

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



The [U.S. Department of Justice, 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: Justice System Response to Special Populations Program. This program furthers the Department's mission by increasing public safety through innovative cross-system collaboration for individuals with mental illness who come into contact with the criminal justice system.

National Initiatives: Justice System Response to Special Populations FY 2010 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) organizations, nonprofit organizations, faith-based and community organizations, and institutions of higher learning. For-profit organizations must agree to waive any profit or fees for services.

Deadline

Registration with [Grants.gov](#) is required prior to application submission. (See "How to Apply," page 9.)

All applications are due by 8:00 p.m. eastern time on May 27, 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.

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

For assistance with any other requirement of this solicitation, contact Rebecca Rose, Policy Advisor, at 202-514-0726 or by e-mail at Rebecca.Rose@usdoj.gov.

BJA encourages stakeholder feedback on its solicitations and award processes. Send feedback on this solicitation to askbjia@usdoj.gov.

Grants.Gov number assigned to announcement: **BJA-2010-2671**

Release Date: April 12, 2010

CONTENTS

Overview	1
Deadlines: Registration and Application	1
Eligibility	1
National Initiatives: Justice System Response to Special Populations —Specific Information	1
Performance Measures	6
How to Apply	9
What An Application Must Include	11
Standard Form 424	
Program Abstract	
Program Narrative	
Budget and Budget Narrative	
Other Attachments	
Selection Criteria	12
Review Process	13
Additional Requirements	14
Application Checklist	15

National Initiatives: Justice System Response to Special Populations (CFDA #16.751)

Overview

This FY 2010 grant announcement focuses on national initiatives to improve the functioning of the criminal justice system, in particular how to improve outcomes for persons with mental illness who come into contact with the criminal justice system. This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program). Authorized by the Consolidated Appropriations Act, 2010 (Pub. L. 111-117), the Byrne Competitive Program supports national programs to 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.

Deadlines: Registration and Application

Registration is required prior to submission. Office of Justice Programs (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 27, 2010. Please see the “How to Apply” section, page 9, for more details.

Eligibility

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

National Initiatives: Justice System Response to Special Populations—Specific Program Information

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

The National Initiatives: Justice System Response to Special Populations program, administered by the OJP’s Bureau of Justice Assistance (BJA), aims to improve the functioning of the criminal justice system, by assisting state, local, and tribal jurisdictions to develop appropriate responses to persons with mental illness who come into contact with the criminal justice system, including opportunities to divert persons with mental illness into a system of case management and treatment.

With the deinstitutionalization of mental health facilities in the 1960s and 1970s, the nation’s mental health system has undergone tremendous change—from being based exclusively on institutional care to providing community-based support for people with mental illness. Many individuals with mental illness have difficulty obtaining mental health services and fall through the cracks and land in the criminal justice system. As a result, many disciplines within the justice system are struggling with how to appropriately divert people with mental illness out of the justice system and into a system of case management and treatment when appropriate. Appropriate response training is needed for law enforcement since officers’ encounters with

people with mental illnesses can be particularly challenging. Courts need assistance determining competency standards for people with mental illness to stand trial, and developing problem-solving initiatives like diversion programs and mental health court dockets. Correctional facilities need assistance in screening and assessing offenders, providing mental health treatment for offenders, and assisting offenders with mental illness transition from correctional facilities to communities to ensure linkages to federal benefits and community mental health services.

Amount and Length of Awards

Applicants may submit their proposals under any of the following categories. Applicants must clearly indicate in the abstract the category for which they are applying. Applicants must discuss the national significance of their proposed project under the chosen category.

Note: All applications must be national in scope and must respond to the identified categories.

CATEGORY 1: TECHNICAL ASSISTANCE PROVIDER: LINKING INFORMATION SYSTEMS TO IMPROVE OUTCOMES FOR OFFENDERS WITH MENTAL ILLNESSES. Competition ID: BJA-2010-2672

BJA expects to make one award under Category 1 for up to \$500,000. Consortia of organizations with criminal justice and mental health policy expertise together with organizations with systems information sharing expertise are encouraged to apply. The project period is up to 18 months and the project start date should be on or after October 1, 2010.

According to the Bureau of Justice Statistics (BJS), 16 percent of those incarcerated in jails and prisons suffer from mental illness. Appropriately sharing information about behavioral health service utilization is important for corrections staff in developing treatment plans during incarceration as well as successfully transitioning inmates with mental illness and co-occurring substance abuse and mental health disorders into the community. The corrections community has been actively working toward more effective reentry strategies by engaging probation/parole and victim services in information sharing projects. The same attention is needed to bridge the gaps between corrections agencies and behavioral health agencies.

The selected provider will assist jurisdictions by providing technical assistance in defining and operationalizing appropriate two-way data flows between corrections and behavioral health organizations (in compliance with privacy rules for protected health information under the Health Insurance Portability and Accountability Act of 1996 and substance abuse treatment information under 42 CFR Part 2) to improve operational partnerships and improve service provision and reentry planning and programming for offenders with mental illness and co-occurring substance abuse and mental health disorders. This funding is specifically designed to provide training and technical assistance by supporting pilot implementation projects within jurisdictions that possess the capacity to engage collaboratively and demonstrate results for evaluation and later replication. The applicant's proposal should include collaboration with corrections and behavioral health practitioners in the field, as well as established national leadership organizations in the corrections, community corrections, and behavioral health fields.

The provider will:

- Provide technical assistance to selected jurisdictions on developing a policy framework to define, allow, guide, and implement information sharing between corrections agencies and behavioral health agencies.

- Work with BJA and stakeholders to identify pilot sites (state, tribal, or local jurisdictions) and support implementation needs to include hardware, software, training, and/or technical assistance, with strong emphasis on non-proprietary technology solutions.
- Build policy guidance and technology best practices on emerging work in the corrections area based on the [National Information Exchange Model \(NIEM\)](#) and [Justice Reference Architecture \(JRA\)](#).
- Document results and provide technical assistance to additional agencies as needed to replicate results.

As a result of this project, jurisdictions will have successfully demonstrated the capability to share information between the justice and health sectors and will have furthered the development of [NIEM](#) and the [JRA](#) to enable other jurisdictions to more readily and more efficiently establish information sharing between the justice and health communities.

CATEGORY 2: TRAINING SERVICES PROVIDER: MENTAL HEALTH COURT CURRICULUM DEVELOPMENT. Competition ID: BJA-2010-2673

BJA expects to make one award under Category 2 for up to \$400,000. The project period is up to 18 months and the project start date should be on or after October 1, 2010.

Applications are solicited under Category 2 to develop a training curriculum for jurisdictions planning to implement a mental health court to improve outcomes for individuals with mental illnesses or co-occurring mental health and substance use disorders. BJA is seeking a service provider with extensive expertise in and knowledge of: 1) criminal justice and mental health collaboration within the court; 2) curriculum development for court teams comprised of judges, prosecutors, defense attorneys, treatment providers, case managers, evaluators, etc.; and 3) providing proactive, comprehensive, user-friendly training and technical assistance services.

The provider(s) will:

- Convene a Steering Committee to inform and guide the curriculum development team, including stakeholders from state and local jurisdictions and subject-matter experts from national organizations. The Steering Committee should use a needs assessment, and identify the curriculum's target audience, intended outcomes, and objectives.
- Identify subject-matter experts to serve as trainers. Hold a train-the-trainer for trainers to become familiar with curriculum materials, learn problem-solving techniques for curriculum delivery, and observe a model training delivery.
- Create and implement a curriculum delivery plan to include at least one pilot site to gather feedback on the curriculum.
- Create a curriculum production plan, including hard copy, CD/DVDs, and web-based materials. BJA strongly encourages the use of distance learning opportunities such as webinars.
- Develop a strategy for participants and trainers to evaluate the curriculum.
- Create and implement a plan to market the curriculum to state and local officials.

- Ensure a presence at national or state events related to criminal justice and mental health programs to present information on the curriculum and training.

CATEGORY 3: TRAINING SERVICES PROVIDER: LAW ENFORCEMENT RESPONSE TO INDIVIDUALS WITH MENTAL ILLNESS CORE ELEMENTS TRAINING AND TECHNICAL ASSISTANCE PROGRAM. Competition ID: BJA-2010-2674

BJA expects to make one award under Category 3 for up to \$400,000. The project period is up to 18 months and the project start date should be on or after October 1, 2010.

Applications are solicited under Category 3 to develop a curriculum for the core elements of a training program for specialized law enforcement responses to individuals with mental illness. These training materials should be developed in order to provide detailed guidance to state and local jurisdictions on how to implement a specialized response program. Once the materials are developed, hands-on technical assistance will be provided to state and local jurisdictions that plan to implement a specialized response program. This assistance should involve supporting jurisdictions in translating the core elements into a program-specific training curriculum, providing input on the appropriate stakeholders from that jurisdiction that should be involved in the effort, and conducting train-the-trainers session for the local presenters. The core elements should address, but not be limited to: de-escalation techniques, behavioural characteristics of mental health disorders, consumer perspectives, and role modeling techniques.

BJA is seeking a service provider with extensive expertise in and knowledge of: 1) specialized police-based response programs for police encounters with people with mental illness; 2) law enforcement and mental health collaboration; 3) development of core elements of a training program for state and local officials; and 4) proactive, comprehensive, user-friendly training and technical assistance services.

The provider(s) will:

- Convene a Steering Committee to inform and guide the development of the materials that highlight the core elements of a specialized response program, including stakeholders from state and local jurisdictions with programs already in place and subject-matter experts from national organizations. The Steering Committee should utilize existing state and local programs to develop the core elements, identify the target audience for technical assistance, and develop the intended outcomes and objectives.
- Develop a plan for how technical assistance will be delivered and the identification of subject-matter experts to conduct the train-the-trainers program.
- Create a materials production plan, including hard copy, CD/DVDs, and web-based materials. BJA strongly encourages the use of distance learning opportunities such as webinars.
- Develop a strategy for participants and trainers to evaluate the curriculum.
- Create and implement a plan to market the core elements to state and local officials.
- Ensure a presence at national or state events related to criminal justice and mental health programs to present information on the core elements training and technical assistance.

CATEGORY 4: ASSESSMENT: PATHWAYS OF WOMEN WITH MENTAL ILLNESS TO JAILS. Competition ID: BJA-2010-2675

BJA expects to make one award under Category 4 for up to \$500,000. The project period is up to 18 months and the project start date should be on or after October 1, 2010.

The Bureau of Justice Statistics' jail inmate surveys have shown high prevalence rates of mental illness among jail populations as compared to prevalence rates among the general population. A [2009 jail prevalence study](#), in part funded by the National Institute of Justice, showed prevalence rates for female inmates with serious mental illness at twice the rate for male inmates with serious mental illness. The gender difference is particularly noteworthy given the recent rise in female jail inmates nationwide.

BJA is interested in encouraging further assessment and analysis on the prevalence of serious mental illness among female jail inmates, specifically focusing on factors contributing to their incarceration. As jurisdictions make decisions about alternatives to incarceration programs, problem solving court initiatives, jail management, and behavioral health treatment programming in correctional facilities, a qualitative understanding of the pathways for women with serious mental illness into jails is needed.

BJA is seeking a provider to conduct follow-up assessment and analysis of mental health disorder prevalence rates among jail populations, focusing on the high rates for female inmates. The purpose of this project is to inform and improve criminal justice policy and practice by providing policymakers at the federal, state, local levels with the information they need to understand the pathways of women with mental illness into the criminal justice system.

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.) 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:

Objectives	Performance Measures	Data Grantee Provides
<p>Objective 1: Increase the knowledge of criminal justice practitioners through in-person training.</p>	<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>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Attended each training. • Completed the training • Completed an evaluation at the conclusion of the training. • Rated the training as satisfactory or better. • Completed a pre- and post-test. • Had an improved post-test score over their pre-test.
<p>Objective 2: Increase the knowledge of criminal justice practitioners through web-based learning.</p>	<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>For the current reporting period: Number of individuals who:</p> <ul style="list-style-type: none"> • Started the training. • Completed the training. • Completed an evaluation at the conclusion of the training. • Rated the training as satisfactory or better. • Completed a pre- and post-test. • Had an improved post-test score over their pre-test.
<p>Objective 3: Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.</p>	<p>Percentage of organizations that completed the survey who expressed satisfaction that the CD/DVD met their training needs.</p>	<p>For the current reporting period: 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> <p>Number of organizations who expressed satisfaction that the CD/DVD met their training needs.</p>

<p>Objective 4: Increase the knowledge of criminal justice practitioners by providing training scholarships.</p>	<p>Percentage of surveyed trainees who reported that the training provided information that could be utilized in their job.</p>	<p>For the current reporting period: 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> <p>Number of trainees who reported that the training provided information that could be utilized in their job.</p>
<p>Objective 5: Increase a criminal justice agency's ability to solve problems and/or modify policies or practices.</p>	<p>Percentage of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of onsite visit.</p> <p>Percentage of requesting agencies that implemented one or more of the report recommendations six months after the onsite visit.</p> <p>Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Percentage of peer visitors that implemented one or more at least some policies or practices six months after they were observed at the visited site.</p> <p>Percentage of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p>	<p>For the current reporting period: Number of onsite visits completed.</p> <p>Number of reports submitted to requesting agencies after onsite visits.</p> <p>Number of requesting agencies who completed an evaluation of services.</p> <p>Number of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality.</p> <p>Number of requesting agencies that implemented one or more of the report recommendations six months after onsite visit.</p> <p>Number of peer to peer visits completed.</p> <p>Number of peer visitors who completed an evaluation.</p> <p>Number of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices.</p> <p>Number of peer visitors who implemented one or more policies or practices six months after the peer-to-peer visit.</p> <p>Number of other onsite services provided.</p>

		<p>Number of reports submitted to requesting agencies following other onsite services.</p> <p>Number of requesting agencies who completed an evaluation of other onsite services.</p> <p>Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better.</p>
<p>Objective 6: Increase information provided to BJA and the criminal justice community.</p>	<p>Percentage of advisory/focus groups evaluated as satisfactory or better.</p> <p>Percentage of conference attendees who rated the conference as satisfactory or better.</p> <p>Number of visits to web sites.</p>	<p>For the current reporting period: Number of advisory/focus groups held.</p> <p>Number of advisory/focus groups evaluated as satisfactory or better.</p> <p>Number of documents produced as a result of advisory/focus groups.</p> <p>Number of documents disseminated to the field as a result of advisory/focus groups.</p> <p>Number of times the requesting agency evaluated the product of the advisory/focus group.</p> <p>Number of conferences held.</p> <p>Number of conference attendees who completed an evaluation at the conclusion of the conference.</p> <p>Number of conference attendees who rated the conference as satisfactory or better.</p> <p>Number of web sites developed.</p> <p>Number of web sites maintained.</p> <p>Number of publications developed.</p> <p>Number of publications disseminated.</p> <p>Number of requests for information responded to.</p>

<p>Objective 7: Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.</p>	<p>Percentage of curricula that were pilot tested.</p> <p>Percentage of curricula that were revised after pilot testing.</p>	<p>For the current reporting period: 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>For Category 4 applicants only: Develop and analyze information and data having clear implications for criminal justice policy and practice in the United States.</p>	<p>Relevance to the needs of the field as measured by whether the grantee’s substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope.</p> <p>Quality of the research as assessed by peer reviewers.</p> <p>Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits.</p> <p>If applicable, number of BJA final grant reports and research documents.</p>	<p>A final report providing a comprehensive overview of the project and a detailed description of the project design, data, and methods; a full presentation of scientific findings; and a thorough discussion of the implications of the project findings for criminal justice practice and policy.</p> <p>If applicable, each data set that was collected, acquired, or modified in conjunction with the project.</p> <p>If applicable, citation to report(s).</p>

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. 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 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. 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.
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.
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 Program," and the funding opportunity number is BJA-2010-2671.
6. **Select the Correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of your application.
7. **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.

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 Abstract," "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 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 category for which the applicant is applying (i.e., Category 1: Linking Information Systems to Improve Outcomes for Offenders with Mental Illnesses). 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.

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 15 pages. Please number pages “1 of 15,” “2 of 15,” 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 and budget narrative in response to Selection Criteria 4. Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. 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.

Project Timeline and Position Descriptions (Attachment 4)

Attach a Project Timeline (with an estimated start date of October 1, 2010) with each project goal, related objective, activity, expected completion date, and responsible person or organization; and Project Descriptions for key positions. Do not include materials not requested in this attachment; additional material will not be reviewed.

Selection Criteria

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

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

Applicants under Category 4 should describe the proposed method and/or research design, including data to be used in addressing research questions, data collection procedures and instrumentation, access to data, and other methods or procedures of the proposed study. It should also describe procedures for data analysis and all expected products, including interim and final reports, instrumentation, devices, and data sets. If applicable, it should describe the subjects who will be involved in the proposed project, including the number of participants; participants' age, gender, and race/ethnicity; and other pertinent characteristics, such as methods used to gain access to subjects.

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

Describe how the 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. 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 (25 percent of 100)

Fully describe the applicant(s) capabilities to implement the project and the competencies of the staff assigned to the project. In addition, all applicants should demonstrate a sound knowledge of issues facing persons with mental illness involved in the criminal justice system, knowledge of the needs of criminal justice practitioners when responding to persons with mental illnesses, and the ability to translate this knowledge into practice into a variety of jurisdictions.

Applicants under Category 1: Linking Information Systems must demonstrate an understanding of and experience with NIEM and the JRA and experience in assisting local jurisdictions in planning, developing, and implementing non-proprietary information sharing solutions in the justice and/or health environment.

4. Budget (10 percent of 100)

Provide a proposed budget that is complete, allowable, cost effective, and tied to the proposed activities (as Attachment 3).

5. Impact/Outcomes, Evaluation, Sustainment, and Plan for Collecting Data for Performance Measures (15 percent of 100)

Explain how the program's effectiveness will be demonstrated. For each performance measure selected, describe: 1) what data will be collected, 2) how it will be collected, 3) how it will be assessed/analyzed, and 4) the process for reporting the findings and outcomes, which will measure the impact of the proposed efforts. 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. The Bureau of Justice Assistance 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 the 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.

- 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: Justice System Response to Special Populations

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

Eligibility Requirement:

Applicant is a for-profit (commercial) organization, nonprofit organization, faith-based or community organization, or institution of higher learning

The Federal Request is within Allowable Limits and not to exceed:

\$500,000 for Categories 1 and 4

\$400,000 for Categories 2 and 3

The Application Components:

Abstract

Program Narrative that includes the following:

Statement of the Problem

Project Design and Implementation

Capabilities/Competencies

Impact/Outcomes and Evaluation/Plan for Collecting Data for
Performance Measures

Budget Narrative

Budget Detail Worksheet

Project Timeline

Position Descriptions

Abstract Format:

12-point standard font

Not less than 1" standard margins

One page or less

Indicates the category for which the application is submitted

Program Narrative Format:

Double-spaced

12-point standard font

Not less than 1" standard margins

Narrative is 15 pages or less

Other:

Standard 424 Form

DUNS Number

Central Contractor Registration (CCR)