



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) is seeking applications for: 1) a provider to deliver nationally a training curriculum focusing on educating the 21st century law enforcement officer in a holistic manner; 2) a provider to develop and deliver nationally a training for law enforcement executives on the value and benefits of using and integrating crime and related analyses; and 3) a technical assistance provider to plan, develop, and deliver evidenced-based violence reduction strategies to teams of criminal justice practitioners and policymakers from some of the nation's most violent communities. These programs further the Department's mission by improving the criminal justice system, enhancing law enforcement safety and wellness, and addressing crime.

Law Enforcement: National Training and Technical Assistance FY 2013 Competitive Grant Announcement

Eligibility

Eligible applicants are limited to national, regional, state, or local public and private entities, including nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, institutions of higher education (including tribal institutions of higher education), and units of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior) that support national initiatives to enhance law enforcement and crime prevention. For-profit organizations must agree to forgo any profit or management fee.

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

Deadline

Applicants must register with [Grants.gov](#) prior to submitting an application. (See "How To Apply," page 21.) All applications are due by 11:59 p.m. eastern time on May 30, 2013. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read: [Important Notice: Applying for BJA Grants in Grants.gov.](#)

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.

Note: The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

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

Grants.gov number assigned to this announcement: BJA-2013-3591

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Law Enforcement: National Training and Technical Assistance (CFDA #16.738)

Overview

This FY 2013 competitive grant announcement focuses on provision of training and technical assistance (TTA) to state and local law enforcement and crime prevention efforts targeting emerging crime. Successful applicants will develop and deliver TTA in three categories to improve the functioning of the criminal justice system. The categories are: Educating the 21st Century Law Enforcement Officer; Increasing Analytical Capacity: Training for the Law Enforcement Executive; and Delivery of Evidenced-Based Violence Reduction Strategies.

First, today's law enforcement professionals need to be prepared not only tactically but also physically, emotionally, and mentally to respond to and survive day-to-day duties while at the same time being proactive in the prevention and identification of crime. Law enforcement agencies should maintain a culture of learning, critical thinking, open mindedness, tolerance, and healthy curiosity. In some circumstances there is also a need to re-instill a sense of, and commitment to, the purpose and nobility of the policing profession to ensure an absolute service approach.

Second, law enforcement executives should be well versed as to what they should expect from crime analysts within their department and crime analysts should understand what products and reports are most useful in decision making. Knowledgeable policing executives and managers use analysis products to inform their daily deployments, tackle long-term chronic crime problems, and conduct threat assessments that guide their strategy development sessions. In other agencies, disconnects exist between the executive and the analyst. If the analytical function is underutilized, it may not play a role in daily deployment, it may not be used to inform problem-solving, and it may be ignored in long-term planning.

Third, there are many effective violent crime control strategies. Delivery of technical assistance to support jurisdictions who are struggling with a disproportionate level of violent crime is a priority for BJA. Through this program, BJA will provide an opportunity for decisionmakers from some of the nation's communities struggling with high rates of violence to learn about the best evidence-based approaches to addressing violent crime. BJA will work closely with these jurisdictions to provide valuable information about BJA and other DOJ services that can be of assistance in reducing and preventing violent crime as well as put those communities in direct contact with TTA providers who can develop more long term relationships in the strategic selection and deployment of violent crime reduction programs and practices.

This grant announcement solicits applications from providers to **deliver** nationwide TTA. It is not soliciting applications from individual jurisdictions to receive funding, training, or technical assistance from BJA.

This program is funded under the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. The JAG Program (42 U.S.C. § 3751(a)) is the primary provider of federal criminal justice funding to state and local jurisdictions, and JAG funds support all components of the criminal justice system. The JAG Program authorization also provides that "the Attorney

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General may reserve not more than 5 percent, to be granted to 1 or more States or units of local government, for 1 or more of the purposes specified in section 3751 of this title, pursuant to his determination that the same is necessary—(1) to combat, address, or otherwise respond to precipitous or extraordinary increases in crime, or in a type or types of crime” (42 U.S.C. § 3756).

Deadlines: Registration and Application

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is 11:59 p.m. eastern time on May 30, 2013. See “How To Apply” on page 21 for details.

Eligibility

Refer to the title page for eligibility under this program.

Program-Specific Information

Goals, Objectives, and Deliverables

Refer to each Category for information on the goals, objectives, and deliverables specific to that project.

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

Award Categories, Amount, and Length

BJA is seeking applications under the three categories described below:

Each award is subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

Supplemental funding for awards made may be available based on the availability of future appropriated funds and the grantee’s history of performance.

Category 1: Educating the 21st Century Law Enforcement Officer. Competition ID: BJA-2013-3592

An award under this category cannot exceed \$500,000 for a 24-month project period. BJA expects to make one award under Category 1.

A badge is a symbol of public trust and a law enforcement officer’s authority to enforce laws, yet it is the person behind the badge who exercises the judgment as to how the law is used and

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justice pursued. Exercising sound judgment is essential to effective policing.¹ Policing demands discretion. And, it is more than sound critical thinking and decisionmaking skills that are needed. Policing demands virtues of good character such as patience, the desire to help others, humility, a sense of fairness and justice, *and* courage and practical wisdom.²

As such, BJA is seeking a provider to deliver training, for state and local law enforcement officers, that provides for personal and cultural transformation—a change in thinking and behaving. The focus is on the development of the “whole individual” and addresses character traits of courage and practical wisdom. The curriculum should focus on the human development of a police officer, and draw on relevant, proven literature and research on human effectiveness, positive psychology, leadership development, and neuroscience. It should have modules that will provide officers with the education and tools to be better prepared to deal with the many challenges they face including cynicism, relationships (both personal and professional), stress, complacency, integrity, and overall wellbeing.

Applicants must be flexible enough to:

1. Meet the training needs of all-size law enforcement agencies (small, medium, large) across the country and be customizable when required and appropriate.
2. Be delivered by a cadre of quality and proven instructors; preferably instructors who are highly knowledgeable in and have prior law enforcement experience.
3. Have the capacity to deliver, and assess the delivery of, the training.

Applicants must be able to:

- Deliver approximately 25 training sessions addressing the above topics during the project period.
- Develop and deliver customized training, as requested by the law enforcement field. It is anticipated that law enforcement agencies throughout the United States will request the above curriculum to be modified to meet their specific needs. Curriculum delivery may consist of sessions in the following durations: several hours, half-day, one-day, or two-day sessions or any combination of such sessions.
- Deliver Train-the-Trainer sessions as needed.
- Conduct technical assistance engagements as needed.
- Conduct training evaluations for all trainings. The evaluations should collect feedback on the value and usefulness of the training material presented, recommendations, etc.
- Develop and disseminate articles, publications, materials, and guides to reinforce the training goals and objectives.
- Arrange travel and all logistical requirements for each training.
- Complete the OJP conference reporting requirements (see page 10).

The applicant should have demonstrated expertise in **delivering and** managing a national level training curriculum, **and have** particular knowledge in law enforcement operations, **organizational structure, culture and** environment, **as well as** adult learning principles.

¹ Educating the 21st Century COP: Developing Blue Courage and Practical Wisdom; Police Chief Magazine; November 2012.

² Ibid.

Category 2: Increasing Analytical Capacity: Training for the Law Enforcement Executive.
Competition ID: BJA-2013-3594

An award under this category cannot exceed \$300,000 for a 24-month project period. BJA expects to make one award under Category 2.

With ever-changing technology and increased demand for public safety services, police executives are called upon daily to make critical administrative, operational, and tactical decisions in support of their agency mission—to prevent, reduce, and respond to crime. In the context of making these decisions, law enforcement executives may need assistance translating analytical products and vast amounts of data to which they are exposed daily into positive public safety operational outcomes. Police leaders in search of evidence-based ways to ensure that crime analysis contributes to their allocation of scarce public safety resources will be the prime focus of this training. This crime analysis police leadership training will assist police management and crime analysis personnel develop overall goals to ensure crime analysis adds value to agency mission and operations and to ensure the consumption of crime analysis and other analytical products are at the appropriate dosage throughout all levels of their department.

While the need for a crime analysis function is well established, its value quickly diminishes when unconnected to department decision makers. These disconnects often occur when executives are uncertain as to what they should expect from their analysts while analysts are unsure about what products and reports are most useful in decision-making.

Analytics have a demonstrated value and a clear role in supporting police departments across the country in crime reduction, disruption, and prevention activities. As a growing profession, training for analysts exists in varying degrees at the local, state, and national level; however, a clear lack of training exists that is geared specifically toward educating and guiding the police executive to both understand and take action on how state and local law enforcement can and should be consuming crime analysis. Quality police services starts with crime analysis.

The goals of this program are to:

1. Educate law enforcement executives on the value and benefits to the everyday use and integration of crime analysis in support of the agency mission and operations.
2. Assist decisionmakers in managing their agency's data and resources effectively and efficiently by fully incorporating the crime analysis resources of their department.

Toward this end, BJA seeks applications from national-capacity organizations to provide executive sessions on the crime analysis function, its relevance to daily deployments, longer-term problem-solving, and strategy development. The national provider will develop and deliver this training to managers and executives while taking into consideration the diverse nature of law enforcement agencies (small, medium, large, urban, rural, etc.). Applicants may consider partnering with other entities to garner the necessary expertise outlined in this grant announcement.

Training topics shall include (but are not limited to):

- Place and relevance of crime analysis in deployment scheduling, problem-solving, and threat assessment strategy planning.

- Command expectations of products and performance measures of crime analysis functions within their departments; e.g., trend and series identification, offender reports, pattern/problem analysis, hot-spot, chronic crime location, high-risk victims, etc.
- Nexus of crime analysis and agency-wide accountability and information sharing.
- Integrating crime analysis into everyday police operations and communicating benefits. Integration can be defined as: “systematically using crime analysis processes and products as essential components of the everyday operations of a police agency.”³
- Evidence-based policing strategies and how crime analysis contributes to successful strategy outcomes.
- Defining how crime analysis products can, and should, be consumed by police (i.e., actionable analysis).
- Understanding how the use and integration of crime analysis impacts organizational structure and culture.
- Addressing challenges to using crime analysis results and how to overcome them.
- Ensuring accountability for crime reduction, disruption, and prevention agency-wide.

The applicant must be able to:

- Design and develop (using adult learning principles) an executive-level training curriculum to be delivered at a minimum to five national or regional events, which may include:
 - Existing law enforcement executive level meetings/events (i.e., professional association conferences and meetings),
 - Regional leadership summits, or
 - Other identified events.
- Facilitate, plan, and execute the delivery of training in multiple formats (web-based, in-person, etc.).
- Identify, recruit, and maintain a roster of highly skilled instructors with relevant skills and expertise to train law enforcement executives.
- Participate in an ongoing collaboration with BJA to guide curriculum development and delivery.
- Coordinate training activities with BJA’s NTTAC.
- Complete the OJP conference reporting requirements (see page 10)

The applicant should have demonstrated expertise in developing and managing a national level training curriculum, with particular knowledge in law enforcement operations, law enforcement organizational structure and environment, crime analysis, analytical product and technology, and adult learning principles.

Category 3: Evidence-Based Violence Reduction Strategies. Competition ID: BJA-2013-3595

An award under this category cannot exceed \$600,000 for a 24-month project period. BJA expects to make one award under Category 2.

BJA is seeking a technical assistance provider to plan, develop, and deliver intensive TTA opportunities for teams of three to five criminal justice practitioners and policymakers from some of the nation’s most violent communities. Participants may be required to travel or participate via

³ “The Integration of Crime Analysis into Patrol Work: A Guidebook.” Bruce Taylor, Rachel Boba, and Jeff Egge. September 2011. U.S. Department of Justice, Office of Community Oriented Policing Services.

electronic webinars or other creative 21st learning tools. During the TTA to the selected jurisdictions, the participants will work with BJA/OJP staff, researchers, and technical assistance providers as well as other participants to learn about the best evidence-based approaches to addressing violent crime in their community.

Participants will have the opportunity to hear presentations about the most effective violence reduction strategies currently available and meet directly offsite and onsite with practitioners and researchers who have developed a record of successful, evidenced-based violence reduction policies and practices. This unique TTA opportunity will include tracks for participants based on the stages of the criminal justice process and appropriate violence reduction strategies for each phase including, but not limited to: prevention, interdiction, pretrial, prosecution and adjudication, parole/probation, and reentry. Participants will have the opportunity to connect with existing BJA and OJP TTA resources as appropriate, depending on the outcome of their locality's specific needs. In addition, peer-to-peer support and follow-up TTA support will be offered to the summit participants throughout the following year. This effort is an ideal way to provide information about BJA and OJP services to those localities most in need of them.

The technical assistance provider, in partnership with BJA, will:

- Provide data and support to assist in the identification of the communities for participation in this intensive TTA opportunity
- Work with some of the nation's most violent crime communities (approximately 20 jurisdictions) to identify and assess, through the use of available data, critical crime trends including: the concentration of crime by location; the type, nature, and extent of crime in each locality; and the types of interventions already in place.
- Coordinate related planning activities with OJP and DOJ, including obtaining approval for the event through the DOJ conference approval process (see page 10).
- Work with jurisdictions to ensure appropriate teams are created and working together throughout this intensive TTA opportunity.
- Work with existing BJA and OJP technical assistance providers to coordinate and provide onsite assistance to attendees at the summit based on their needs assessment and area of interest.
- Provide peer-to-peer support, coaching, and TTA support to the participants to assist in the implementation of new practices.
- Coordinate technical assistance efforts with existing BJA providers and BJA's NTTAC.

Evidence-Based Programs or Practices

OJP places a strong emphasis on the use of data and evidence in policy making and program development in criminal justice. OJP is committed to:

- improving the quantity and quality of evidence OJP generates;
- integrating evidence into program, practice, and policy decisions within OJP and the field; and
- improving the translation of evidence into practice.

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a

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change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's [CrimeSolutions.gov](http://www.crimesolutions.gov) web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the federal government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. The 2013 salary table for SES employees is available at www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/2013/executive-senior-level/. Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

Prior review and approval of conference costs can take time (see the guidance for specific deadlines), and applicants should take this into account when submitting proposals. Applicants also should understand that conference cost limits may change and that they should check the guidance for updates before incurring such costs.

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Note on food and beverages: OJP may make exceptions to the general prohibition on using OJP funding for food and beverages, but will do so only in rare cases where food and beverages are not otherwise available (e.g., in extremely remote areas); the size of the event and capacity of nearby food and beverage vendors would make it impractical to not provide food and beverages; or a special presentation at a conference requires a plenary address where conference participants have no other time to obtain food and beverages. Any such exception requires OJP's prior written approval. The restriction on food and beverages 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 affect direct payment of per diem amounts to individuals in a travel status under your organization's travel policy.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" web page at 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, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit.

Performance Measures

To assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the "Data Grantee Provides" column so that OJP can calculate values for the "Performance Measures" column. Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Management Tool (PMT) located at www.bjaperformancetools.org. The following measures are examples of some of the core performance measures for this solicitation, but applicants should examine the complete list at www.bja.gov/Funding/BJATTAMeasures.pdf. Performance measures for this solicitation are as follows:

Objective	Performance Measure(s)	Data Grantee Provides
Category 1: Provide law enforcement professionals with training and technical assistance to enhance their ability to manage the challenges of the profession, and mitigate the impact on their personal lives.	Number of onsite agency trainings conducted Number of participants who attend the training	For current reporting period: Agency Training Number of onsite agency trainings conducted Number of agency personnel who: <ul style="list-style-type: none"> • Attended the training

	<p>Percentage of participants who completed the training</p> <p>Percentage of participants trained who reported an increase in knowledge, skill, or abilities</p> <p>Number of Train-the-Trainer sessions held</p> <p>Number of participants who attend the training</p> <p>Percentage of participants who successfully completed the training</p> <p>Percentage of participants trained whose post-test indicated an improved score over their pre-test</p> <p>Number of training materials/curriculum developed</p> <p>Number of program materials disseminated.</p>	<ul style="list-style-type: none"> • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed an evaluation and reported an increase in knowledge, skill, or abilities. <p>Train-the-Trainer</p> <p>Number of Train-the-Trainer sessions held</p> <p>Number of participants who:</p> <ul style="list-style-type: none"> • Attended the training • Completed the training • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated the training as satisfactory or better • Completed a pre- and post-test • Completed the post-test with an improved score over their pre-test <p>Number of training materials/curriculum developed</p> <p>Number of program materials disseminated.</p>
<p>Category 2: Educate law enforcement executives on the effective management and integration of crime data analytics in support of the agency mission and operations through training and technical assistance.</p>	<p>Number of participants who attend the training</p> <p>Number of trainings held</p> <p>Percentage of participants who rated the training as satisfactory or better</p>	<p>For current reporting period:</p> <p>Number of participants:</p> <ul style="list-style-type: none"> • At the executive level • At the civilian level <p>Number of in-person trainings held during:</p> <ul style="list-style-type: none"> • National conferences • Regional meetings • Local meetings <p>Number of web-based trainings held</p> <p>Number of participants from:</p> <ul style="list-style-type: none"> • Small jurisdictions • Medium jurisdictions • Large jurisdictions • Urban areas • Rural areas <p>Of participants report the number who:</p> <ul style="list-style-type: none"> • Completed an evaluation at the conclusion of the training • Completed an evaluation and rated it as satisfactory or better • Completed an evaluation or

	<p>Percentage of participants trained and subsequently demonstrated performance improvement</p> <p>Number of training materials/curriculum developed</p> <p>Number of program materials disseminated.</p>	<p>survey and reported an improved ability to perform their work responsibilities</p> <ul style="list-style-type: none"> Completed a pre- and post- test Completed the post-test with an improved score over their pre-test <p>Number of training materials/curriculum developed</p> <p>Number of program materials disseminated.</p>
<p>Category 3: Delivery of Evidenced-Based Violence Reduction Strategies</p> <p>Increase the knowledge and capacity of criminal justice practitioners and policymakers combating chronic violent crime through training and technical assistance focused on effective violence reduction strategies.</p>	<p>Percent of the top 20 most violent cities contacted for participation</p> <p>Number of teams participating in the TTA delivery</p> <p>Number of individuals who attend the TTA delivery</p> <p>Number of agencies receiving technical assistance (TA)</p> <p>Percentage of technical assistance (TA) requests completed</p> <p>Average number of hours to complete TA requests.</p> <p>Percentage of agencies/ organizations that rated the TA as satisfactory or better</p> <p>Number of deliverables completed</p> <p>Percent of deliverables that meet expectations as determined by BJA</p>	<p>For current reporting period: Of the 20 most violent cities, number of cities contacted</p> <p>Number of teams participating in the TTA delivery</p> <p>Number of individuals who attend the TTA delivery</p> <p>Of the individuals on the team:</p> <ul style="list-style-type: none"> Number of key practitioners Number of key stake holders Policy makers <p>Number of OJP technical assistance providers represented</p> <p>Number of OJP technical assistance providers represented through materials or other means</p> <p>Number of agencies receiving technical assistance (TA)</p> <p>Number of requests received</p> <p>Number of TA requests successfully completed</p> <p>Sum of hours to complete TA requests</p> <p>Number of agencies/organization:</p> <ul style="list-style-type: none"> Completed an evaluation at the conclusion of the training Rated the TA as satisfactory or better <p>Number of tools and materials developed for the field</p> <p>Number of tools and materials developed for the field that meet expectations as determined by BJA</p>

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data

for performance measures. Refer to the section “What an Application Should Include” on page 14 for additional information.

Note on Project Evaluations

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

Research, for the purposes of human subjects protections for OJP-funded programs, is defined as, “a systematic investigation, including research development, testing, and evaluation, designed to develop or contribute to generalizable knowledge” 28 C.F.R. § 46.102(d). For additional information on determining whether a proposed activity would constitute research, see the decision tree to assist applicants on the “Research and the Protection of Human Subjects” section of the OJP “Other Requirements for OJP Applications” web page (www.ojp.usdoj.gov/funding/other_requirements.htm). 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.

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.

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements

that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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

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

The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and 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**

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

- Written for a general public audience.
- Submitted as a separate attachment with <Project Abstract> as part of its file name.
- Single-spaced, using a standard 12-point font (Times New Roman) with 1-inch margins.

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

All project abstracts should follow the detailed template available at www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf.

3. **Program Narrative**

The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with not less than 1-inch margins and must not exceed 10 pages. Number pages "1 of 10," "2 of 10," etc.

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

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

- a. Statement of the Problem
- b. Project Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

BJA does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that BJA will require successful applicants to submit specific data as part of their reporting requirements. For the application, applicants should indicate an understanding of these requirements and discuss how they will gather the required data, should they receive funding.

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. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs, see the OJP Financial Guide at 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. OJP expects proposed budgets to be complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities).

Applicants should demonstrate in their budget narratives how they will maximize cost effectiveness of grant expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the goals of the project. For example, a budget narrative should detail why planned in-person meetings are necessary, or how technology and collaboration with outside organizations could be used to reduce costs, without compromising quality.

The narrative should be mathematically sound and correspond with the information and figures provided in the Budget Detail Worksheet. The narrative should explain how the applicant estimated and calculated all costs, and how they are relevant to the completion of the proposed project. The narrative may include tables for clarification purposes but need not be in a spreadsheet format. As with the Budget Detail Worksheet, the Budget Narrative should be broken down by year.

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.) Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant's accounting system permits, costs may be allocated in the direct cost categories. 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.

6. **Additional Attachments**

- a. Include a time/task plan that identifies the major tasks and deliverables of the proposed project.

b. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to State agencies that will be sub awarding federal funds).

OJP seeks this information to help avoid any inappropriate duplication of funding. Leveraging multiple funding sources in a complementary manner to implement comprehensive programs or projects is encouraged and is not seen as inappropriate duplication.

Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:

- the Federal or State funding agency
- the solicitation name/project name
- the point of contact information at the applicable funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/E-mail for Point of Contact at Funding Agency
DOJ/COPS	COPS Hiring Program	Jane Doe, 202/000-0000; jane.doe@usdoj.gov
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Applicants should include the table as a separate attachment, with the file name “Disclosure of Pending Applications,” to their application. Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name] does not have pending applications submitted within the last 12 months for federally funded assistance that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the budget narrative and worksheet in the application under this solicitation.”).

c. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s rating under the selection criteria, in order to receive funds, the applicant’s proposal must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity.

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either

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

In the attachment dealing with research and evaluation independence and integrity, the applicant should explain the process and procedures that the applicant has put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients. It should also identify any potential organizational conflicts of interest on the part of the applicant with regard to the proposed research/evaluation. If the applicant reasonably believes that no potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion.

Where potential personal or organizational conflicts of interest exist, in the attachment, the applicant should identify the safeguards the applicant has or will put in place to eliminate, mitigate, explain, or otherwise address those conflicts of interest.

Considerations in assessing research and evaluation independence and integrity will include, but may not be limited to, the adequacy of the applicant's efforts to identify factors that could affect the objectivity/integrity of the proposed staff and/or the organization in carrying out the research, development, or evaluation activity; and the adequacy of the applicant's existing or proposed remedies to control any such factors.

7. Other Standard Forms

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

- a. [Standard Assurances](#)*
Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.
- b. [Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements](#)*
Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.
- c. [Accounting System and Financial Capability Questionnaire](#)
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, must download, complete, and submit this form.

*These OJP Standard Assurances and Certifications are forms which applicants accept in GMS. They are not additional forms to be uploaded at the time of application submission.

Selection Criteria

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

Applicants should describe and demonstrate understanding of the nature of the problem, describe the need for addressing the problem, and very briefly introduce how the applicant proposes to address the problem specific to the category to which the applicant is applying.

2. Project Design and Implementation (45 percent of 100)

Applicants should demonstrate how they will design and implement a project to address the specific category for which they are applying. They should address the requirements outlined in this solicitation. Applicants may choose to include other items/deliverables in addition to the ones listed in this grant announcement and under the specific category for which they are applying and should provide detailed information on those items as well. Applicants must include a time/task plan that identifies the major tasks and deliverables of the proposed project.

3. Capabilities and Competencies (25 percent of 100)

Applicants must demonstrate a history of successfully providing complex national law enforcement programs related to the subject matter. This history should include capabilities and competencies required to successfully complete the project under the specific category for which they are applying. Examples of capabilities/competencies include: curriculum development; recruitment and maintenance of subjects matter experts; nationwide instruction delivery using a range of training modalities, such as online and in-person training, to a variety of law enforcement professionals and leaders; training/meeting logistics planning and implementation; conducting individual course evaluations; and development and publication of well-written reports, presentations, training materials, articles, publications, etc.

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

Applicants are not required to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page 14 for additional information.

5. Budget (10 percent of 100)

Applicants should submit a budget that is complete, cost effective, and allowable (e.g. reasonable, allocable, and necessary for project activities). Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.⁴

⁴ Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

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. 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. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. 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, reviews 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, who may consider 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 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.

- 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 of 2006 (FFATA)
- Awards in Excess of \$5,000,000 – Federal Taxes Certification Requirement
- Policy and Guidance for Conference Approval, Planning, and Reporting
- OJP Training Guiding Principles for Grantees and Subgrantees

How To Apply

Applicants must submit applications through Grants.gov. Applicants must first register with Grants.gov in order to submit an application through Grants.gov, a “one-stop storefront” to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at www.Grants.gov. Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, 24 hours a day, 7 days a week, except federal holidays. Registering with Grants.gov is a one-time process; however, **processing delays may occur, and it can take several weeks** for first-time registrants to receive confirmation and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: BJA encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for email updates will be notified.

All applicants are required to complete the following steps:

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1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.
2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applicants that were previously registered in the CCR database must, at a minimum:

- Create a SAM account;
- Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

Applicants that were not previously registered in the CCR database must register in SAM prior to registering in Grants.gov. Information about SAM registration procedures can be accessed at www.sam.gov.

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/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 an organization can have more than one AOR.
5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant (JAG) Program," and the funding opportunity number is BJA-2013-3591.
6. **Select the correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If applying to a solicitation

with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application.

7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter “N/A” in the required highlighted fields.
8. **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 message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore (_), hyphen (-), space, and period. 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

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must e-mail the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The e-mail must describe the technical difficulties, and include a timeline of the applicant’s submission efforts, the complete grant application, the applicant’s DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If the technical issues reported cannot be validated, OJP will reject the application as untimely.

The following conditions are not valid reasons to permit late submissions: (1) failure to register 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 each instruction in the OJP solicitation, and (4) technical issues with the applicant’s computer or information technology environment, including firewalls.

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

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, the application submission process, and/or the application review/peer review process. Feedback may be provided to OJPSolicitationFeedback@usdoj.gov.

IMPORTANT: This email is for feedback and suggestions only. Replies are **not** sent from this mailbox. If you have specific questions on any program or technical aspect of the solicitation, **you must** directly contact the appropriate number or email listed on the front of this solicitation document. These contacts are provided to help ensure that you can directly reach an individual who can address your specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your resume to ojppeerreview@lmbps.com. The OJP Solicitation Feedback email account will not forward your resume. **Note:** Neither you nor anyone else from your organization can be a peer reviewer in a competition in which you or your organization have submitted an application.

Application Checklist

FY 2013 Law Enforcement: National Training and Technical Assistance

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

Eligibility Requirement:

_____ The federal amount requested is within the allowable limit(s) of:

_____ \$500,000 for Category 1

_____ \$300,000 for Category 2

_____ \$600,000 for Category 3

_____ Applicant is:

_____ a national, regional, state, or local public or private entity, including nonprofit and for-profit organizations (including tribal nonprofit or for-profit organizations); or

_____ a faith-based and/or community organization; or

_____ an institution of higher education (including tribal institutions of higher education); or

_____ a unit of local government (including federally recognized Indian tribal governments as determined by the Secretary of the Interior).

_____ The project period is for 24 months.

What an Application Should Include:

_____ Application for Federal Assistance (SF-424) (see page 15)

_____ Abstract (see page 15)

_____ Program Narrative* (see page 15)

_____ Budget Detail Worksheet* (see page 16)

_____ Budget Narrative* (see page 16)

_____ Disclosure of Lobbying Activities (SF-LLL) (see page 23)

_____ Indirect Cost Rate Agreement (if applicable) (see page 16)

_____ Additional Attachments

_____ Time/Task Plan (see page 16)

_____ Disclosure of Pending Applications (see page 16)

_____ Research and Evaluation Independence and Integrity (see page 17)

_____ Other Standard Forms as applicable (see page 18), 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.