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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for the BJA Visiting Fellows Program. This program furthers the Department's mission by bringing talent and expertise from the field to BJA to inform policy and practice and create new tools for the field to enhance practice and knowledge of effective and innovative approaches to priority criminal justice issues.

## **BJA Visiting Fellows Program FY 2012 Competitive Announcement**

### **Eligibility**

Eligible applicants are individuals or state, tribal or local government, organizations, or academic institutions seeking to place a staff member in BJA. All persons serving in the fellowship positions must be U.S. citizens. The person seeking to be placed in the Fellowship must have at least 5 years of criminal justice expertise in the relevant area of criminal justice practice or research, working in a policy or applied criminal justice setting, such as a criminal justice agency (law enforcement, criminal courts, prosecutor, corrections, or partner agency such as a social service provider) or an agency or office with responsibility for criminal justice and public policy (such as a governor's office, mayor's office, or other important policy setting pertinent to criminal justice). Researchers should apply only if they have an expertise and specific skills in the areas of developing models and applied research tools for the field, implementation of evidence-based practices and collection and analysis of data and performance management.

Applicants must demonstrate the administrative capacity, particularly fiscal administrative capacity, to manage an agreement or award, as well as the knowledge and skills to successfully execute the proposed Fellowship activities. Eligibility will be determined only after a review of a complete, submitted application.

BJA may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications, the availability of appropriations in future years, and applicant availability and current interest.

### **Deadline**

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 11.) All applications are due by 11:59 p.m. eastern time on June 28, 2012. (See "Deadlines: Registration and Application," page 4.)

## Contact Information

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

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

For assistance with any other requirements of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via email to [JIC@telesishq.com](mailto:JIC@telesishq.com) or by [live web chat](#). The BJA Justice Information Center hours of operation are 8:30 a.m. to 5:00 p.m. eastern time, Monday through Friday, and 8:30 a.m. to 8:00 p.m. eastern time on the solicitation close date.

**Grants.gov number assigned to announcement:** BJA-2012-3339

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# **BJA Visiting Fellows Program (CFDA #16.751)**

## **Overview**

To address emerging issues and build capacity to improve the administration of criminal justice, BJA is launching a new BJA Visiting Fellows Program. The purpose of this program is to leverage state, local, or tribal subject-matter expertise to assess areas of need and to develop strategies, tools, and policies in collaboration with BJA staff for the benefit of the criminal justice field. By hosting up to five Fellows, BJA will collaborate with practitioners and researchers to build capacity to address gaps in priority and emerging issues in the criminal justice field. Fellowships will last 12–18 months, with a required residency at BJA of at least 6–12 months. These Fellows will be expected to produce specific deliverables that can address these priority issues, such as outreach to BJA stakeholders, applied research tools, training curricula or toolkits, articles or publications, and provision of technical subject-matter assistance. Through this process, the Fellows will assist BJA in enhancing strategies and building capacity and then bring their Fellowship experience back into the field.

This program is funded under three programs: the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program); the Prison Rape Elimination Act (PREA), and the Public Safety Officers Benefits' (PSOB) Program.

## **Deadlines: Registration and Application**

Applicants must register with Grants.gov prior to submitting an application. OJP encourages applicants to register several weeks before the application submission deadline. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on June 28, 2012. See the "How To Apply" section on page 11 for details. Note on the date submissions are due, staff assistance through the BJA Justice Information Center is only available until 8:00 p.m. eastern time (see "Contact Information" on the page 2 for more information about BJA's Justice Information Center).

## **Eligibility**

Refer to the title page for eligibility under this program.

## **BJA Visiting Fellows Program—Specific Information**

BJA announces plans to invest in the field to advance priority national policy issues and offer cross developmental opportunities for DOJ staff and the criminal justice field through the BJA Visiting Fellows Program. Awards made under the BJA Visiting Fellows Program will fund fellowships for a total period of 12–18 months, including a residency period of at least 6–12 months onsite at BJA in Washington, DC. The goal of the fellowship is to make important policy and programmatic contributions in a priority area of criminal justice practice. Fellows will work in collaboration with BJA and DOJ staff to help provide critical outreach, data, research, and subject-matter expertise to inform the development of new BJA strategies and programs to benefit the field. Through this solicitation, BJA is recruiting Fellows who have significant work

and academic experience in a criminal justice policy, practice, or research setting who can make significant contributions to enhancing practice and innovation in the field through BJA. BJA Fellows will be accomplished practitioners with the credentials and experience that demonstrate significant achievements in—and a continuing commitment to solving—the persistent challenges of crime and justice in the United States. A key priority for these Fellows will also be to support the use of data and research to inform the development of effective strategies, including the translation of research and evidence to implications for criminal justice policy and practice.

These Fellows will be placed to work in partnership with one of BJA's four Policy Office Teams: Adjudication and Law Enforcement, Justice Systems, Justice Information Sharing, and Strategic Initiatives. BJA encourages potential applicants from a broad range of disciplines to consider how their work in areas related to crime and justice might support work in the BJA Visiting Fellows Program's priority issue areas outlined below.

The program is designed to bring accomplished practitioners into close working contact with the Director and staff of BJA. A centerpiece of the Visiting Fellows Program is a term of residency at BJA: BJA Fellows are expected to work full-time onsite at BJA for a period of at least 6–12 months. Additional time can be built into the period of the fellowship before or after the residency period at BJA to prepare for the fellowship work and to complete deliverables. The total fellowship, including both the offsite and residency periods, should be no more than 18 months. During the period of the fellowship, it is estimated that about 20 percent of the fellowship time will be devoted to collaborative work with BJA staff and leadership. BJA will consider periods less than 6 months (1,500 hours) or a part-time schedule (i.e., 20 hours per week) for a period of 1 year where the applicant makes the case that the goals of this solicitation can still be accomplished in a shorter amount of time.

Fellows will be expected to complete a set of defined deliverables, based upon those proposed in the application and then negotiated through the award and start-up period. These deliverables will be designed to advance a priority policy issue during their fellowship at BJA, and can either enhance existing policy or develop new strategies to address emerging policy issues.

2012 Visiting Fellows are expected to begin after October 1, 2012 and before June 30, 2013. Any offer of a Visiting Fellowship is contingent upon the applicant successfully passing a complete and thorough background security check. Grantees will be expected to undergo *Financial Guide* certificate training.

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

Each Visiting Fellow will be expected to complete a major set of deliverables that will address critical, chronic, or emerging issues and build capacity to address priority issues in the criminal justice field. Critical deliverables could include:

- Outreach to BJA stakeholders to coordinate development of projects, such as interviews or focus groups.
- Creation of reports, toolkits and training curricula, applied research tools, and other creative learning strategies.
- Translating research and evidence into programmatic and policy implications for practitioners.

- Development of up to two significant articles or publications on topics relevant to BJA's mission.
- Provision of technical subject-matter training and assistance to the BJA staff, especially their Policy Team.
- Collaboration to facilitate creation of recommended strategies and enhancements to work in the specific priority issue area (identified below).
- Training of BJA stakeholders.

Visiting Fellows will be expected to participate in a wide range of collegial work with the BJA Director and the BJA staff. Much of this collegial work will be designed to provide subject-matter expertise to expose BJA and other DOJ staff on issues facing the field and current practice to enhance the knowledge-building work of BJA. The Visiting Fellow will be exposed to a range of opportunities to participate in high-level policy discussions and processes that inform practice and will be expected to take this expertise back to share with the field. BJA is especially interested in funding Fellows who can make significant contributions toward building a cumulative body of knowledge in one of the five areas below.

In FY 2012, the priority issue areas are:

1. **Prosecution:** The focus of the fellowship is to assess, propose, and implement strategies with the field, to address Challenges for Prosecution Leadership, especially in the areas of Wrongful Conviction and Conviction Integrity in Prosecution, Sentencing Reform, Ethics, and Community-Law Enforcement Partnerships.
2. **Law Enforcement Data and Performance Management:** The focus of the fellowship will be on enhancing state, local and tribal law enforcement capacity to use and share data to define issues, assess implementation and impact, and incorporate evidence based practices and innovation to enhance program development and implementation strategies.
3. **Public Safety Officers' Benefits (PSOB) Support:** The focus of this fellowship involves assistance with federal benefit cases on behalf of America's fallen law enforcement officers, firefighters, and other first responders. The Fellow should have experience as a law enforcement officer or firefighter and strong organizational and communication skills to provide technical and substantive insight into PSOB cases. With assistance from a fellow, PSOB death cases will continue more efficiently and effectively through the review process, allowing survivors of America's fallen public safety officers to receive an outcome on their cases in an expedited manner.
4. **Prison Rape Elimination:** The focus of the fellowship is the development of tools, with the criminal justice field, to promote the prevention, detection, response, and punishment of sexual abuse and assault in confinement settings.
5. **Corrections Reform and Recidivism Reduction:** The focus of the fellowship is Corrections Reform and Recidivism Reduction, with a focus on the use of data and research-driven methods to assist jurisdictions (via federal funding opportunities and provision of technical assistance) in making systemic changes to reduce recidivism with an emphasis on community corrections. It is anticipated that the Fellow will provide guidance to BJA policy leadership on the implementation of a number of new and ongoing initiatives, including:

- a. the newly appropriated FY 2012 [Smart Probation Program](#), which provides funding to jurisdictions to develop effective and evidenced-based probation programs that address offenders' needs and reduce recidivism;
- b. the [Comprehensive Statewide Recidivism Reduction Demonstration Program](#), a newly available, competitive funding opportunity for states to implement comprehensive strategies to reduce recidivism (as measured against validated, historic baseline rates) including planning, capacity building, and specific programmatic interventions; and
- c. the [Justice Reinvestment Initiative](#), which is a data-driven approach to improve public safety, reduce corrections and related criminal justice spending, and reinvest savings in strategies that can decrease crime and strengthen neighborhoods. The purpose of justice reinvestment is to manage and allocate criminal justice populations more cost-effectively, generating savings that can be reinvested in evidence-based strategies that increase public safety while holding offenders accountable.

Interested applicants can apply to work in one or more of the BJA priority issue areas, though a significant amount of time should be dedicated to one area.

Interested applicants should note the following:

- All applicants must be prepared to participate in a telephone interview as part of the selection process. Interviews will be scheduled the week of July 23-27, 2012.
- All BJA Fellows must pass the DOJ background investigation and receive the appropriate security clearance prior to the release of their grant funding.
- BJA Fellows must have no outstanding IRS tax debt or delinquent federal debt.
- BJA Fellows will be responsible for maintaining an accurate record of their time dedicated to the fellowship. BJA Fellows are required to spend at least **1,100 hours during the duration of their fellowship onsite at BJA**

## Amount and Length of Awards

BJA anticipates that it will make up to 5 awards for a maximum 18-month project period. Overall funding for FY 2012 will be \$1,100,000. The Fellows will be hosted at BJA for part of the project, and the budget should support salary and expenses and limited travel.

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

## Budget Information

The funding level for each visiting fellow will be largely determined by the total package submitted in the application, which may include salary and expenses, housing expenses, travel and other limited administrative expenses. The needs must be fully documented in the budget and budget narrative and be clearly tied to the proposed fellowship activities. Travel can include: (1) travel associated with the Fellowship duties, (2) travel from the Fellows' home to BJA and back for the fellowship residency, and (3) up to two trips to travel home during the period of the residency. This travel will not include local travel between the Fellow's local residence during the period of the residency at BJA. Proposals primarily to purchase equipment, materials, or supplies will not be funded. Fellows are generally required to spend a minimum of 1,100 hours

during the duration of their fellowship on site at BJA, though BJA will consider periods less than 6 months/1,100 hours where the applicant makes the case that a shorter time will still accomplish the goals of the solicitation. Proposals that do not respond to the specific goals of this solicitation will not be funded.

#### **Limitation on Use of Award Funds for Employee Compensation; Waiver**

With respect to any award of more than \$250,000 made under this solicitation, federal funds may not be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2012 salary table for SES employees is available at [www.opm.gov/oca/12tables/indexSES.asp](http://www.opm.gov/oca/12tables/indexSES.asp). Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for OJP. An applicant requesting a waiver should include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit its budget.

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

#### **Minimization of Conference Costs**

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

Updated Department of Justice and OJP guidance on conference planning, minimization of costs, and conference cost reporting will be forthcoming and will be accessible on the OJP web site at [www.ojp.usdoj.gov/funding/funding.htm](http://www.ojp.usdoj.gov/funding/funding.htm).

#### **Costs Associated with Language Assistance (if applicable)**

If an applicant proposes a program or activity that would deliver services or benefits to individuals, the costs of taking reasonable steps to provide meaningful access to those services or benefits by individuals with limited English proficiency may be allowable costs. Reasonable steps to provide meaningful access to services or benefits may include interpretation or translation services where appropriate.



For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)).

### Match Requirement

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

### Performance Measures

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

Objective	Performance Measure(s)	Data Grantee Provides
<p>Advance priority issues by enhancing existing policy or developing new strategies to address priority or emerging policy issues in the criminal justice field</p>	<p>Provide a final report with a comprehensive overview of the project</p> <p>Percentage of deliverables that meet expectations</p> <p>Percent of deliverables completed on time</p> <p>Number of conferences, focus groups, and forums attended</p> <p>Number of papers presented at national conferences</p> <p>Number of recommendations developed</p>	<p>Final comprehensive report providing an overview of the project and a detailed description of the design, activities, outcomes of assessments, and deliverables completed. Report must also include copies of all deliverables completed as well as a discussion of the implications of the project findings for criminal justice practice and policy in the United States</p> <p>During the current reporting period:</p> <p>Number of deliverables to include (but not limited to): reports, toolkits, training curricula, applied research tools, publications.</p> <p>Number of deliverables that meet expectation</p> <p>Number of deliverables to include (but not limited to): quarterly financial and data reports, semi-annual narrative reports, and the final report</p> <p>Number of deliverables completed on time</p> <p>Number of conferences, focus groups, and forums attended</p> <p>Number of papers presented at national conferences</p> <p>Number of recommendations made to BJA Policy staff during the length of the fellowship</p>

	Number of program policies changed, improved, or rescinded based upon recommendations	Number of recommendations made to BJA Policy staff that were implemented
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Submission of performance measures data is not required for the application. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section “What an Application Should Include” on page 13 for additional information.

**Note on Project Evaluations**

Applicants that propose to use funds awarded through this solicitation to conduct project evaluations should be aware that certain project evaluations (such as systematic investigations designed to develop or contribute to generalizable knowledge) may constitute “research” for purposes of applicable DOJ human subjects protection regulations. However, project evaluations that are intended only to generate internal improvements to a program or service, or are conducted only to meet OJP’s performance measure data reporting requirements likely do not constitute “research.” Applicants should provide sufficient information for OJP to determine whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” Web page ([www.ojp.usdoj.gov/funding/other\\_requirements.htm](http://www.ojp.usdoj.gov/funding/other_requirements.htm)). Applicants whose proposals may involve a research or statistical component also should review the “Confidentiality” section on that web page.

**Notice of Post-Award FFATA Reporting Requirement**

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

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

## How To Apply

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal awards to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at [www.Grants.gov](http://www.Grants.gov). If the applicant experiences technical difficulties at any point during this process, call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. OJP highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the specified application deadline.

All applicants are required to complete the following steps:

- 1. Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling Dun and Bradstreet at 866-705-5711 or by applying online at [www.dnb.com](http://www.dnb.com). A DUNS number is usually received within 1-2 business days.
- 2. Acquire or renew registration with the Central Contractor Registration (CCR) database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the CCR database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Note, however, that applicants must **update or renew their CCR registration annually** to maintain an active status. Information about CCR registration procedures can be accessed at [www.ccr.gov](http://www.ccr.gov).
- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization’s DUNS number must be used to complete this step. For more information about the registration process, go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp).
- 4. Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization’s AOR. Note that there can be more than one AOR for the organization.
- 5. Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of

Federal Domestic Assistance (CFDA) number for this solicitation is 16.751, titled "Edward Byrne Memorial Competitive Grant Program," and the funding opportunity number is BJA-2012-3339.

6. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. An applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, Disclosure of Lobbying Activities, (SF-LLL). An applicant that does not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.
7. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The validation message will state whether the application has been received and validated, or rejected, with an explanation. **Important:** Applicants are urged to submit applications **at least 72 hours prior** to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

**Note: Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application attachments.** These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

**Note: Duplicate Applications**

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

**Experiencing Unforeseen Grants.gov Technical Issues**

If an applicant experiences unforeseen Grants.gov technical issues beyond the applicant's control that prevent submission of its application by the deadline, the applicant must e-mail the BJA Justice Information Center contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit its application. The applicant must include in the e-mail: a description of the technical difficulties, a timeline of submission efforts, the complete grant application, the applicant DUNS number, and Grants.gov Help Desk tracking number(s) the applicant has received. **Note: Requests are not automatically approved by BJA.** After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues reported, OJP will contact the applicant to either approve or deny the request to submit a late application. If the technical issues reported cannot be validated, the application will be rejected as untimely.

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

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding Web page at [www.ojp.usdoj.gov/funding/solicitations.htm](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## What an Application Should Include

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

Moreover, applicants should anticipate that applications that are unresponsive to the scope of the solicitation, or that do not include application elements designated by BJA to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical:

- Program Narrative
- Budget Detail Worksheet and Budget Narrative
- Resumes/curriculum vitae of key personnel

The Budget Narrative and the Budget Detail Worksheet may be combined in one document. However, if only one document is submitted, it must contain **both** narrative and detail information.

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

### 1. Information to Complete the Application for Federal Assistance (SF-424)

The SF-424 is a standard form required for use as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

### 2. Abstract

The abstract should provide the following information:

- Name of the applicant.
- Priority area under which the applicant is applying for.
- Short summary of the criminal justice expertise of the applicant that is relevant to the priority area under which they are applying.
- Proposed fellowship period and period of the residency at BJA
- An overall summary of the project, including the project's purpose, goals, and deliverables.

The abstract may be single or double spaced, but must use a standard 12-point font (Times New Roman is preferred) with no less than 1-inch margins, and must not exceed 1 page. OJP strongly recommends that the abstract be submitted in a Word document format.

### 3. Program Narrative

The program narrative must respond to the solicitation and the Selection Criteria (1-4) in the order given. The program narrative should be double-spaced, using a standard 12-point font

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(Times New Roman is preferred) with not less than 1-inch margins, and should not exceed 10 pages. Number pages “1 of 10,” “2 of 10,” etc.

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

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation’s Performance Measures Submission of performance measures data is not required for the application. Performance measures are included as an alert that successful applicants will be required to submit specific data to the Bureau of Justice Assistance as part of their reporting requirements. For the application, the applicant should indicate an understanding of these requirements and discuss how the applicant will gather the required data, should the applicant receive funding.

#### 4. Budget Detail Worksheet and Budget Narrative

##### a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at [www.ojp.gov/funding/forms/budget\\_detail.pdf](http://www.ojp.gov/funding/forms/budget_detail.pdf). If the budget is submitted in a different format, the budget categories listed in the sample budget worksheet should be included.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at [www.ojp.usdoj.gov/financialguide/index.htm](http://www.ojp.usdoj.gov/financialguide/index.htm).

##### b. Budget Narrative

The Budget Narrative should thoroughly and clearly describe every category of expense listed in the Budget Detail Worksheet. Proposed budgets are expected to be complete; reasonable and allowable; cost effective; and necessary for project activities. The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how all costs were estimated and calculated and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

#### 5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only if the applicant has a federally approved indirect cost rate. (This requirement does not apply to units of local government.) A copy of the rate approval should be attached. If the applicant does not have an approved rate, one can be requested by contacting the applicant’s cognizant federal agency, which will review all documentation and approve a rate for the applicant organization or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.usdoj.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf).

**6. Tribal Authorizing Resolution (if applicable)**

If an application is being submitted by either (1) a tribe or tribal organization or (2) 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 membership should 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 should include a resolution (or comparable legal documentation, as may be applicable) from all tribes that will be included as a part of the services/assistance provided under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without authorizing resolution or other enactment of each tribal governing body) may submit a copy of its consortium bylaws with the application in lieu of tribal resolutions (or comparable legal documentation).

If an applicant is unable to obtain and submit with its application a fully-executed (*i.e.*, signed) copy of a tribal resolution or other, comparable legal documentation as may be consistent with the tribe's governance structure, then, at minimum, the applicant should submit an unsigned, draft version of such legal documentation as part of its application (except in cases where, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, use of and access to funds will be contingent on receipt of the fully-executed tribal resolution or other, comparable legal documentation.

**7. Additional Attachments**

Applicants must include a resume/curriculum vitae demonstrating a minimum of 5 years criminal justice-related experience.

**8. Other Standard Forms**

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

a. [Standard Assurances](#)

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

b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)

Applicants must read, certify and submit in GMS prior to the receipt of any award funds.

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

## Selection Criteria

The following five selection criteria will be used to peer review each application, with the different weight given to each based on the percentage value listed after each individual criterion. For example, the first criterion, "Statement of the Problem," is worth 10 percent of the entire score in the application review process.

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

- a. Identify the particular priority area of the fellowship, consistent with one of the five areas identified on page 6.
- b. Describe the challenges to be facing the criminal justice field in this area.
- c. Provide data to show the nature and scope of the problem and explain previous or current efforts to address the problem.
- d. Describe applicant's professional interest in working on this issue.

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

- a. Clearly state how the applicant proposes to address the identified priority issue, including the issues identified in the Statement of the Problem.
- b. Outline the specific goals and objectives of the project and how they will address the problem identified in the Statement of the Problem.
- c. Describe the activity to be undertaken during the fellowship, including specific deliverables to be completed during the period of the fellowship.

### 3. Capabilities and Competencies (40 percent of 100)

- a. Describe the knowledge of BJA and/or prior experience working with BJA or its projects.
- b. Describe the experience and capability of the applicant, including relevant work and academic experience.
- c. Provide documentation of any prior work or collaboration that has previously been undertaken by the applicant in the particular issue area.
- d. Describe any potential barriers to implementing the project and strategies to overcome them.
- e. Applicants must also include a resumes/curriculum vitae demonstrating a minimum of 5 years criminal justice related experience.
- f. Applicants must be willing to participate in a telephone interview as part of the selection process. The interviews will be scheduled the week of July 23-27, 2012. Confirm in the application that the person to be placed in the proposed Fellowship is available during these dates to conduct an interview. If the person is not available, explain and advise when the applicant will be available.

### 4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5 percent of 100)

Identify who will collect performance data, who will be responsible for performance measures, and how the information will be used to guide the program.

### 5. Budget (10 percent of 100)

- a. Provide a proposed budget that is reasonable and allowable; cost effective; and necessary for project activities. Refer to the budget information listed on page 14 for more detailed information.
- b. Ensure the fellowship period is consistent with solicitation requirements.



## Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. BJA may use either internal peer reviewers, external peer reviewers, or a combination, to review the applications under this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. Applications that meet basic minimum requirements will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with BJA, conducts a financial review of applications for potential discretionary awards to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General (AAG), who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

## Additional Requirements

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

- Civil Rights Compliance
- Civil Rights Compliance Specific to State Administering Agencies
- Faith-Based and Other Community Organizations
- Confidentiality
- Research and the Protection of Human Subjects
- Anti-Lobbying Act

- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Non-Supplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding
- Nonprofit Organizations
- For-profit Organizations
- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Active CCR Registration

### **Provide Feedback to OJP on This Solicitation**

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

## **Application Checklist**

### **FY 2012 BJA Visiting Fellows Program**

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

#### **Eligibility Requirement:**

\_\_\_\_\_ Eligible applicants are U.S. citizens with at least 5 years of relevant criminal justice experience.

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

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 13)
- \_\_\_\_\_ Abstract (see page 13)
- \_\_\_\_\_ Program Narrative\* (see page 13)
- \_\_\_\_\_ Budget Detail Worksheet\* (see page 14)
- \_\_\_\_\_ Budget Narrative\* (see page 14)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 12)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 14)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 15)
- \_\_\_\_\_ Additional Attachments (see page 15)
  - \_\_\_\_\_ Resume/curriculum vitae demonstrating a minimum of 5 years criminal justice related experience\*
- \_\_\_\_\_ Other Standard Forms as applicable (see page 15), including:
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable)

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