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The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Justice Information Sharing Training and Technical Assistance (JIS TTA) Program. This program furthers the Department's mission by assisting state, local, and tribal jurisdictions in reducing crime and improving the functioning of the criminal justice system through more effective information sharing, multi-agency collaboration, and implementation of data-driven, evidence-based strategies.

**Please see highlighted revisions on pages 1, 4, 7, 8, and 17.**

## Justice Information Sharing Training and Technical Assistance (JIS TTA) Program FY 2014 Competitive Grant Announcement

### Eligibility

Eligible applicants are limited to public agencies (i.e., states, units of local government (including tribal entities recognized by the Secretary of the Interior), combinations of such states or units, or any department, agency, or instrumentality of the foregoing), that perform criminal justice functions; and national and regional public and private entities, including for-profit (commercial) and nonprofit organizations (including tribal nonprofit or for-profit organizations), faith-based and community organizations, and institutions of higher education (including tribal institutions of higher education) that support initiatives to improve the functioning of the criminal justice system. For-profit organizations must agree to forgo any profit or management fee.

If clarification as to an entity's eligibility is needed, applicants are encouraged to contact BJA to confirm their eligibility before developing a full application. BJA will consider supporting documentation relevant to a determination of eligibility.

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" on page 21.) All applications are due by 11:59 p.m. eastern time on **June 5**, 2014. (See "Deadlines: Registration and Application," page 4.)

All applicants are encouraged to read this [Important Notice: Applying for 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](mailto:support@grants.gov). The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

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 below **within 24 hours after the application deadline** and request approval to submit their application.

For assistance with any other requirement of this solicitation, contact the BJA Justice Information Center at 1-877-927-5657, via e-mail at [JIC@telesishq.com](mailto:JIC@telesishq.com), or via live web chat at [www.justiceinformationcenter.us](http://www.justiceinformationcenter.us). 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 this announcement: BJA-2014-3879

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# Justice Information Sharing Training and Technical Assistance (JIS TTA) Program (CFDA #s #16.751 and 16.738)

## Overview

This FY 2014 competitive cooperative agreement program seeks to support the efforts of state, local, and tribal criminal justice agencies to adopt innovative justice information sharing solutions through the provision of training and technical assistance services. Initiatives supported under this solicitation must facilitate adoption of one or more of the components of the Global Standards Package (GSP) and support criminal justice policies, practices, and programs that are data-driven and evidence-based. Funding is being made available under several priority JIS TTA categories which BJA has identified below. Specific tasks and deliverables are unique to each category, and prospective applicants are encouraged to fully research and understand the scope of the underlying criminal justice challenges prior to applying. Applicants must adhere to all national guidelines and expectations as set forth by BJA under each category description.

For more information on the GSP, see [www.it.ojp.gov/gsp](http://www.it.ojp.gov/gsp). For more information about evidence-based programs and solutions, visit OJP's' [CrimeSolutions.gov](http://CrimeSolutions.gov) web site.

This program is funded under the Edward Byrne Memorial Competitive Grant Program (Byrne Competitive Program) and the Edward Byrne Memorial Justice Assistance Grant (JAG) Program. Authorized by Pub. L. No.113-76, , 128 Stat. 5, 62, the Byrne Competitive Program helps communities improve the functioning and capacity of their state and local criminal justice systems and provides for national support efforts including training and technical assistance programs strategically targeted to address local, state and tribal needs. Funds may not be used for the acquisition of land, construction projects, or security enhancements or equipment to non-governmental entities not engaged in law enforcement, law enforcement support, criminal or juvenile justice, or delinquency prevention. The JAG Program (42 U.S.C. 3751(a) et seq.) is the primary provider of federal criminal justice funding to state, local, and tribal jurisdictions, and JAG funds support all components of the criminal justice system. Furthermore, the Department of Justice Appropriations Act, 2014, Pub. L. No. 113-76, 128 Stat. 5, 68, provides that up to 3 percent "of funds made available to the Office of Justice Programs for grant or reimbursement programs may be used by such Office to provide training and technical assistance."

## 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. 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. on **June 5**, 2014. See "How to Apply" on page 21 for details.

## Eligibility

Refer to the title page for eligibility under this program.

## **JIS TTA Program-Specific Information**

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

Efficient and effective sharing of information between criminal justice agencies and their partners is critical to preserving public safety and ensuring the fair and expeditious administration of justice. In the current fiscal environment of reduced resources at all levels of government, the ability to share information and collaborate across organizations remains one of the most important factors that enables communities to address their most pressing criminal justice problems in cost-effective ways.

BJA's commitment to providing effective implementation support to state, local, and tribal partners is reflected in the diversity and depth of its training and technical assistance programs. While each program category seeks to address a unique challenge facing criminal justice practitioners, each will promote innovation, improved efficiency and cost effectiveness, and leverage the collective evidence-based practices known to BJA and its research partners. Ultimately, the goal in every case is to enhance criminal justice policies and practice in ways that promote public safety and improve public trust.

### **Leveraging Global Justice Information Sharing Initiative (Global) Tools**

It is BJA's expectation that grantees under this program will fully understand, promote, and assist in the implementation of DOJ's Global Standards Package, which includes the Global Reference Architecture, the National Information Exchange Model (NIEM), Global Federated Identity and Privilege Management, and the Global Privacy Technology Framework. For more information about the GSP, visit [www.it.ojp.gov/gsp](http://www.it.ojp.gov/gsp).

In addition, JIS TTA grantees may be directed to support particular implementation sites across the country—including active BJA grantees—to promote the successful completion of project deliverables utilizing Global tools and methodologies that have been proven to enable effective multi-jurisdictional collaboration and data sharing.

### **Award Categories, Amounts, and Length**

BJA anticipates that one cooperative agreement will be awarded under each program category. Each application must clearly identify the funding category being addressed, and a single application may not seek to address multiple categories. Applicants are free to submit multiple applications, one for each category of funding that is being sought.

In all cases, proposed projects should begin on or after October 1, 2014. Maximum award lengths and amounts are specified under each category description.

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

**CATEGORY 1: DOJ's GLOBAL JUSTICE INFORMATION SHARING INITIATIVE. Grant maximum: \$900,000. Project period: 12 months. Competition ID: BJA-2014-3880**

DOJ's Global Justice Information Sharing Initiative ("Global") represents the full range of criminal justice policymakers and practitioners, focusing on innovative strategies to improve the information sharing and technology capabilities of state, local, and tribal agencies. In order to be effective, DOJ's Global requires technical assistance in order to adequately engage stakeholders; facilitate working groups and task teams; develop products and publications; and offer implementation support to the field. As a Federal Advisory Committee, much of the work necessarily occurs outside of two formal advisory committee meetings each year, and relies upon the coordination of numerous national stakeholders, technical assistance providers, and federal agencies.

This funding category will enable critical support to DOJ's Global initiative to provide support for development of national JIS policy, practices, and technology solutions to enhance justice information sharing implementation across the country. The grantee will provide support to include but not be limited to:

- Development of national policy, practices, and technology solutions in consultation with BJA and DOJ's Global.
- Collaboration with partners to coordinate program design and delivery of services including training and technical assistance.
- Planning and collaboration with governmental and private agencies to support national and regional events, to include BJA's JIS Training and Technical Assistance Committee (JTTAC).
- Coordinate and conduct Global working groups, as well as complementary initiatives as assigned that contribute to Global and BJA priorities.
- Development of deliverables and publications for the Global working groups including print and electronic materials, document printing and distribution, CDs/DVDs, online seminars (webinars), and other tools.
- Be responsible for, at a minimum, maintaining all online content pertaining to DOJ's Global activities, products, publications, and other identified justice information sharing related content. Applicants should be aware of the existing web site ([www.it.ojp.gov](http://www.it.ojp.gov)) and may propose strategies to continue the current web site as-is, or a plan to migrate the site content to a new platform. Applicants are encouraged to consider both initial development/migration costs and maintenance costs as separate factors to better enable cost comparison across proposals.
- Provide implementation support for the Global Standards Package (GSP) and the Global Information Sharing Standards Toolkit (GIST) to assist practitioners in the field in adopting effective JIS standards and practices.
- Other outreach and collaboration functions as required to support Global priorities and collaboration.

Responsibilities under this program include support for DOJ's Global Advisory Committee membership meetings, related working groups, and related activities including but not limited to NIEM governance committees. For additional information on DOJ's Global, see [www.it.ojp.gov/global](http://www.it.ojp.gov/global).

**CATEGORY 2: NATIONAL INFORMATION EXCHANGE MODEL (NIEM) SUPPORT. Grant maximum: \$319,000. Project period: 12 months. Competition ID: BJA-2014-3881**

BJA, in partnership with the Department of Homeland Security (DHS), is seeking applicants to provide critical support to the NIEM Program Management Office (PMO). NIEM represents a strong partnership of federal, state, local, and tribal governments as well as private industry and international organizations, providing a data model, tools, and training to enable implementation of efficient standards-based data exchange. The NIEM PMO is currently stewarded by DHS and supported by BJA along with other agencies.

Applicants must have a working knowledge of NIEM and its operations, and be able to demonstrate the capacity to serve numerous and diverse stakeholder groups that comprise the NIEM governance structure. In addition to the program office, NIEM consists of 16 independently governed domains that each serve a particular line of business, which are linked by the NIEM Business Architecture Committee (NBAC) and the NIEM Technical Architecture Committee (NTAC). Collectively, these groups serve as the governance mechanism for NIEM, with the PMO providing overarching coordination and financial management.

The successful applicant will provide support that includes but is not limited to:

- Meeting support and logistics (including agenda development, deliverable tracking, minute taking, and travel reimbursement) for the following:
  - 2 national meetings to be determined
  - 2 NBAC face-to-face meetings and monthly remote meetings
  - 2 NTAC face-to-face meetings and monthly remote meetings
  - Biweekly PMO conference calls
  - Appropriate priority domain level meetings of national importance
  - Other meetings requested by the PMO and approved by BJA
- Supporting NIEM's online presence (in particular through [www.niem.gov](http://www.niem.gov)) by collecting and maintaining content, coordinating with domains, collaboration tool licensing, and generally maintaining NIEM's online presence and supporting the PMO's communications and outreach strategy. This task will not include web site hosting, which will be provided by a government data center.
- Providing Microsoft SharePoint development services to streamline utilization of the web site as a means for tracking products and deliverables (estimated to be no more than the equivalent of 0.15 FTE)
- Facilitating stakeholder interaction including identification of new stakeholders, requirements gathering, project coordination, help desk operation, and solution development in conjunction with appropriate technical assistance partners

All tasks will be initiated and monitored by the NIEM PMO in consultation with BJA. For more information on NIEM, visit [www.niem.gov](http://www.niem.gov).

**CATEGORY 3: LAW ENFORCEMENT CYBER CENTER. Grant maximum: \$1,420,000. Project period: 24 months. Competition ID: BJA-2014-3882**

The emergence of cyber threats continues to escalate with increasing sophistication on the part of would-be attackers and cyber criminals. While this is a problem faced by law enforcement and prosecutors across the country, there remains a strong need to improve the collaboration mechanisms enabling these agencies to share information on cyber threats, available training,

and best practices for investigative tools and forensic analysis to more effectively prevent and combat cyber crime.

BJA is seeking a TTA partner to support the development and operation of a national scope resource to combat cyber crime. The purpose of such a center is to inform law enforcement, prosecutors, investigators, and other state, local, and tribal leaders about the range of resources and tools available from a variety of national partners to help address cyber crime.

Responsibilities will include, at a minimum:

**\$500,000 is expected to support activities of a cyber resource center:**

- Support a cyber center repository for evidence-based practices that include guidance on planning and responding to threats, sharing specific threat information, conducting investigations and forensics, and identifying current and developing trends. The information must be easily accessible through a secure portal verifying the use as law enforcement only.
- Collaborate with partners and national organizations to identify existing training programs and work with these partners to update and develop training to fill identified gaps for law enforcement executives and prosecutors to better understand and combat cyber crime.
- Identify methods to link existing agency cyber crime units with regional/national cyber crime operational groups such as the Federal Bureau of Investigation's (FBI) Cyber Task Forces.
- Assist law enforcement in providing prevention education and information to citizens who are likely targets of cyber crime through social media venues, phishing schemes, and use of credit information through both online and in person transactions
- Development and implementation of a cyber assessment tool for law enforcement executives to self-assess their agencies' status for meeting minimum policy, training, analytic, and operational capacities associated with addressing cyber crime. The assessment tool is expected to provide helpful guidance and sample policies, protocols, SOPs, MOUs, etc. for agencies that do not have the internal capacity to address cyber crime by referring information and working with law enforcement agencies and organizations that do have this capacity.

**\$920,000 is expected to support capacity building of cyber pilot sites:**

- Under BJA guidance, working in collaboration with the FBI, develop a solicitation and implement a selection process for approximately five subawards for pilot site initiatives involving local or state law enforcement jurisdictions, yet to be determined, to include provision of training, technical assistance, and capacity building similar to the current FBI Cyber Task Force model utilized in the State of Utah for the investigation of cyber crimes based on coordination and referrals working with the FBI.
- Support of the above pilot sites will include needed training, technical assistance, and potential tools needed to build capacity to conduct necessary operational activities and investigations but will not include salaries of staff.
- Support to local or state law enforcement jurisdictions to operationalize the cyber assessment tool being developed as part of this project.

**CATEGORY 4: CRIMINAL INTELLIGENCE SYSTEM OPERATING POLICIES (28 CFR Part 23). Grant maximum: \$200,000. Project period: 24 months. Competition ID: BJA-2014-3883**

The Criminal Intelligence Systems Operating Policies (28 CFR Part 23) were first developed and implemented in 1980 to help ensure the protection of the privacy and civil liberties of individuals during the collection and exchange of intelligence information. The standards in 28 CFR Part 23 apply to all criminal intelligence systems receiving funding under the Omnibus Crime Control and Safe Streets Act of 1968, 42 U.S.C. §3711, *et seq.*, as amended.

To aid law enforcement in facilitating effective information and intelligence sharing, the National Criminal Intelligence Sharing Plan (NCISP) was developed. The NCISP serves as a model to assist law enforcement agencies in implementing more effective methods of sharing critical data. It recognizes and encourages appropriate adoption of 28 CFR Part 23 as the minimum standard for the operation of criminal intelligence systems, regardless of funding sources.

BJA is seeking a TTA partner to perform the following tasks in support of this program:

- Conduct educational events, at BJA direction, designed for policymakers, managers, intelligence analysts, and other related law enforcement professionals focusing on the requirements associated with the storage and handling of intelligence information as prescribed in 28 CFR Part 23 .
- Provide an online training program that emphasizes the core principles associated with the requirements of 28 CFR Part 23 and promotes an understanding of privacy and civil liberty concerns related to criminal intelligence information sharing. Applicants should note the current training available at [www.ncirc.gov/28cfr/Default.aspx](http://www.ncirc.gov/28cfr/Default.aspx) and propose a strategy to either continue the current training as designed, or suggest enhancements for BJA consideration.
- Conduct 28 CFR Part 23 compliance reviews that may include offsite assessments of the extent to which jurisdictions are fulfilling requirements, and onsite visits that include reviews of policies and procedures related to intelligence system(s), examinations of audit logs and sample intelligence files, and observations of system structures and functions. The overall purpose of the review is to determine a jurisdiction's compliance with 28 CFR Part 23. After each compliance review is completed, the TTA provider will prepare a report that summarizes the findings of the review and submit it to BJA, which has exclusive authority to issue final approval letters.

During the grant period, the successful applicant will be expected to achieve, at minimum, the following goals and objectives:

- Provide high-quality, cost-effective training to the field on 28 CFR Part 23. Specific objectives include:
  - Increase the knowledge of criminal justice practitioners through in-person training as approved by BJA.
  - Increase the knowledge of criminal justice practitioners through web-based learning, as approved by BJA.
- Support the efforts of jurisdictions across the nation to implement and comply with 28 CFR Part 23:

- Increase criminal justice agencies' ability to solve problems and/or modify policies or practices by responding successfully and in a cost-effective fashion to all requests for technical assistance related to compliance with—and implementation of—28 CFR Part 23.

Applicants should outline in their proposals a detailed plan to achieve the goals and objectives and to generate the deliverables that are described above.

**CATEGORY 5: CRIMINAL INTELLIGENCE COMMANDERS INITIATIVE. Grant maximum: \$200,000. Project period: 24 months. Competition ID: BJA-2014-3884**

BJA is seeking a partner to facilitate collaboration and advancement of data driven approaches that effectively address criminal activity impacting multiple jurisdictions and spanning geographic boundaries through the sharing of timely and impactful criminal intelligence data among law enforcement agencies. Project activities will be carried out in partnership with BJA, the [Criminal Intelligence Coordinating Council](#) (CICC), and national organizations representing the interests of police chiefs and law enforcement intelligence commanders.

The grantee will provide support that includes but is not limited to:

- Organizing meetings (both in-person and remote) of the Criminal Intelligence Commanders Initiative (CICI) including stakeholder management and agenda development.
- Propose, create, and review guidance and recommendations for local, state, and tribal law enforcement agencies that are responsive to the needs and priorities of local communities while advancing the appropriate and effective use of criminal intelligence information.
- Facilitate development of materials and other resources that will support education and outreach to the nation's intelligence commanders on identified best practice approaches to leverage criminal intelligence data for enhanced community safety.
- Coordinate with national stakeholder organizations, federal agencies, and state/local practitioners to ensure project activities are serving the interests of communities they serve.

BJA encourages applicants to familiarize themselves with related activities currently underway, review existing criminal intelligence resources including the above CICC web site and the [National Criminal Intelligence Resource Center](#). CICI activities must complement those of the CICC, and all deliverables are subject to review by BJA, the CICC, and other organizations as designated to ensure adequate coordination of work products.

**CATEGORY 6: CRIMINAL JUSTICE TECHNOLOGY FORECASTING GROUP. Grant maximum: \$400,000. Project period: 24 months. Competition ID: BJA-2014-3885**

BJA is seeking applicants to support the activities of a Criminal Justice Technology Forecasting Group (CJTFG). The rapid deployment and evolution of technology continues to dramatically change the nature of criminal justice practice. The saturation of new and emerging technologies into all aspects of the criminal justice system and the impacts and challenges thereof are the focus of the CJTFG. The purpose of the CJTFG is to bring together a select group of criminal justice technology specialists including leaders in government, industry, and academia to

identify and analyze emerging technology trends that will impact state, local, and tribal criminal justice practice. During the meetings, CJTFG members and participants will identify a number of emerging technology issues and potential ways to prepare for the future of criminal justice practice. From the CJTFG meetings, papers and policies will be developed to assist in addressing these emerging technology issues. Specific deliverables should include:

- Development and maintenance of a CJTFG web site to include information pertaining to membership, mission, topic briefings, and outcomes
- Planning all aspects of the CJTFG meetings which are anticipated to occur three times per year over the course of the grant period (24 months)
- Identifying, planning and securing the participation of presenters, speakers, SMEs and participants, in coordination with BJA
- Development and delivery of topic specific policy and practice briefs identified by the CJTFG

Applicants should be aware that BJA has previously held one meeting of the CJTFG with an initial group of 15 members plus several invited guests, and therefore has a current membership roster that will be provided upon award. As a result, proposals should focus less on initial member selection and more on the process for identification of new members and methods to keep the forecasting group refreshed and engaged with rotational membership over time.

Deliverables are anticipated to be dual-audience. BJA and other federal agencies will use CJTFG products as a means to assess the technology needs of the criminal justice field. The field at large will benefit from the group through an improved understanding of the planning, policy, and implementation approaches more likely to achieve improved criminal justice outcomes.

### **National Scope Requirement (Applies to All Categories)**

In order to be eligible for funding under this solicitation, applicants must submit proposals that describe projects that are national in scope. For the purpose of this solicitation, “national in scope” is defined as projects whose goals and proposed TTA services are relevant to criminal justice agencies and entities and their partners throughout the country, without restriction to geographic area or a particular jurisdiction.

### **Program Deliverables**

Program deliverables must include, at a minimum, the following:

- A TTA service delivery plan that describes project purpose and subject matter, proposed services catalog, request/response model, and evaluation model as applicable. This plan should also enable BJA to determine the degree to which the successful applicant understands the existing TTA environment and has proposed organizational partnerships which complement current resources available to the field.
- Development of artifacts (reports, white papers, webinars, etc.) that document individual TTA efforts and highlight issues of national importance from a policy, legal, technology, or implementation standpoint.

All applicants acknowledge that deliverables may include tasks assigned by DOJ for the purpose of ensuring adequate security controls and privacy protection mechanisms are in place for web sites, in particular those within the .gov domain, and especially those that may include any personally identifiable information (PII) or involve direct communication with external users. This may include but not be limited to certification and accreditation (C&A), quarterly certification statements, or other artifacts requested by OJP's Office of the Chief Information Officer.

## **Evidence-Based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policy making and program development in criminal justice, juvenile justice, and crime victim services. 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 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 2014 salary table for SES employees is available at [www.opm.gov/salary-tables](http://www.opm.gov/salary-tables). 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 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.

### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully – before submitting an application – the OJP policy and guidance on “conference” approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm). OJP policy and guidance (1) encourage minimization of conference, meeting, and training costs; (2) require prior written approval (which may affect project timelines) of most such costs for cooperative agreement recipients and of some such costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

### **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](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, 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. Post award, recipients will be required to submit quarterly performance metrics through BJA's online Training and Technical Assistance Reporting System (TTARS), located at [www.bjatools.org](http://www.bjatools.org). Applicants should review the BJA training and technical assistance reporting matrix at: <https://ttars.bjatools.org/ta2/View/BJATTARSReportingMatrix.pdf>.

Grantees will be required to report data pertaining to performance measurement to either the Performance Management Tool (PMT) or the Training and Technical Assistance Reporting System (TTARS), depending on the nature of the project proposed.

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 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 subject’s 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.

## 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 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 determined to be nonresponsive to the scope of the solicitation or solicitation category, 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. 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 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 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 OJP’s Grants Management System (GMS) takes 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, please select “For-Profit Organization” or “Small Business” (as applicable).

## 2. **Project Abstract**

Applications should include a high-quality project abstract that summarizes the proposed project in 400 words or less. The Project Abstract should describe concisely and simply the goals of the project, major deliverables, and high-level budget information.

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](http://www.ojp.usdoj.gov/funding/Project_Abstract_Template.pdf).

## 3. **Program Narrative**

The Program Narrative must respond to the solicitation (see JIS TTA Program—Specific Information on pages 5-11) and the Selection Criteria (described below) in the order given. The Program Narrative should be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 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, BJA may consider such noncompliance in review process and in final award decisions.

The following sections should be included as part of the Program Narrative:

- a. Statement of the Problem
- b. Solution 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 a part of their reporting requirements. For this 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](http://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](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. 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.

**c. Non-Competitive Procurement Contracts In Excess of Simplified Acquisition Threshold**

If an applicant proposes to make one or more non-competitive procurements of products or services, where the non-competitive procurement will exceed the simplified acquisition threshold (also known as the small purchase threshold), which is currently set at \$150,000, the application should address the considerations outlined in the [OJP Financial Guide](#).

**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. For assistance with identifying your cognizant agency, please contact the Customer Service Center at 1-800-458-0786 or at [ask.ocfo@usdoj.gov](mailto:ask.ocfo@usdoj.gov). If DOJ is the cognizant federal agency, obtain information needed to submit an indirect cost rate proposal at [www.ojp.gov/funding/pdfs/indirect\\_costs.pdf](http://www.ojp.gov/funding/pdfs/indirect_costs.pdf).

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

Tribes, tribal organizations, or third parties proposing to provide services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance 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 an authorizing resolution or comparable legal

documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe's governance structure, should, at a minimum, submit an unsigned, draft version of such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

## **7. Applicant Disclosure of High Risk Status**

Applicants are to disclose whether they are currently designated high risk by another federal grant making agency. This includes any status requiring additional oversight by the federal agency due to past programmatic or financial concerns. If an applicant is designated high risk by another federal grant making agency, you must email the following information to [OJPComplianceReporting@usdoj.gov](mailto:OJPComplianceReporting@usdoj.gov) at the time of application submission:

- The federal agency that currently designated the applicant as high risk;
- Date the applicant was designated high risk;
- The high risk point of contact name, phone number, and email address, from that federal agency; and
- Reasons for the high risk status.

OJP seeks this information to ensure appropriate federal oversight of any grant award. Unlike the Excluded Parties List, this high risk information does not disqualify any organization from receiving an OJP award. However, additional grant oversight may be included, if necessary, in award documentation.

## **8. Additional Attachments**

### **a. Project Timeline and Position Descriptions/Resumes**

Applicants should attach a project timeline with each project goal, related objective, activity, expected completion date, and responsible person or organization; and position descriptions for key positions and resumes for current staff.

### **b. Applicant Disclosure of Pending Applications**

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) 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; <a href="mailto:jane.doe@usdoj.gov">jane.doe@usdoj.gov</a>
HHS/ Substance Abuse & Mental Health Services Administration	Drug Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; <a href="mailto:john.doe@hhs.gov">john.doe@hhs.gov</a>

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 on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) 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.”).

## 9. 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](#).

## Selection Criteria

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

Describe the specific crime/criminal justice problem the applicant seeks to address through this program category. Describe the process used to assess or determine the nature of the crime/criminal justice problem. Include data and information that has been used to identify and assess the problem, and that demonstrates that the applicant understands the nature and dimension of the problem.

### 2. Solution Design and Implementation (40 percent of 100)

- Describe the proposed TTA approach to address the identified problem and how positive outcomes will be evaluated.
- Explain the criminal justice context in which the problem exists, and how the applicant is suited to be able to address the problem within the context of the grant program.
- Describe the current level of readiness to implement the proposed solution. Identify any issues or challenges related to implementation readiness, and explain how these will be addressed through this project.

- d. Explain how identified evidence-based practices (or those practices requiring further study) will be identified and explored in partnership with BJA and other federal partners to encourage broader adoption of proven strategies.
- e. Identify additional resources necessary for successful project completion, such as outside organizational partners, state/local practitioner groups, etc.

**3. Capabilities and Competencies (20 percent of 100)**

Fully describe the capabilities present to implement the project successfully and the competencies of the staff assigned to the project. In addition, applicants should demonstrate sound knowledge of the GSP and describe any current or previous experiences using the GSP to enhance information sharing.

**4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (10 percent of 100)**

Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurement, and how the information will be used to guide and evaluate the impact of the program. Describe the process to accurately report implementation findings and, specifically, the impact of the solution on criminal justice operational practices. Applicants should identify and describe both outputs and outcomes they anticipate as a result of their proposed implementation strategy, and a process for measuring these.

**5. Budget (15 percent of 100)**

Provide a proposed budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should detail 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.<sup>1</sup> In the narrative, applicants must fully explain why the proposed expenditures are necessary to support implementation of the technical solution described in the Program Narrative.

Applicants should also budget travel/lodging expenses for visits to the Washington, DC area to meet with federal officials and/or take part in BJA-sponsored grantee meetings as directed.

## 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

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<sup>1</sup> 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.

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, 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](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
- Reporting of Potential Fraud, Waste, and Abuse, and Similar Misconduct
- 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
- Non-profit 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
- Active SAM Registration
- Policy and Guidance for Approval, Planning, and Reporting of Conferences (including Meetings and Trainings)
- OJP Training Guiding Principles for Grantees and Sub-grantees

## How to Apply

Applicants must register in, and submit applications 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](http://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.

BJA strongly 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 updates will be notified.

**Note on File Names and File Types: Grants.gov only permits the use of certain specific characters in names of attachment files. Valid file names may include only the characters shown in the table below. Grants.gov is designed to reject any application that includes an attachment(s) with a file name that contains any characters not shown in the table below. Grants.gov is designed to forward successfully submitted applications to OJP’s Grants Management System (GMS).**

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ( )	Curly braces { }	Square brackets [ ]
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Number 0 – 9	Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
Underscore ( _ )	At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Hyphen ( - )	Percent sign ( % )	Plus sign ( + )	Equal sign ( = )
Space	<b>When using the ampersand (&amp;) in XML, applicants must use the “&amp;” format.</b>		
Period ( . )			

**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.” GMS may reject applications with files that use these extensions. It is important to allow time to change the type of file(s) if the application is rejected.

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 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](http://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 is 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. Applicants must **update or renew their SAM registration annually** to maintain an active status.

Applications cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. The information transfer from SAM to Grants.gov can take up to 48 hours. OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at [www.sam.gov](http://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](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 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 numbers for this solicitation are 16.751, titled "Edward Byrne Memorial Competitive Program," and 16.738, titled "Edward Byrne Memorial Justice Assistance Grant (JAG) Program," and the funding opportunity number is BJA-2014-3879.
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 a valid 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. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 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.

Click [here](#) for further details on DUNS, SAM, and Grants.gov registration steps and timeframes.

#### **Note: Duplicate Applications**

If an applicant submits multiple versions of an application, BJA will review only the most recent valid 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 OJP determines that the applicant failed to follow all

required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- failure to register in SAM or Grants.gov in sufficient time
- failure to follow Grants.gov instructions on how to register and apply as posted on its web site
- failure to follow each instruction in the OJP solicitation
- 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](http://www.ojp.usdoj.gov/funding/solicitations.htm).

## Provide Feedback to OJP

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. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This e-mail 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 e-mail 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 e-mail your resume to [ojppeerreview@lmbps.com](mailto: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 2014 Justice Information Sharing Training and Technical Assistance (JIS TTA) Program

This application checklist has been created to assist in developing a full application (invited participants only).

### What an Applicant Should Do:

#### *Prior to Registering in Grants.gov:*

- \_\_\_\_\_ Acquire a DUNs Number (see page 22)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 22)

#### *To Register with Grants.gov:*

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 22)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 23)

#### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the funding opportunity on Grants.gov (see page 23)
- \_\_\_\_\_ Select the correct Competition ID (see page 23)
- \_\_\_\_\_ Download Funding Opportunity and Application Package (see page 23)
- \_\_\_\_\_ Sign up for Grants.gov email notifications (optional) (see page 21)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)

### General Requirements:

- \_\_\_\_\_ Review "[Other Requirements](#)" web page

### Scope Requirement:

- \_\_\_\_\_ The application requests a funding amount and a period of performance equal to or less than what is described under the relevant category description (and that category is clearly identified)

**Eligibility Requirement:** see page 1

### What an Application Should Include:

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 14)
- \_\_\_\_\_ Project Abstract (see page 15)
- \_\_\_\_\_ \*Program Narrative (see page 15)
- \_\_\_\_\_ \*Budget Detail Worksheet (see page 15)
- \_\_\_\_\_ \*Budget Narrative (see page 16)
- \_\_\_\_\_ Employee Compensation Waiver request and justification (if applicable) (see page 12)
- \_\_\_\_\_ Read OJP policy and guidance on "conference" approval, planning, and reporting available at [www.ojp.gov/funding/confcost.htm](http://www.ojp.gov/funding/confcost.htm) (see page 13)
- \_\_\_\_\_ Disclosure of Lobbying Activities (SF-LLL) (see page 23)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 16)
- \_\_\_\_\_ Tribal Authorizing Resolution (if applicable) (see page 16)
- \_\_\_\_\_ Applicant Disclosure of High Risk Status (see page 17)

- \_\_\_\_\_ Additional Attachments
  - \_\_\_\_\_ Project Timeline (see page 17)
  - \_\_\_\_\_ Position Descriptions/Resumes (see page 17)
  - \_\_\_\_\_ Applicant Disclosure of Pending Applications(see page 17)
  - \_\_\_\_\_ Accounting System and Financial Capability Questionnaire (if applicable) (see page 18)

\* 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.