention in **seven specific program areas**.

## **Award Program Areas**

### **Program Area 1: National Crime Prevention Awareness and Education for Immigrant Families**

BJA expects to make one award for Program Area for up to \$400,000. The project period is for 24 months, and the project start date should be on or after October 1, 2010.

First generation children of immigrant parents and guardians comprise a population that is often vulnerable to crime victimization, delinquency, and gangs. As noted by the Center for Immigration Studies, children of first generation immigrants may have less perspective on and be detached from the "Old World" from which their parents came, and often in response, they become attached to deviant subcultures.<sup>1</sup> Further, "[c]riminologists in this country long have theorized that the second, more than the first, generation of an immigrant population is likely to drift into crime. The first generation, having braved all kinds of hardship to enter the U.S., found it necessary to defer gratification in the interest of long-term success."<sup>2</sup> It appears that for a segment of this population, "...there is a strong pull from the streets, where violence and gangs make up a large part of the realities of central cities. By the time these children of immigrants reach adulthood, the impediments and opportunities faced as adolescents solidify."<sup>3</sup> This population is challenged by immigrant families' cultural and language barriers, parents and guardians working multiple jobs, and transitory displacement of families to accommodate work or deportation of parents, which leaves little time for immigrant parents and guardians to interact and focus on family. These challenges bring about a disconnect between parents and children, leaving these children vulnerable to the influences of outside negative forces; including gangs, weapons, alcohol and drugs, crime, and truancy.

BJA is seeking proposals from a national training and technical assistance (TTA) provider for crime prevention awareness and education services to assist families, community and faith-based organizations, law enforcement, and schools in addressing risk factors affecting this vulnerable population. BJA will work with the provider to prioritize communities of interest.

The national TTA provider will assist at least two communities in developing strategies for mitigating and preventing families and communities from becoming crime victims, delinquents, and gang members. The national TTA provider will assist communities with:

- Facilitating the formation of a community collaboration including parents and guardians, community leaders, faith-based and other community-based organizations, public social service agencies, law enforcement, and schools.

---

<sup>1</sup> Center for Immigration Studies. *Immigrant Crime as an Underestimated Problem: Evidence and Practical Considerations*. Retrieved January 25, 2010 from [www.cis.org/articles/2001/crime/underestimated.html](http://www.cis.org/articles/2001/crime/underestimated.html).

<sup>2</sup> Ibid.

<sup>3</sup> Rumbaut, R. G., Gonzalez, R. G., Komaie, G., Morgan, C. V. (2006). *Debunking the Myth of Immigrant Criminality: Imprisonment Among First- and Second-Generation Young Men*. Migration Information Source. Retrieved January 25, 2010 from [www.migrationinformation.org/USFocus/display.cfm?ID=403](http://www.migrationinformation.org/USFocus/display.cfm?ID=403)

- Facilitating the development of a strategy including problem identification and prioritization, goals and objectives of responding to the problems, and assessment of resolution of the problems.
- Defining problems and solutions in terms of (a) evidence-based risk factors which are known to aggravate unlawful behaviors by children and youth, and (b) evidence-based risk factors in the environment which are known to aggravate situations where unlawful behavior can occur.
- Facilitating the development of separate trainings geared toward (a) immigrant parents/guardians, (b) law enforcement, and (c) school personnel and faith-based and/or community-based organizations to address the identified vulnerabilities and risks.
- Facilitating the implementation of the crime prevention awareness and education initiative within two communities in need.
- Facilitating the assessment of the achievement of goals and objectives.
- Providing a final report to BJA on the program's implementation and subsequent results, including challenges faced and identified solutions.

**Program Area 2: National Campus Public Safety Professional Certification Program**

BJA expects to make one award for Program Area 2 for up to \$400,000. The project period is for 24 months, and the project start date should be on or after October 1, 2010.

BJA is seeking proposals to develop a nationwide college and university campus public safety certification program to enhance the knowledge and competency of campus public safety professionals. Because of the unique nature of campus public safety and the diverse types of campus law enforcement, including sworn, non-sworn, armed, and unarmed personnel, the need exists for a certification process to encompass all forms of campus public safety.

Applicants should propose to:

- Assess the field to determine requisite knowledge, skills, and core competencies for campus public safety professionals.
- Develop standards and criteria for certification.
- Develop and pilot cost-effective instruments for certifying campus public safety professionals.

**Program Area 3: National Compendium of School/Campus Crime Prevention**

BJA expects to award one cooperative agreement for Program Area 3 for up to \$400,000. The project period is for 24 months, and the project start date should be on or after October 1, 2010.

A preliminary review of available literature and anecdotal observations of campus public safety agencies and crime prevention programs reveal that institutions of higher learning have implemented crime prevention strategies based on efforts in K-12 school and community settings with little consideration for modern communication strategies or higher education settings and appear to be outdated. .

BJA is seeking proposals for the development and delivery of a national compendium of evidence-based crime prevention program templates and related media which are age and

technologically appropriate for today's college and university campus students and staff. The content and delivery media contained in this compendium must be based on the evidence of their effectiveness in communicating safety messages, strategies, and experiences to young adults, specifically students in a higher education environment, successfully turning information into knowledge. The topics covered in the national compendium should include the typical and sometimes chronic problem behaviors and crimes experienced on campuses as well as more serious crimes and emergency situations for which public safety officials must be prepared. The compendium called for in this solicitation is expected to be an electronic compilation of resources. The awardee will coordinate with BJA on: (1) the evidence standards that will be used; (2) the formatting of the compendium; and (3) ensuring that their data is transferable to other OJP databases/applications (as necessary).

#### **Program Area 4: National Officer Safety Training and Technical Assistance Program**

BJA expects to make one award for Program Area 4 for up to \$800,000. The project period is for 12 months, and the project start date should be on or after October 1, 2010.

Recent single-event homicides involving fatal shootings of several officers in Pennsylvania, California, and Washington tragically demonstrate the daily risks confronting law enforcement officers as they carry out their duties. BJA intends to make one cooperative agreement award to an organization to coordinate a BJA-led national officer safety training and technical assistance program. Under the award, the organization will be expected to support the development and administration of a comprehensive program that will include analysis of officer safety incidents, tactical information, interdiction techniques, characteristics of armed individuals, relevant federal programs, and other topics deemed critical to officer safety training initiative. This long-term officer safety initiative includes a comprehensive and multi-faceted training program supported by data collection and analysis and policy development support and technical assistance. The initiative is designed to ultimately reach thousands of officers and law enforcement managers and policymakers through in-person (classroom and hands-on) and distance learning efforts, resources and publications, and technical assistance. This initiative may be supplemented and expanded in future years, dependent on grantee performance and availability of funding, and will be implemented in phases, beginning in FY 2010 and being fully implemented and operational before FY 2013. Components that may be added with additional funding in future fiscal years include additional online and in-person courses for managers and CEOs, specialized courses, mini-courses or roll-call training segments covering critical topics not covered in other courses, and an analytical component to support analysis, after-action reviews, and future training development.

The curriculum content, to be directed by BJA with input from the field, may include modularized and adaptable instruction in handling and surviving violent encounters, the dynamics of such encounters, identifying armed gunmen, high-risk and tactical situations such as responding to active shooter incidents, the extremist mindset, new developments in life saving and first aid for first responders, and other potential modules such as social media risks, hidden compartments, etc.

BJA is seeking a training coordinator that will:

- Demonstrate a history of successfully providing complex national law enforcement training programs related to this subject matter. This history should include curriculum development, recruitment, and maintenance of subject matter experts, and instruction delivery using a range of training modalities, such as online and in-person training, to a variety of law enforcement professionals and leaders.

- Support curriculum development as needed, which may include 2-3 focus groups and/or meetings of 8-10 subject matter experts each. The coordinator will cover all meeting and travel costs associated with curriculum development.
- Conduct at least one pilot training session by or before March 2011, attended by at least 40 law enforcement participants.
- Support the development and launch of secure modularized online training for line officers based on the primary curriculum developed.
- Support the development, coordination, and delivery of up to 4 in-person (regional) trainings
- Support the initial development of pilot Supervisor and CEO trainings in both in-person and online formats
- Develop new publications and print and disseminate course informational and instructional materials as needed.

The training coordinator is responsible for coordinating and supporting the training initiative, and is not expected to be involved in direct delivery of training content. BJA and the training coordinator will select and incorporate subject matter experts in the areas outlined above, in order to provide the training content. The training coordinator will provide federal resources to the subject matter experts to support their participation and involvement in this initiative. It is expected that in this initial year of funding, as much as 35–50 percent of the total award may be used to secure subject matter experts to provide this training. The remaining 50–65 percent of the resources should be used to support course development, coordination, and delivery of required components, and development of related course materials and publications.

#### **Program Area 5: A Nationwide Examination of Rural Policing Issues**

BJA expects to make one award for Program Area 5 for up to \$400,000. The project period is for 18 months, and the project start date should be on or after October 1, 2010.

BJA is seeking proposals to conduct a needs assessment of the nation's rural and smaller law enforcement agencies—agencies of 50 or fewer sworn officers that serve county, city, township, towns, and municipal communities. The intent of this needs assessment is to: (1) conduct a national representative assessment that describes the state of affairs of small and rural law enforcement agencies operationally and administratively, as well as needs for training and technical assistance, to assess the extent that precipitous or extraordinary increases in crime have occurred or are expected to occur; and (2) hold four regional focus group meetings to enhance the assessment findings. BJA is coordinating this nationwide examination of rural policing issues with the Office of Community Oriented Policing Services, U.S. Department of Justice and the Rural Policing Institute, Federal Law Enforcement Training Center, U.S. Department of Homeland Security.

The intent of this national needs assessment is to inform BJA in the design of its training and technical assistance menu of services for rural and smaller agencies. Additionally this assessment will be used to strengthen program development for BJA and assist with the formation of evidence-based work for small and rural law enforcement agencies.

The grant recipient will be expected to produce a series of deliverables (reports that include data analysis, findings, and recommendations) from the needs assessment and regional meetings that outline the national circumstances of rural and small law enforcement agencies.

Applicants are to address how they will: (1) conduct a national needs assessment that will be representative of rural and small law enforcement agencies; and (2) integrate the regional focus group meetings in presenting the findings. Applications will be assessed on the cost effectiveness of the two major tasks outlined above, and the commitment to producing an interim draft of project work in 12 months and the final report in 18 months.

**Program Area 6: National Mortgage Fraud and Crime Relating to Vacant Properties—  
Training and Technical Assistance**

BJA expects to make one award for Program Area 6 for up to \$600,000. The project period is for 24 months, and the project start date should be on or after October 1, 2010.

BJA is developing a national network of training and technical assistance (TTA) providers to support BJA grant recipients and other state and local jurisdictions in need of TTA on mortgage fraud and problem vacant properties. The current TTA network will assist investigators, local law enforcement, and community-based organizations in community problem solving, prevention, and investigation of mortgage fraud and problem vacant properties. To enhance the existing providers in the TTA network, this Program Area is seeking applicants who will provide expertise primarily in prosecuting mortgage fraud schemes, identifying mortgage fraud conspiracies, community prosecution, and code enforcement at the state and local level. This initiative will be awarded as a cooperative agreement.

BJA acknowledges that the TTA providers' network is not yet fully developed, so a detailed strategy for TTA delivery has not yet been developed. As such, BJA is seeking applications that:

- Propose to collaborate and coordinate with the other members of the TTA network, including existing providers with expertise in law enforcement, investigation, and crime prevention.
- Propose to assist with a TTA needs assessment, public awareness campaigns, curriculum development, training of mortgage fraud teams or task forces, and facilitating community coalitions, public agencies, and private stakeholders to solve local problems regarding mortgage fraud and problem vacant properties.
- Propose to use various media to deliver information and training as needed to support state and local mortgage fraud and problems associated with vacant properties.
- Demonstrate expertise and a history of developing and delivering TTA in prosecution, community prosecution, and community coalition building at the state and local level. The applicant should also have TTA experience with fraud and problem vacant properties. Applicant organizations can meet these qualifications through partnerships with other organizations and descriptions of their history and ability to contract with subject matter experts as needed.

At a minimum, applications should be based on the following:

- Participation in four 2-day meetings with the TTA network members.

- Participation in the development of approximately five training modules.
- Delivery of eight 1-hour webinars.
- Delivery of 20 onsite training events, consisting of 14 3-day and 6 1-day events.
- Provision of technical assistance, as needed, on community coalition building.
- Participation, along with the TTA network, in the development of public awareness and education messages.

### **Program Area 7: Missing Alzheimer's Disease Toolkit**

BJA will make one award under this Program Area for up to \$1,172,700. The project period for awards is not less than 24 or more than 36 months, and the project start date should be on or after October 1, 2010.

It is currently estimated that over 5 million people in the United States alone are living with Alzheimer's disease or some form of dementia.<sup>4</sup> Each year this number increases and it is predicted that the number of persons living with Alzheimer's disease or other form of dementia will increase to 15 million by 2030.<sup>5</sup> Over 60 percent (3.1 million individuals) of those with dementia will wander at some point.<sup>6</sup> More than 50 percent of those who wander become lost and separated from their loved ones.<sup>7</sup> Law enforcement agencies expend countless hours annually searching for missing persons with Alzheimer's disease, and if not found quickly, they are at high risk of serious injury or even death. In addition, law enforcement officers may not be trained or equipped to handle the special needs of those with Alzheimer's, once they are found. The goal of this designated funding is to assist communities and organizations in planning, designing, establishing, and operating an alert program to aid communities in addressing the needs of this special segment of their population. Such programs shall be locally based, proactive programs to help protect and locate missing patients with Alzheimer's disease and related dementias.

Applications are being solicited that will propose to coordinate and facilitate a strong, working partnership between national-level public safety organizations and Alzheimer's disease service organizations, with the expertise in responding to the needs of persons living with Alzheimer's and other forms of dementia. The ultimate goal of this project is to develop a toolkit that provides state and local public safety agencies with technology and educational solutions to assist them in addressing the needs of missing persons with Alzheimer's disease and other forms of dementia.

The toolkit shall include the following items:

1. Technology guidelines and protocols to assist states and local communities in the development of an online, voluntary registry for persons living with Alzheimer's disease and related dementias;
2. Camera-ready public awareness materials adaptable for use by individual governmental agencies or groups;

---

<sup>4</sup> Alzheimer's Foundation of America, 2009, Statistics, New York, NY: Alzheimer's Foundation, retrieved May 8, 2009 from <http://www.alzfdn.org/AboutAlzheimers/statistics.html>.

<sup>5</sup> Coshocton County Sheriff's Office, 2009, *Project Lifesaver*, Coshocton, OH: Coshocton County Sheriff's Office, retrieved April 22, 2009 from <http://www.coshoctoncounty.net/sheriff/lifesaver.php>.

<sup>6</sup> Alzheimer's Association, 2009, *Wandering*, Chicago, IL: Alzheimer's Association, retrieved April 22, 2009 from [http://www.alz.org/living\\_with\\_alzheimers\\_wandering.asp](http://www.alz.org/living_with_alzheimers_wandering.asp).

<sup>7</sup> Coshocton County Sheriff's Office.

3. Overview of available monitoring technology to aid in the location of missing persons with Alzheimer's disease or related dementias;
4. Promising practices for community activities designed to aid public safety agencies in dealing with the issue of missing persons with Alzheimer's disease and related dementias.

In addition, applicants will create training curricula for public safety personnel (to include fire, emergency medical services, and community volunteer search and rescue organizations) that address protocols for dealing with missing persons with Alzheimer's disease or related dementias and their caregivers and efforts to locate the person. Curricula development will include pilot testing, in at least four, strategically selected locations in various regions of the United States where such training is lacking or there is either a high incidence of missing persons with Alzheimer's disease or related dementias or in areas at risk of experiencing an increase in such incidents, and appropriate curriculum revisions for wide-spread implementation.

### ***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 2010 salary table for SES employees is available at [www.opm.gov/oca/10tables/indexSES.asp](http://www.opm.gov/oca/10tables/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 the Office of Justice Programs. An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

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

### **Performance Measures**

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to "Selection Criteria" (below), for additional information on applicant responsibilities for collecting and reporting data.** Grantees are required to provide the data

requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Performance measures for this solicitation are as follows:

<b>Objective</b>	<b>Performance Measure(s)</b>	<b>Data Grantee Provides</b>
Increase the knowledge of criminal justice practitioners through in-person training.	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Attended each training.</li> <li>• Completed the training.</li> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Rated the training as satisfactory or better.</li> <li>• Completed a pre and post-test.</li> </ul>
Increase the knowledge of criminal justice practitioners through web-based learning.	<p>Percentage of trainees who successfully completed the program.</p> <p>Percentage of trainees who completed the training who rated the training as satisfactory or better.</p> <p>Percentage of trainees who completed the training whose post-test indicated an improved score over their pre-test.</p>	<p>Number of individuals who:</p> <ul style="list-style-type: none"> <li>• Started the training.</li> <li>• Completed the training.</li> <li>• Completed an evaluation at the conclusion of the training.</li> <li>• Rated the training as satisfactory or better.</li> <li>• Completed a pre- and post-test.</li> </ul>
Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.	Percentage of organizations that completed the survey who expressed satisfaction that the CD/DVD met their training needs.	<p>Number of organizations receiving CD/DVDs.</p> <p>Number of organizations who received CD/DVDs who were surveyed.</p> <p>Number of organizations who responded to the survey.</p>
Increase the knowledge of criminal justice practitioners by providing training scholarships.	Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job.	<p>Number of training scholarships provided.</p> <p>Number of trainees who received scholarships who were surveyed.</p> <p>Number of trainees surveyed who responded to the survey.</p>
Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	<p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p> <p>Number of program materials developed.</p> <p>Number of deliverables (e.g., reports, curricula, manuscripts) completed on time.</p>	<p>Number of training curricula developed.</p> <p>Number of training curricula pilot tested.</p> <p>Number of training curricula revised after being pilot tested.</p> <p>Number of program materials developed.</p> <p>Number of deliverables (e.g., reports, curricula, manuscripts) completed on time.</p>

	Number of deliverables (including Final Reports) that meet expectations for relevance and the depth, breadth, scope and quality of study, as determined by OJP program management.	Number of deliverables (including Final Reports) that meet expectations for relevance and the depth, breadth, scope and quality of study, as determined by OJP program management.
--	--	--

## 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 grants 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 you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, 24 hours, 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. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following.

1. **Acquire a DUNS Number.** A DUNS number is required for [Grants.gov](http://www.grants.gov) registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) 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 1-866-705-5711 or by applying online at [www.dunandbradstreet.com](http://www.dunandbradstreet.com). Individuals are exempt from this requirement.
2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year 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 your AOR profile on Grants.gov and create your username and password. You will need to use your organization’s DUNS Number 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 Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please 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 16.751, titled "Edward Byrne Memorial Competitive Grant Program," and the funding opportunity number is BJA-2010-2654.
6. **Submit an Application Consistent with this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application 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."

### **Experiencing Unforeseen Grants.gov Technical Issues**

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact BJA staff within **24 hours after the deadline** and request approval to submit your application. At that time, BJA staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, 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.

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding web page, [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## **What an Application Must Include**

This section describes what an application is expected to include and sets out a number of elements. 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

nevertheless be made to make an award, 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 not responsive to the scope of the solicitation, or do not include a program narrative, budget, and budget narrative will not proceed to peer review and will not receive further consideration.

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

### **Standard Form 424**

Please see [www07.grants.gov/assets/SF424Instructions.pdf](http://www07.grants.gov/assets/SF424Instructions.pdf) for instructions on how to complete your SF-424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

### **Program Abstract (Attachment 1)**

Applicants must provide an abstract identifying the applicant's name, title of the project, dollar amount requested, and Program Area for which the applicant is applying (e.g., Program Area 1: National Crime Prevention Awareness and Education for Immigrant Families). The abstract must include goals of the project, a description of the strategies to be used, a numerical listing of key/major deliverables, and coordination plans. The abstract must 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.

### **Program Narrative (Attachment 2)**

The program narrative must respond to the solicitation and the Selection Criteria (1–3, 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 10 pages. Please number pages "1 of 10," "2 of 10," etc.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

### **Budget and Budget Narrative (Attachment 3)**

Applicants must provide a budget that is allowable, cost effective, and reasonable in response to Selection Criteria 4. Applicants must submit a budget detail worksheet and budget narrative. A sample budget worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). When using this form, you must also include a budget narrative, in MS Word or PDF format, as a separate attachment. Both the budget detail worksheet and narrative explanation of costs can be provided in a single document using this acceptable MS Word Budget template, available at [www.ojp.usdoj.gov/BJA/funding/Budget\\_Worksheet\\_Narrative\\_Template.doc](http://www.ojp.usdoj.gov/BJA/funding/Budget_Worksheet_Narrative_Template.doc). If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at [www.ojp.gov/financialguide/index.htm](http://www.ojp.gov/financialguide/index.htm).

#### **Project Timeline and Position Descriptions (Attachment 4)**

Attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization; and position descriptions for key positions.

#### **Tribal Authorizing Resolution (Attachment 5, if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

### **Selection Criteria**

#### **1. Statement of the Problem (15 percent of 100)**

Identify the precise problem to be addressed nationally by the project. Provide specific data where available.

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

Describe how the national-scope project will reach the stated goals and objectives by providing a complete description of its design and proposed implementation. Discuss the national significance of the program to improve the functioning of the criminal justice system, specifically law enforcement and crime prevention. Tie program activities to goals, objectives, and the performance measures applicable to the project. Include a comprehensive timeline that identifies milestones, numerically listed deliverables, and who is responsible for each activity (as Attachment 4).

#### **3. Capabilities/Competencies (30 percent of 100)**

Fully describe the applicant's experience and capabilities to implement the project and the competencies of the staff assigned to the project. Include position descriptions (as Attachment 4).

#### **4. Budget (10 percent of 100)**

Provide a comprehensive budget and budget narrative that are complete, allowable, and justified based on the proposed project (as Attachment 3).

## **5. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data for Performance Measures (10 percent of 100)**

Explain how the program's effectiveness will be demonstrated. Describe how program data will be collected and how it will be assessed to measure the impact of proposed efforts.

Where appropriate, outline a strategy for sustaining the project when the federal grant ends.

## **Review Process**

OJP is committed to ensuring a fair and open process for awarding grants. The Bureau of Justice Assistance 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 be reviewing 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 field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications 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, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with Bureau of Justice Assistance, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget 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 grant award decisions will be made by the Assistant Attorney General (AAG), who may also give consideration to factors including, but not limited to, underserved populations, 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. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at [www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm).

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)

- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting 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

**Application Checklist**  
**FY 2010 National Initiatives: Enhancing Law Enforcement and Crime Prevention**

The application checklist has been created to aid you in developing your application.

**Eligibility Requirement:**

- Applicant meets the eligibility requirements
- National in scope

**The Application Components:**

- Program Abstract
- Program Narrative that includes the following:
  - Statement of the Problem/Program
  - Project Design and Implementation
  - Capabilities/Competencies
  - Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures
- Budget and Budget Narrative
- Project Timeline
- Position Descriptions
- Tribal Authorizing Resolution (if applicable)

**Abstract Format:**

- Single-spaced
- 12-point standard font
- Not less than 1" standard margins
- Identifies the Program Area
- Abstract is 1 page or less

**Program Narrative Format:**

- Double-spaced
- 12-point standard font
- Not less than 1" margins
- Program Narrative is 10 pages or less

**Other:**

- SF-424
- DUNS Number
- Central Contractor Registration (CCR)