

# **Comprehensive Corrections Training and Technical Assistance**

June 18, 2019

This solicitation has been updated to correct the period of performance for the Category 4 award. Thank you for your attention to this update.

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



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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 training and technical assistance providers in eight areas: (1) support to Second Chance Act grantees and practitioners to improve reentry and reduce recidivism; (2) support to grantees and practitioners to improve correctional substance abuse treatment programming and outcomes for inmates/detainees post-release; (3) Prison Rape Elimination Act (PREA) audit support, training, and clearinghouse functions; (4) PREA grantee and practitioner support; (5) improving wellness support for institutional corrections employees; (6) improving institutional corrections academy training; (7) evaluation and sustainability support for Second Chance Act grantees; and (8) improving safety of correctional facilities by addressing contraband cellphones.

## **Comprehensive Corrections Training and Technical Assistance**

**Applications Due: *July 31, 2019***

### **Eligibility**

Eligible applicants are limited to nonprofit organizations, for-profit organizations (including tribal nonprofit or for-profit organizations), institutions of higher education (including tribal institutions of higher education), faith-based organizations, and consortiums with demonstrated experience in providing training and technical assistance on a national level in the identified subject areas.

All recipients and subrecipients (including any for-profit organization) must forgo any profit or management fee.

BJA welcomes applications under which two or more entities would carry out the federal award; however, only one entity may be the applicant. Any others must be proposed as subrecipients (subgrantees).<sup>1</sup> The applicant must be the entity that would have primary responsibility for carrying out the award, including administering the funding and managing the entire program. Only one application per lead applicant will be considered; however, an applicant may be proposed as a subrecipient (subgrantee) in multiple proposals.

For PREA programs, applicants interested in pursuing funding under both Categories 3 and 4 of this solicitation are required to submit two separate applications: one that covers Category 3 and one that covers Category 4; they cannot combine the two.

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<sup>1</sup> For additional information on subawards, see "Budget and Associated Documentation" under [D. Application and Submission Information](#).

BJA may elect to fund applications submitted under this fiscal year (FY) 2019 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

## Deadline

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/home.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on July 31, 2019.

To be considered timely, an applicant must submit by the application by the deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant 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.

OJP encourages all applicants to read this [Important Notice: Applying for Grants in Grants.gov](#).

For additional information, see [How To Apply](#) in Section D. Application and Submission Information.

## Contact Information

For technical assistance with submitting an application, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at <https://www.grants.gov/web/grants/support.html>, or at [support@grants.gov](mailto:support@grants.gov). The Grants.gov Support Hotline operates 24 hours a day, 7 days a week, except on federal holidays.

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under “Experiencing Unforeseen Grants.gov Technical Issues” in the [How To Apply](#) section.

For assistance with any unforeseen Grants.gov technical issues beyond an applicant’s control that prevent it from submitting its application by the deadline, or any other requirement of this solicitation, contact the National Criminal Justice Reference Service (NCJRS) Response Center: toll-free at 800-851-3420; via TTY at 301-240-6310 (hearing impaired only); email [grants@ncjrs.gov](mailto:grants@ncjrs.gov); fax to 301-240-5830; or web chat at <https://webcontact.ncjrs.gov/ncjchat/chat.jsp>. The NCJRS Response Center hours of operation are 10:00 a.m. to 6:00 p.m. eastern time, Monday through Friday, and 10:00 a.m. to 8:00 p.m. eastern time on the solicitation close date.

Grants.gov number assigned to this solicitation: BJA-2019-15088

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# Comprehensive Corrections Training and Technical Assistance

## CFDA #16.812, 16.593, and 16.735

### A. Program Description

#### Overview

The Comprehensive Corrections Training and Technical Assistance Program provides comprehensive and high quality training and technical assistance (TTA) to BJA's grantees and criminal justice practitioners to improve the delivery of correctional services and increase public safety by improving outcomes for people detained and incarcerated in correctional facilities. BJA is seeking TTA providers with demonstrated experience and expertise to provide assistance in eight categories:

Category 1: National Reentry Resource Center (NRRC)

Category 2: Residential Substance Abuse Treatment for State Prisoners (RSAT)

Category 3: Prison Rape Elimination Act (PREA) Resource Center

Category 4: Site-Based PREA Implementation Support

Category 5: Improving Wellness Support for Institutional Corrections Employees

Category 6: Improving Institutional Corrections Academy Training

Category 7: Evaluation and Sustainability Support for Second Chance Act Grants

Category 8: Improving Safety for Institutional Corrections

All TTA must be grounded in data, research, and best practices. Additionally, it should enhance the capacities of the recipients to address similar issues on their own after the grant expires.

The roles of the selected TTA providers will be to assist BJA grantees and subgrantees in accomplishing the objectives of the overall program and the objectives of their specific grant-funded projects. Additionally, the selected TTA providers will need to be responsive to requests for information or assistance from criminal justice practitioners while also advancing the state of knowledge in their respective subjects. Approaches to TTA will range from simple to complex, from short- to long-term, from agency-specific to system-wide. Mechanisms for providing TTA can include, but are not limited to: conference calls, onsite consultation, video conferencing, webinars, publications, peer-to-peer learning sessions, coaching, communities of practice, customized resource packets, facilitated sessions, trainings, and guided planning processes (e.g., planning and implementation guides, strategic planning, development and/or review of policy and procedures, and in-person grantee trainings).

**Please note that the eight categories described within this competitive grant announcement are soliciting applications from providers to deliver nationwide TTA. This grant announcement is not soliciting applications from individual jurisdictions to receive funding, training, or technical assistance from BJA.**

#### Overview of Training and Technical Assistance Expectations

BJA's overall TTA delivery expectations include:

1. Individualized, efficient, and consistent delivery of TTA in order to get grantees to accomplish their goals by the end of their project periods.

- a) Develop individualized TTA work plans for each grantee based on its goals outlined in the funded application. Work plans should be presented to each grantee, revised as needed, and agreed to by the grantee. Work plans should include checklists to help grantees execute key tasks (e.g., developing a researcher-practitioner partnership). Please note that BJA may require the selected provider to submit for review and approval proposed TTA plans, protocols, or strategies in advance of dissemination and implementation with grantees.
  - b) For grantees requiring completion of a planning and implementation (P&I) guide, provide TTA in completing the guide so grantees are able to address governance, program design, data collection and evaluation, and sustainability, and assess grantees' progress in achieving their grant goals. The TTA provider must submit proposed modifications of the P&I guide to BJA for review and approval prior to distributing to grantees.
  - c) Assign each grantee a TTA lead/coach to assess and identify grantee TTA needs, including a summary of the findings for the grantee and recommended next steps, to improve program performance to be shared with BJA. Each coach should have the skills and time needed to move their assigned grantees toward their goals. TTA coaches should have consistent, scheduled monthly calls with grantees. Email check-ins may be substituted occasionally, as logistics require. Prior to assigning coaches, the awarded applicant must provide to BJA a list of TTA coaches/consultants and their expertise. Assigned coaches must provide follow-up information regarding the grantee's implementation of the recommendations that were provided.
  - d) The selected TTA providers must undertake efforts to anticipate, quickly identify, and address challenges that arise during TTA delivery. When challenges arise, the TTA providers should engage in strategies like case conferencing to harness the collective knowledge of TTA coaches.
2. TTA provider staff are expected to have sufficient subject expertise to assist grantees in the execution of their projects. The staff should have the necessary technical skill sets and experience to effectively be able to coach grantees and assist them in reaching their goals.
  3. There are occasions where an external expert will be required. To this end, the TTA provider must utilize a range of vetted local and national subject experts, including practitioners, academics, and federal partners. The TTA provider must identify and maintain a list of subject experts whose expertise and experience best fit the needs of the grantees. With BJA's approval, the TA providers will assign TTA consultants to assist grantees, and report on and monitor the TTA provided. The roles of the subject experts will vary across engagements, so TTA providers must develop protocols to define the scope of the role of the subject experts, when needed (e.g., advisor to TTA provider, direct assistance to grantees, participating in webinars). The TTA provider must provide written reports to BJA on the TTA provided and the status of ongoing activities.
  4. For grantees for whom evaluation is a requirement, the TTA provider must routinely engage them on their evaluation activities process, including data collection, providing guidance on the evaluation plan to ensure quality design, relationship with and feedback from evaluators, and evaluation plan progress.
  5. The TTA providers must participate in ongoing collaboration and coordination. They should emphasize and actively engage in cross-organizational coordination, including:
    - a) Coordination in local jurisdictions. The TTA providers must be both aware of and in touch with other key, overlapping initiatives and TTA providers in the jurisdictions in which they are providing assistance.
    - b) Coordination with federal partners. The TTA providers must serve as a coordinator with federal partners and support strategies related to the subject.
    - c) Coordination across interest groups. The TTA providers must develop regular meetings (e.g., quarterly stakeholder meeting, annual advisory board meeting) to allow for ongoing

- dialogue among relevant partners, including, at a minimum, federal partners, public/private partnerships, special interest groups (e.g., peer support community).
6. The TTA providers should prioritize responses to requests from practitioners and assist unfunded applicants, in consultation with BJA. Not all ad hoc responses require an extensive response—some might require referral to resources or connection with other agencies for collaboration—but a limited number will require more thorough exploration and response. In consultation with BJA, TTA providers must design a process to evaluate requests for limited assistance from unfunded jurisdictions and agencies, triage requests that are received, and respond to them efficiently and effectively; and produce regular (i.e., quarterly) written reports that summarize the support provided.
  7. The TTA providers must serve as a thought leader and information clearinghouse for relevant research and best practices. They must:
    - a) Create knowledge diffusion products (e.g., fact sheets, webinars) and disseminate them through BJA’s networks. Efforts must be made to develop a strategy to coordinate with other TTA providers and federal partners in order to minimize duplication of efforts.
    - b) Convene grantee learning communities, based on their respective projects/programs, to explore best practices and lessons learned.
    - c) Disseminate best practices and lessons learned by attending and presenting at national, state, local, tribal, or other conferences and events related to award activities where officials and other stakeholders can learn about successful strategies.
  8. The TTA providers must proactively build field knowledge and capacity in the subject of the category in which they are awarded. This includes coordinating and supporting a presence at national meetings and conferences via workshops, panel presentations, and briefings. They must:
    - a) Coordinate all TTA activities with BJA and other OJP divisions (e.g., the Office of Juvenile Justice and Delinquency Prevention’s Intervention Division) in order to ensure coordinated delivery of services among TTA providers and effective use of BJA TTA grant funding.
    - b) Assist grantees in the collection of performance measure data for submission to the Performance Measurement Tool (PMT), working in collaboration with the local research partners, when relevant.
    - c) Based on performance reporting trends and TTA needs assessments, propose to and work with BJA on tailoring the TTA strategy to meet emerging needs and trends.
  9. Maintain a listserv of grantees, subgrantees, and key contacts responsible for undertaking grant and related activities, including interested state, local, and tribal contacts, and federal and national partners.
  10. TTA providers may be required to participate in BJA’s GrantStat and mini-GrantStat. Through GrantStat, BJA management and staff examine the performance of BJA-funded grant programs by tracking grantee program/project performance using several key indicators. GrantStat calls for the collection and analysis of performance data and other relevant grant-level information that enable BJA as well as our TTA partners to be held accountable for the grantee’s and program/project’s performance as measured against the program/project’s objectives.

**Note:** In their proposals, applicants are expected to address the solicitation’s objectives and requirements both above in the Overview section and below in the category-specific sections.

Each awardee will be required to submit a detailed work plan for approval by the BJA Program Manager within 30 days of the date of the award. The Program Manager will provide guidance on what topics should be included in the work plan and will be available to advise and answer questions.

**Statutory Authority:** BJA anticipates awards to be made under the following authority:

1. Categories 1, 5, 6, and 7 via Public Law 110-199, as amended
2. Category 2 via 34 U.S.C. § 10421
3. Categories 3 and 4 via Public Law 108-79, as amended
4. Category 8 via Public Law 116-6

Additional authority for awards made under this solicitation may be provided by the Consolidated Appropriations Act 2019, Public Law 116-6.

## **Category 1: National Reentry Resource Center (NRRC)**

### ***Overview and Program-specific Information***

The Second Chance Act (SCA) of 2007 (Pub. L. 110-199) provides for a comprehensive response to the large number of incarcerated adults and juveniles who leave prisons, jails, and juvenile residential facilities and return to communities. SCA directs the Department of Justice to provide for the establishment of a National Adult and Juvenile Offender Reentry Resource Center (NRRC). BJA and the Office of Juvenile Justice and Delinquency Prevention (OJJDP) are collaborating closely on the implementation of the Second Chance Act, including administering funds for NRRC. Similarly, both BJA and OJJDP are working with the National Institute of Justice (NIJ) in support of the research and evaluation activities called for in the Second Chance Act.

The selected TTA provider will assist all SCA program grantees awarded funds by BJA and OJJDP, including the following programs:

- BJA Innovations in Reentry Program
- BJA Statewide Adult Recidivism Reduction Strategic Planning and Implementation Program
- BJA Adult Reentry and Employment Strategic Planning Program
- BJA Improving Reentry for Adults with Co-Occurring Substance Abuse and Mental Illness Program
- BJA Comprehensive Community-Based Adult Reentry Program
- BJA Innovations in Supervision Initiative
- BJA Technology Career Training Program for Incarcerated Adults and Juveniles
- OJJDP Second Chance Act Ensuring Public Safety and Improving Outcomes for Youth in Confinement and While Under Community Supervision—Category 1: Implementing Evidence-Based Substance Abuse and Mental Health Treatment Services and Category 2: Reentry Anti-gang Strategies and Programs
- OJJDP Second Chance Act Addressing the Needs of Incarcerated Parents With Minor Children
- OJJDP Second Chance Act Youth Offender Reentry Program
- OJJDP Second Chance Act Implementing County and Statewide Plans to Improve Outcomes for Youth in the Juvenile Justice System
- OJJDP Second Chance Act Strengthening Relationships Between Fathers and Their Children: A Reentry Mentoring Project
- OJJDP Second Chance Act Strengthening Relationships Between Youth Mothers and Their Children

Please note that while the cooperative agreement that results from this competition will be administered by BJA, the selected provider will also be expected to work with OJJDP staff on juvenile program and policy TTA initiatives under the same cooperative agreement.

## **Objectives and Deliverables**

**Category 1, Objective 1:** NRRC must maintain a national presence and provide resources to criminal justice practitioners and Second Chance Act grantees via the NRRC website (<https://csgjusticecenter.org/nrrc>) and serve as a reentry clearinghouse.

### **Category 1, Objective 1 Deliverables:**

1. Maintain and enhance the [NRRC website](#) to include up-to-date content on reentry resources, events, and funding opportunities. Maintain and staff an NRRC toll-free number and general email address through which interested parties can request and obtain information in a timely fashion.
2. Cultivate, develop, and cite literature about effective reentry practices:
  - a) Maintain an online presence about what the research says works in reentry by pulling information from [crimesolutions.gov](http://crimesolutions.gov).
  - b) Identify promising programs and practices for consideration by [crimesolutions.gov](http://crimesolutions.gov).
  - c) Develop “lessons learned” materials from both the implementation and evaluation of state and federal reentry initiatives.
3. Publicize a current reentry toolkit (to be completed in 2019), including an online version, for jurisdictions interested in establishing or assessing a reentry initiative. It must highlight publications, tools, research, and key websites that can be used to ensure their programs/projects draw on evidence-based practices and the experiences of other jurisdictions.
4. Encourage and facilitate collaboration. Develop and disseminate actionable strategies for reentry stakeholders to leverage existing federal, state, local, and/or philanthropic resources to enhance reentry and reduce recidivism.
5. House and publicize resources cultivated and developed through targeted policy and technical assistance.
6. Develop content for the [Public Safety Risk Assessment Clearinghouse](#). Provide:
  - a) Updates on the current state of the field regarding the use of risk models
  - b) Information on best or promising practices in the use of risk models

**Category 1, Objective 2:** NRRC should advance knowledge and practice among grantees and criminal justice practitioners in specific topics that directly intersect with reentry, including tracking and reporting on jurisdictions that have implemented effective programs, have innovated, and have promising practices in these topics.

### **Category 1, Objective 2 Deliverables:**

1. Training and technical assistance. Serve as the primary TTA provider for SCA site-based grantees to help them improve reentry and reduce recidivism among people returning from incarceration to their communities by meeting the objectives and deliverables of their grant-funded projects. Please refer to “Overview of Training and Technical Assistance Expectations” on page 4 for additional details regarding the delivery of TTA.
2. Health benefits. Work to improve people in reentry’s access to health care and health outcomes. For example, identify and enroll released inmates in benefits, and develop and enhance tools and systems to ensure continuity of care as released inmates reenter their communities.
3. Employment. Work to improve the work readiness of released inmates in reentry and fair chance hiring to receive them. For example, reduce barriers to occupational licensing and ensure training programs align with employment opportunities in the jurisdiction. Conduct an industry analysis of prospective career opportunities that are viable and of

- value to inmates re-entering.
4. Evidence-based practices. Work on the adoption and implementation of evidence-based practices. For example, improve the adoption, use, and appropriate information sharing of risk and needs assessments to inform programming and responsivity.
  5. Collateral consequences. Provide assistance to better identify and address the indirect consequences of criminal conviction. Keep up to date and train jurisdictions in the [National Inventory on Collateral Consequences of Conviction](#), a repository of state-level legislative and regulatory collateral consequences.
  6. Civil legal aid. Provide technical assistance to build the legal services capacity needed to help with record cleaning, expungement, and related civil legal services. Liaise with the Department of Labor to support the jointly funded [National Clean Slate Clearinghouse](#). Funds may be used to provide assistance and coordination to support successful reintegration through limited legal advice and referral related to: securing a driver's license; expunging or limiting access to criminal records; creating and/or modifying child support orders; family services that help stabilize individuals and families; finding and maintaining adequate housing; finding and maintaining employment; and corrections to reports that fall under the Fair Credit Reporting Act. Note: Direct representation in litigation, such as through court filings or through other litigation services, is not an allowable cost. **Note:** BJA funding may not be used for criminal defense services. Please note, direct representation on vacatur or expungement matters, through court filings or through other litigation services, is not an allowable cost under this solicitation or with FY 2019 funds.
  7. OJJDP collaboration. Work with OJJDP's SCA grantees to provide tools, training, and resources aimed at helping youth, parents, guardians, youth-serving professionals, and communities identify and address collateral consequences. Examples might include bench cards, know-your-rights materials, infographics, handbooks, workshops, and the referral and coordination of resources for direct legal services.
  8. Children of Incarcerated Parents grant programs. Provide targeted technical assistance, training, and coaching to OJJDP's SCA Children of Incarcerated Parents grant programs to enhance the delivery of evidence-based practices that support positive family engagement, reduce recidivism, and improve outcomes for incarcerated parents and their children.
  9. Risk assessment. Deliver distance training and targeted technical assistance to grantees and criminal justice practitioners regarding the science and practice of risk and needs assessment to inform decisions at various points in the criminal justice system.
  10. Inmate behavioral management. Initiate intensive work in local and state agencies seeking to improve behavioral management techniques by lessening correctional agencies' dependence on restrictive housing as a management tool, increasing the safety and working conditions for correctional officers, and ensuring staff have the training and tools they need to support positive behavior changes in inmates, which lead to positive outcomes upon reentry. Funds may be used to work with grantees to pilot focused-deterrence violence reduction strategies; implement a swift, certain, and fair model; or identify and apply management techniques that safely resolve incidents, among other things. Applicants should explain in as much detail as possible the process or model they propose to use to promote positive inmate behavioral management in the selected agencies, and how the positive outcomes of this work will be leveraged to encourage similar initiatives in other agencies and facilities. Core deliverables that applicants should address in their proposals are: creating materials and a strategy to promote the availability of this opportunity; an objective process to select local and state agencies with which to work; and documenting the outcomes of these pilot initiatives to be shared with BJA so they can be leveraged and replicated in jurisdictions nationwide.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

## **Category 2: Residential Substance Abuse Treatment for State Prisoners (RSAT) Training and Technical Assistance Program**

### ***Overview and Program-specific Information***

The Residential Substance Abuse Treatment for State Prisoners Program (34 U.S.C. § 10421.) assists states and local governments to develop and implement substance abuse treatment programs in state, local, and tribal correctional and detention facilities and to create and maintain community-based aftercare and reentry services. The RSAT TTA Program is designed to assist formula grant recipients consisting of states, tribes, and units of local government in the provision of residential substance abuse treatment services for inmates/detainees to prepare participants for reintegration into communities. BJA recently released a [promising practices guidelines \(PPG\) document](#) designed to improve service delivery in accordance to the evidence of what works in correctional treatment. The selected provider must be able to administer TTA to grantees overseeing prisons and jails, aligning its policies and practices with the PPG.

### ***Objectives and Deliverables***

**Category 2 Objective:** The RSAT TTA provider must provide ongoing support to grantees in developing and implementing substance abuse treatment programs.

### **Category 2 Deliverables:**

1. Provide targeted training and technical assistance to help RSAT state-based grantees and their 300 local subrecipients to improve the delivery of evidence-based residential substance abuse treatment and aftercare services. The 2017 [Promising Practices Guidelines for Residential Substance Abuse Treatment](#) should be used as a guide for this TTA.
2. Maintain and enhance the RSAT TTA website to include up-to-date content on resources, events, and funding opportunities.
3. Participate in an ongoing collaborative with BJA and federal partners to ensure grantees adhere to national practice guidelines and the model for substance abuse treatment in RSAT programs.
4. Deliver and update, as needed, the following BJA-approved curricula on the RSAT Training and Technical Assistance website ([www.rsat-tta.com](http://www.rsat-tta.com)): (1) HIV Prevention and the Treatment Needs of Offenders at Risk for or Living with HIV/AIDS; (2) Trauma-Informed Approaches in Correctional Settings; (3) Understanding Co-Occurring Disorders and Applying Integrated Treatment Strategies for Adult Correctional Populations; (4) Integration of Medication Assisted Treatment (MAT) into Aftercare: Transitional Strategies to Reduce Recidivism and Sustain Recovery; and (5) in consultation with an advisory board and approval by BJA, develop one additional curriculum responding to the trending needs of the correctional substance abuse treatment field.
5. Serve as a national resource for RSAT grantees and practitioners on information such as dynamic inmate risk/needs assessment instruments, matching participants to appropriate treatment modalities, integration of substance abuse and mental health treatment in residential treatment communities, drug testing, and implementing evidenced-based programs and practices in residential substance abuse treatment programs in correctional facilities.

6. Deliver a regular monthly webinar series to address current RSAT information and training needs, including such topics as reducing overdose in custody for jail/prison staff; understanding and implementing medically managed withdrawal; effective transitioning to treatment providers in the community upon release, including better and appropriate information sharing; and strategies for increasing the number of facilities that implement and maintain MAT programs.
7. Propose, secure BJA support for, and implement a strategy to increase the number and the quality of jail-based medication assisted treatment to address the needs of inmates/detainees with opioid use disorders. The [Promising Practice Guidelines for Jail-based Medication Assisted Treatment Programs](#) should guide this TTA.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **Category 3: National PREA Resource Center**

#### ***Overview and Program-specific Information***

The Prison Rape Elimination Act (PREA) requires DOJ to establish “a national clearinghouse for the provision of information and assistance to Federal, State, and local authorities responsible for the prevention, investigation, and punishment of instances of prison rape.” To date, DOJ has fulfilled this statutory obligation through the [National PREA Resource Center \(PRC\)](#). The PRC function being competed under this category will continue to deliver strategic support and training to state, local, and tribal corrections and law enforcement professionals, victim advocates, and other key stakeholders working to eliminate sexual abuse in confinement, and implement the National PREA Standards. PRC will also continue to serve as a critical BJA partner in managing the nationwide PREA audit function, which is required by the PREA Standards.

It is BJA’s intention for PREA-specific strategic support, assistance, and training for grantees and practitioners to be provided **solely** by the organization(s) and/or team(s) of organizations funded under Categories 3 and 4 of this solicitation. Jurisdictions applying for funding under the FY 2019 BJA solicitation, [“Implementing the National PREA Standards, Protecting Inmates, and Safeguarding Communities.”](#) are **not** allowed to use the resources available under that solicitation to fund subrecipients (subgrantees) to carry out the PRC and/or the PREA TA functions described in Categories 3 and 4 of this solicitation.

#### ***Objectives and Deliverables***

**Category 3, Objective 1:** Promote high quality, objective, comprehensive, and reliable PREA audits in federal, state, local, and tribal agencies/facilities nationwide.

#### **Category 3, Objective 1 Deliverables:**

1. Manage and enhance the rigorous PREA auditor training and certification program. For more information regarding this training and certification program, please see the [PREA Auditor Handbook](#) and the [PRC website](#).
2. Oversee a comprehensive application process for individuals interested in becoming DOJ-certified PREA auditors. Note: as a requirement for DOJ certification, auditor candidates are required to successfully complete a training audit as part of the Auditor Field Training Program (FTP). FTP’s goal is to provide auditor candidates with an opportunity to transfer the knowledge and skills they attain during the classroom-based Auditor Training to a field-auditing experience in a supervised and supportive

environment. Specifically, the FTP audit strengthens auditor candidates' understanding of the PREA Standards, hones their auditing skills, and provides an opportunity to implement the PREA audit methodology, as outlined in the [PREA Auditor Handbook](#).

3. Conduct one 40-hour, classroom-based PREA Auditor Candidate Training in the spring of 2020 at a location to be identified with input from BJA, and to include approximately 50 auditor candidates.
4. Carry out at least the first three of nine anticipated PREA Auditor FTP events that will be required following the Auditor Training. BJA anticipates that the 12-month project period and the resources available under Category 3 will accommodate three FTP events. BJA anticipates funding the remaining six FTP events using the FY 2020 PREA appropriation.
5. Review and provide feedback on the first two audit reports by auditors on probationary certification status, and periodically review and provide feedback to newly certified auditors. Note: DOJ-certified auditors on probationary certification status must submit draft reports for their first two audits for review by the PRC prior to submitting them to the audited facility. The goal of the PRC's review is to evaluate the degree to which the audit reports clearly and thoroughly describe the auditor's methodology, the evidence collected during all phases of the PREA audit process, the auditor's systematic review and analysis of the evidence, and how the auditor connected this information to determine compliance or noncompliance for each provision of every PREA standard. Based on this review, PRC staff provide detailed guidance to the auditor regarding areas of strength and areas in need of improvement. Upon completion of an auditor's two required probationary certification reviews by the PRC, BJA's PREA Management Office (PMO) reviews the auditor's body of work and makes a determination as to whether or not the auditor will receive full DOJ certification.
6. Administer the process to recertify, within 6 months of the expiration date, PREA auditor certifications. Each certification lasts for 3 years. This includes communicating recertification requirements to auditors, administering an online exam, and facilitating a fingerprint-based criminal background recheck.
  - a. Provide ongoing training, resources, and assistance to DOJ-certified PREA auditors through web-based trainings and live training events. These include, but are not limited to, the operation of auditor helplines to provide guidance to auditors during the conduct of audits and the development of auditing tools and resources to assist auditors.
7. Support the PREA audit oversight program that is directed by BJA's PMO. For more information regarding this oversight program, please see the [PREA Auditor Handbook](#).
  - a. Manage the PREA audit peer review process to evaluate the efforts of their auditor peers to conduct high quality, objective, comprehensive, and reliable PREA audits.
  - b. Collect complaints, concerns, and feedback related to auditor conduct via a [PREA Auditor Feedback Form](#) that is maintained on the [PRC website](#).
  - c. Manage auditors' substantial pre- and post-audit reporting requirements.
  - d. Conduct statistical analyses of PREA audit data to identify auditing trends.
    - i. Test and enhance the PREA audit instrument and the PREA audit methodology to ensure that PREA audits reflect the most recent [Frequently Asked Questions \(FAQs\)](#) issued by the DOJ PREA Working Group.
    - ii. Operate the [PREA Online Audit System \(OAS\)](#) and, if directed to do so by OJP's Office of the Chief Information Officer, support the migration of the system into OJP's information technology infrastructure. The PRC is expected to work with BJA to make enhancements to the OAS, based on

user feedback, and to increase the number of DOJ-certified auditors, and the audited agencies and facilities using it. If the OAS becomes mandatory, the PRC must support the efforts of all DOJ-certified PREA auditors, and the agencies and facilities being audited to use it.

8. PREA work funded under Category 3 of this solicitation must be strategically linked and integrated with Category 4, even if different organizations—or teams of organizations—are competitively selected to administer Category 4. Applicants under Category 3 must, therefore, explain how the work conducted under Category 3 will be carried out in collaboration with the applicant(s) selected under Category 4.

**Category 3, Objective 2:** Develop and conduct presentations and training at national professional conferences, and at other events and venues that reach the diverse stakeholders who are responsible for PREA implementation, including jurisdictions in receipt of BJA PREA grants.

**Category 3, Objective 2 Deliverables:**

1. Utilize technology to create cost-effective training materials and opportunities that are responsive to the PREA needs of key constituent groups across the nation, including BJA PREA grantees and Indian tribal governments. Applicants should propose strategies to create additional training opportunities for practitioners on a variety of PREA-related topics, including conducting sexual abuse investigations in confinement facilities. Applicants are encouraged to propose a strategy to develop an advanced training curriculum that focuses on conducting comprehensive and effective investigations of sexual abuse in confinement facilities. This new curriculum should build upon existing, relevant curricula and be responsive to current challenges that agencies and facilities face in carrying out these investigations.

**Category 3, Objective 3:** Expand and enhance a comprehensive, national communication and outreach strategy to support the PREA implementation support and activities that result from the PRC's efforts to continue its clearinghouse obligations, as articulated in the PREA statute.

**Category 3 Objective 3 Deliverables:**

1. Identify the key constituent groups and national stakeholder organizations that should be targeted. An important constituent group that must be targeted is the national community of agency-level PREA coordinators.
2. Define effective communication, outreach, and support strategies to use with these groups and organizations.

**Category 3, Objective 4:** Implement a process to work with BJA to solicit, review, select, and administer two or three [PREA mini grants](#), for up to \$50,000 per grant, that address new and emerging PREA-related implementation issues and challenges identified in the field.

**Category 3, Objective 4 Deliverables:**

1. Develop materials and a strategy to publicize the availability of these grants and an objective process to review and select them.
2. Highlight and share the accomplishments of the mini grants so that relevant lessons and learnings can be used in jurisdictions across the nation.

**Category 3, Objective 5:** Serve as a national clearinghouse for current, user-friendly PREA resources and information.

### **Category 3, Objective 5 Deliverables:**

1. Develop new and innovative written and web-based resources that are responsive to the field's and BJA PREA grantees' current needs related to PREA implementation.
2. Compose memoranda detailing first impression questions from practitioners related to the PREA Standards for consideration by the DOJ PREA Working Group, and post answers to these questions on the [FAQs page](#) of the [PRC website](#).
3. Provide ongoing updates to the content and structure of the [PRC website](#).
4. Communicate on a regular and consistent basis with thousands of stakeholders involved in PREA implementation across the country via newsletters, e-blasts, and other methods to keep them apprised of new PREA developments, emerging and promising practices related to PREA implementation, and available PREA resources.
5. Receive TA requests for assistance from the field and quickly refer them to the organization or team of organizations that is selected to carry out the PREA TA work that is funded under Category 4 of this solicitation.
6. Stay fully abreast of the site-based TA efforts supported under Category 4 of this solicitation, and highlight and promote promising practices and lessons that emerge in the site-based TA that is delivered.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **Category 4: Site-Based PREA Implementation Support**

#### ***Overview and Program-specific Information***

BJA is inviting applications under Category 4 to provide individualized, site-based technical assistance to jurisdictions nationwide on effectively implementing the National PREA standards. The proposed TA approaches and strategies must be consistent with BJA's corrections TTA expectations included on pages 4-6 of this solicitation. BJA expects the PREA work funded under Category 3 and Category 4 to be strategically linked and integrated, even if different organizations—or teams of organizations—are competitively selected to administer each one.

Jurisdictions applying for funding under the FY 2019 BJA solicitation, "[Implementing the National PREA Standards, Protecting Inmates, and Safeguarding Communities](#)," are **not** allowed to use the resources available under that solicitation to fund subrecipients (subgrantees) to carry out the PRC and/or the PREA TA functions described in Categories 3 and 4 of this solicitation. It is BJA's intention for the PREA-specific strategic support, assistance, and training for the field to be provided **solely** by the organization(s) and/or team(s) of organizations funded under Categories 3 and 4 of this solicitation.

#### ***Objectives and Deliverables***

**Category 4, Objective 1:** Provide targeted support to BJA's FY 2019 PREA grantees to assist them in clarifying and achieving their grant-specific goals. This support must be consistent with the TTA expectations outlined on pages 4-6 of this solicitation.

#### **Category 4, Objective 1 Deliverables:**

1. Support grantees to develop, during the first 6 months of the grant period, comprehensive PREA implementation plans that are consistent with the National PREA standards, prioritize needs and challenges related to PREA implementation, and identify strategies to address these.

2. Provide onsite strategic support and assistance to grantees. It is anticipated that during the 15-month project period, TA leads/coaches will make at least two site visits, each approximately 3 days in length, to their assigned grantee(s).
3. Deliver ongoing, targeted, and individualized PREA implementation assistance to grantees following the finalization and approval by BJA of their PREA implementation plans, consistent with the expectations outlined on pages 4-6 of this solicitation.<sup>2</sup>
4. Identify and mobilize a team of expert practitioners who will be called upon to support the efforts of grantees. Although each grantee must be assigned a TA lead/coach, BJA recognizes that these individuals are unlikely to possess the expertise needed to address the many issues and challenges that arise related to preventing, detecting, and responding to sexual abuse in confinement. Therefore, BJA is requiring the selected organization, or team of organizations, to identify a group of expert practitioners who can provide tailored and individualized support to grantees on an as-needed basis. These subject experts may be employees of the applicants or their proposed subrecipient(s) (subgrantee(s)), or they may be external consultants.
5. Develop, based on the experiences of grantees, a PREA planning and implementation template, and other tools and resources that can be used to provide cost-effective support to future grantees.
6. Make publicly available the innovative and promising work that is accomplished by grantees via the infrastructure of the PRC.
7. Memorialize the support provided to grantees and their accomplishments via quarterly written reports throughout the project period and a comprehensive written summary at the end of the project period.

**Category 4, Objective 2:** Provide remote (rather than onsite) PREA-focused strategic support and assistance to jurisdictions that submitted PREA assurances to DOJ and reallocated not less than five percent of BJA's Edward Byrne Memorial Justice Assistance Grant (Byrne/JAG) funds to adopt and achieve full compliance with the PREA Standards in the future. For more information about these PREA reallocation awards, please see [BJA's FAQs Regarding the Prison Rape Elimination Act \(PREA\) Certification Requirement and 5 percent Reduction](#). For information about the jurisdictions that have submitted PREA assurances to DOJ, please click [here](#).

**Category 4, Objective 2 Deliverables:**

Work with BJA to:

1. Develop a comprehensive understanding of the scope and focus of the Byrne/JAG PREA reallocation awards. Identify jurisdictions whose reallocation applications demonstrate that they might benefit from the limited assistance available under this program. Conduct outreach to these jurisdictions regarding the possibility of receiving this assistance.
2. Respond to requests for PREA implementation assistance from jurisdictions in receipt of reallocation awards.

**Category 4, Objective 3:** Provide cost-effective TA in response to requests for assistance from facilities that are covered by the PREA Standards and the agencies that oversee them. Note: the PRC receives more than 1,000 requests for assistance each year from practitioners.

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<sup>2</sup> If there are sufficient resources available in the FY 2020 PREA appropriation and if the selected organization or team of organizations carrying out the work under Category 4 is meeting or exceeding expectations, BJA anticipates making a supplement to the cooperative agreement in order to support BJA's FY 2019 PREA grantees through the remainder of their 24-month project periods, and to initiate work with BJA's anticipated FY 2020 PREA grantees.

Because of limited resources, BJA expects the vast majority of the TA responses delivered under this program **not** to require onsite support and to be time-limited in nature.

#### **Category 4, Objective 3 Deliverables:**

1. Create and implement a process to market the availability of TA to facilities that are covered by the PREA Standards and to triage (i.e., receive, review, and respond to) requests. Applicants may propose a small number (i.e., five or fewer) of more intensive, advanced TA responses that require onsite support and more substantial investments of time and resources, but applicants should identify high priority PREA topics that could be the focus of this more intensive support and ways to incorporate multiple facilities/agencies into the receipt of this support. These advanced TA responses should result in significant policy and/or practice changes that can be replicated. More intensive TA responses must be approved by BJA before they are initiated.
2. Initiate intensive work in one local and one state agency seeking compliance with the PREA Standards to institutionalize agency/facility staff buy-in to eliminate sexual abuse in confinement, and use this buy-in to promote successful implementation of the PREA Standards.
  - a. Create materials and a strategy to market the availability of this opportunity, and an objective process, to select one local and one state agency with which to work. BJA's FY 2019 PREA grantees, as well as the jurisdictions in receipt of Byrne/JAG PREA reallocation grants, will be eligible to apply to participate in this "culture change" initiative.
  - b. Identify and document the steps needed to promote and institutionalize broad agency/facility staff buy-in to eliminate sexual abuse in confinement.
  - c. Clarify and articulate the key roles of agency and facility leaders in promoting "zero tolerance" cultures.
  - d. Implement new strategies to enhance agency/facility staff capacity and resilience so that staff members are empowered to play active roles in preventing, detecting, and responding to sexual abuse in confinement facilities. These strategies may include, but are not limited to, enhanced academy training for new agency/facility staff and innovative professional development opportunities for existing staff.
  - e. Market the positive outcomes of this "culture change" initiative, including resources that specifically target agency and facility leaders, so that they can be leveraged and replicated in other agencies/facilities nationwide.
3. Make publicly available the innovative and promising work that is supported via PREA TA using the infrastructure of the PRC.
4. Summarize the assistance provided, goals achieved, and the primary outcomes and outputs related to TA via quarterly written reports throughout the project period and a comprehensive written summary at the end of the project period.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

#### **Category 5: Improving Wellness Support for Institutional Corrections Employees Training and Technical Assistance**

##### ***Overview and Program-specific Information***

Through this category BJA will select a TTA provider to conduct a national scan of corrections academy and in-service trainings and develop recommendations and resources that will help

institutional corrections agencies better support the retention and wellness of correctional employees. Every day, correctional professionals are exposed to unique workplace dangers that can impact their wellbeing and institutional security. Employment as a correctional officer is among the most dangerous and life threatening of all professions, including law enforcement. Correctional officers experience high rates of stress, burnout, turnover, and other negative mental health outcomes; however, little is known about how to best address these problems. Programs and interventions to improve correctional officers' wellbeing and working conditions are not well researched. The field of corrections increasingly recognizes its critical role in helping prepare incarcerated individuals for successful reentry and reintegration into society; however, in order to fulfill that critical role, correctional employees need adequate support.

### ***Objectives and Deliverables***

#### **Category 5 Objectives:**

1. Conduct a national scan of state corrections agencies regarding current practices in place through training academies and in-service training to address correctional employees' needs related to wellness, retention, and job satisfaction.
2. Identify high quality curricula and gaps in available resources to support officer wellness.
3. Develop guidance around what works to improve correctional officer wellness.

#### **Category 5 Deliverables:**

BJA expects that the TTA provider will develop deliverables in consultation with BJA, and that the deliverables will include publications, reports, webinars, and other resources that meet the priority needs of policymakers and practitioners in the corrections field. Applicants should include in their proposals:

1. A summary of the state of knowledge regarding support of the correctional workforce and the effectiveness of various interventions on improving employee wellness and retention
2. A proposed methodology for conducting the national scan
3. A proposed methodology and criteria for identifying high quality curricula
4. Proposed publication deliverables
5. Based on scan results, if additional staff workforce challenge areas are identified, work with BJA to develop appropriate responses.
6. Strategies for coordinating with other BJA TTA providers and other federal partners providing relevant services or working in overlapping jurisdictions

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **Category 6: Improving Institutional Corrections Academy Training: Supporting Corrections' Role as Public Safety Partners**

#### ***Overview and Program-specific Information***

Through this category, BJA will select a TTA provider to conduct a national scan of corrections academy training curricula and in-service trainings and, based on those results, develop recommendations and resources to enhance correctional academy training and correctional employees' ability to succeed in their role as public safety partners. Every day, corrections professionals are expected to interact with individuals who are violent, have severe mental illness and personality disorders, and exhibit serious antisocial tendencies. Routine interactions with corrections officers, program and treatment providers, and other front line staff provide opportunity to prepare people in prison for reentry and decrease their likelihood of recidivism.

The corrections workforce is increasingly expected to support behavior management of adults in their custody, in some cases delivering recidivism-reduction programming themselves. The number of high quality, tested curricula to comprehensively address criminogenic needs is limited, and even when they are available, agencies must be cognizant that **how** interventions are administered is equally as important as **what** is delivered, which hinges on the conduct of correctional staff. With the ever changing demands placed on correctional staff, improvements are needed to better support corrections' role as an integral public safety partner.

### ***Objectives and Deliverables***

#### **Category 6 Objectives:**

1. Conduct a national scan of state corrections agencies regarding the focus, content, and quality of their academy training programs and the extent to which jails and prisons utilize this training.
2. Identify high quality curricula and gaps in available resources.
3. Develop guidance for supporting the development of the key skills and knowledge needed by today's corrections workforce.

#### **Category 6 Deliverables:**

BJA expects that the TTA provider will develop deliverables in consultation with BJA and that the deliverables will include publications, reports, webinars, and other resources that meet the priority needs of policymakers and practitioners in the corrections field. Applicants should include in their proposals:

1. A summary of the training needs and requirements of today's corrections workforce in fulfilling agencies' missions to promote public safety
2. A summary of the state of knowledge regarding corrections academy and in-service training content and effectiveness in preparing the workforce to support a public safety mission
3. A proposed methodology for conducting the national scan
4. A proposed methodology and criteria for identifying high quality curricula
5. Proposed publication deliverables
6. Based on scan results, if additional staff workforce challenge areas are identified, work with BJA to develop appropriate responses.
7. Strategies for coordinating with other BJA TTA providers and other federal partners providing relevant services or working in overlapping jurisdictions

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **Category 7: Evaluation and Sustainability Support for Second Chance Act Grants**

#### ***Overview and Program-specific Information***

Through this category BJA will select a TTA provider to ensure Second Chance Act grantees complete rigorous evaluations and communicate learnings back to the field, and to improve grantees' capacity to sustain effective SCA-funded strategies.

The SCA authorizes federal grants to government agencies and nonprofit organizations with the goal of increasing reentry programming and improving outcomes for offenders returning to their families and communities from prison or jail. Grantees conduct a variety of activities including making general system improvements and providing employment assistance, substance abuse

treatment, housing, mentoring, and other services, as well as working with research partners to evaluate their efforts. However, the evaluations vary substantially in quality and approach which limits the utility of results; and the funded activities often cease at the conclusion of the project period. Given the potential public safety and fiscal implications of an offender's successful reentry into society, it is critical for correctional stakeholders to know which reentry initiatives are the most efficacious and to sustain them. This TTA provider will work with the National Reentry Resource Center to support SCA grantees while providing independence from the NRRC's interest in grantees' success.

**Category 7 Objectives:**

1. Enhance the capacity of FY19 SCA grantees to conduct rigorous evaluations and sustain reentry strategies that reduce recidivism.
2. Create a model process that can be used with future grantees to make rigorous evaluation and sustainability more feasible and accessible.
3. Communicate results of strategies tested by SCA grantees to the field.

**Category 7 Deliverables:**

BJA expects that the TTA provider will develop deliverables in consultation with BJA, and that the deliverables will include publications, reports, webinars, and other resources that meet the priority needs of policymakers and practitioners in the corrections field. Applicants should propose to:

1. Develop criteria to select approximately 25 FY19 grantees across SCA-funded programs to receive evaluation and sustainability assistance based on their proposal materials and follow up conversations with grantee staff (as needed), with priority consideration for grantees whose proposals include an randomized controlled trial or otherwise rigorous evaluation method to assess a clearly defined intervention.
2. For selected SCA grantees, assess evaluation and data skills and knowledge, then provide actionable recommendations to grantees and their research partners ("grantees") to get them evaluation-ready<sup>3</sup>.
3. Develop and use tools to track evaluation progress with selected SCA grantees, and share tools, via the NRRC, with other SCA grantees.
4. Provide recommendations to selected grantees mid-project period, including grantee-specific recommendations, to improve implementation and evaluation data collection.
5. Develop an evaluation report template to be utilized by all SCA grantees, tailored to each SCA grant program.
6. Develop and use sustainability planning guides with selected SCA grantees, and share, via the NRRC, with other SCA grantees.
7. Disseminate summaries of preliminary and final evaluation reports from selected SCA grantees.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

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<sup>3</sup> Grantees' individual evaluation partners will assist with implementing the recommendations.

## **Category 8: Improving Safety for Institutional Corrections: Training and Technical Assistance to Combat Contraband Cellphones**

### ***Overview and Program-specific Information***

Through this category BJA will select a TTA provider to assist correctional agencies as they seek strategies, train staff, develop operational orders, draft warrants, and establish policy to seize and end the use of contraband cellphones, or take greater advantage of lawfully intercepted information from contraband cellphones. Illegal cellphones are used to run criminal enterprises, facilitate the commission of violent crimes, and thwart law enforcement. Although the use of cellphones by those in custody, detained awaiting trial, or incarcerated are prohibited in jails and prisons nationwide, it continues to compromise institutional security as well as public safety. State and local governments should consider a layered approach to interdiction to combat contraband cell phone use in jails and prisons, to include facility security policies, operational procedures, physical plant considerations, staff training and deployment of technology solutions such as managed access systems.

### **Category 8 Objectives:**

1. Identify and disseminate best practices including technological solution implementation on comprehensive contraband interdiction systems for state and local correctional facilities.
2. Make available competitive sub-awards to correctional facilities to implement technologies to prevent and limit cell phone contraband and provide technical assistance on reviewing policies, procedures and technology implementation.
3. Make information publically available including via an online toolkit or other agreed upon means.

### **Category 8 Deliverables:**

1. Convene a focus group including key constituents such as corrections leaders and security specialists, subject experts, and federal agencies including components within the Departments of Justice and Homeland Security, Federal Communications Commission, National Telecommunications and Information Administration, and the Environmental Protection Agency.
2. Provide assistance to ensure state and local compliance with the National Environmental Policy Act and compliance with all relevant statutory authority governing the interception of electronic communications including rules that criminalize actions aimed at disabling aircraft.
3. Establish a competition for states and local governments to receive intensive technical assistance as well as micro-grants for contraband interdiction systems to combat contraband cellphones in correctional institutions, and foster a learning community among those selected for subawards.
4. Complete case studies and maintain documentation on the interactions, training, procurements, developments and other processes with the grantees selected to receive sub-awards.
5. Develop model policies, operational orders, and training curricula for state and local correctional agencies, to include cataloguing warrant language and state-level statutes, based on the respective case studies conducted for grantees selected to receive sub-awards.

6. Consult with, and present to, stakeholders affiliated with the subject matter and their respective partners and key constituents.
7. Complete an online toolkit that encompasses all of the steps within the scope of work including a guide for future state and local governments seeking assistance to combat contraband cellphones in jails and prisons.

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed in [Section D. Application and Submission Information](#), under Program Narrative.

### **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.
- 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.

The OJP CrimeSolutions.gov website at <https://www.crimesolutions.gov> is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

### **Information Regarding Potential Evaluation of Programs and Activities**

The Department of Justice has prioritized the use of evidence-based programming and deems it critical to continue to build and expand the evidence informing criminal and juvenile justice programs to reach the highest level of rigor possible. Therefore, applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. Recipients and subrecipients will be expected to cooperate with program-related assessments or evaluation efforts, including through the collection and provision of information or data requested by OJP (or its designee) for the assessment or evaluation of any activities and/or outcomes of those activities funded under this solicitation. The information or data requested may be in addition to any other financial or performance data already required under this program.

## **B. Federal Award Information**

Applicants must clearly indicate on the front page of the Program Abstract and Program Narrative under which category or categories they are applying. BJA expects to make the following awards:

Category 1: National Reentry Resource Center (NRRC). 1 award, up to \$7,300,000 for a 12-month performance period. Competition ID: BJA-2019-15105.

Category 2: Residential Substance Abuse Treatment for State Prisoners (RSAT). 1 award, up to 3 percent of the total funds available for RSAT, estimated at \$900,000, for a 12-month performance period. Awards are made in the fiscal year of the appropriation. Competition ID: BJA-2019-15106.

Category 3: Prison Rape Elimination Act (PREA) Resource Center. 1 award, up to \$5,500,000 for a 12-month performance period. Competition ID: BJA-2019-15107.

Category 4: Site-Based PREA Implementation Support. 1-2 awards, up to \$2,200,000 for a 15-month performance period. Competition ID: BJA-2019-15108.

Category 5: Wellness Improving Support for Institutional Corrections Employees. 1 award, up to \$750,000 for a 24-month performance period. Competition ID: BJA-2019-15950.

Category 6: Improving Institutional Corrections Academy Training. 1 award, up to \$750,000 for a 24-month performance period. Competition ID: BJA-2019-15951.

Category 7: Evaluation and Sustainability Support for Second Chance Act Grants. 1 award, up to \$2,000,000 for a 48- month performance period. Competition ID: BJA-2019-15952.

Category 8: Improving Safety for Institutional Corrections. 1 award, up to \$1,800,000 for a 24-month performance period. Competition ID: BJA-2019-16409.

BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards. In making decisions regarding continuation awards, OJP will consider, among other factors, the availability of appropriations, when the program or project was last competed, OJP's strategic priorities, and OJP's assessment of both the management of the award (for example, timeliness and quality of progress reports), and the progress of the work funded under the award.

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

### **Type of Award**

BJA expects to make any award under this solicitation in the form of a cooperative agreement, which is a type of award that provides for OJP to have substantial involvement in carrying out award activities. See Administrative, National Policy, and Other Legal Requirements, under [Section F. Federal Award Administration Information](#), for a brief discussion of what may constitute substantial federal involvement.

## Financial Management and System of Internal Controls

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities<sup>4</sup>) must, as described in the Part 200 Uniform Requirements<sup>5</sup> as set out at 2 C.F.R. 200.303:

- (a) Establish and maintain effective internal control over the Federal award that provides reasonable assurance that [the recipient (and any subrecipient)] is managing the Federal award in compliance with Federal statutes, regulations, and the terms and conditions of the Federal award. These internal controls should be in compliance with guidance in “Standards for Internal Control in the Federal Government” issued by the Comptroller General of the United States and the “Internal Control Integrated Framework”, issued by the Committee of Sponsoring Organizations of the Treadway Commission (COSO).
- (b) Comply with Federal statutes, regulations, and the terms and conditions of the Federal awards.
- (c) Evaluate and monitor [the recipient’s (and any subrecipient’s)] compliance with statutes, regulations, and the terms and conditions of Federal awards.
- (d) Take prompt action when instances of noncompliance are identified including noncompliance identified in audit findings.
- (e) Take reasonable measures to safeguard protected personally identifiable information and other information the Federal awarding agency or pass-through entity designates as sensitive or [the recipient (or any subrecipient)] considers sensitive consistent with applicable Federal, state, local, and tribal laws regarding privacy and obligations of confidentiality.

To help ensure that applicants understand the applicable administrative requirements and cost principles, OJP encourages prospective applicants to enroll, at no charge, in the DOJ Grants Financial Management Online Training, available at <https://onlinegfmt.training.ojp.gov/>. This training is required for all OJP award recipients.

Also, applicants should be aware that OJP collects information from applicants on their financial management and systems of internal controls (among other information) which is used to make award decisions. Under [Section D. Application and Submission Information](#), applicants may access and review a questionnaire—the [OJP Financial Management and System of Internal Controls Questionnaire](#)—that OJP requires **all** applicants (other than an individual applying in his/her personal capacity) to download, complete, and submit as part of the application.

## Budget Information

### Cost Sharing or Matching 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.

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<sup>4</sup> For purposes of this solicitation, the phrase “pass-through entity” includes any recipient or subrecipient that provides a subaward (“subgrant”) to a subrecipient (subgrantee) to carry out part of the funded award or program. Additional information on proposed subawards is listed under [What an Application Should Include](#), Section 4c of this solicitation.

<sup>5</sup> The “Part 200 Uniform Requirements” means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

For additional information on cost sharing and match, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.3b.htm>.

### **Pre-agreement Costs (also known as Pre-award Costs)**

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the federal award.

OJP does **not** typically approve pre-agreement costs; an applicant must request and obtain the prior written approval of OJP for all such costs. All such costs incurred prior to award and prior to approval of the costs are incurred at the sole risk of the applicant. (Generally, no applicant should incur project costs **before** submitting an application requesting federal funding for those costs.) Should there be extenuating circumstances that make it appropriate for OJP to consider approving pre-agreement costs, the applicant may contact the point of contact listed on the title page of this solicitation for the requirements concerning written requests for approval. If approved in advance by OJP, award funds may be used for pre-agreement costs, consistent with the recipient's approved budget and applicable cost principles. See the section on Costs Requiring Prior Approval in the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/index.htm> for more 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, a recipient may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the 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.<sup>6</sup> The 2019 salary table for SES employees is available on the Office of Personnel Management website at <https://www.opm.gov/policy-data-oversight/pay-leave/salaries-wages/salary-tables/19Tables/exec/html/ES.aspx>. 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. (Non-federal funds used for any such additional compensation will not be considered matching funds, where match requirements apply.) If only a portion of an employee's time is charged to an OJP award, the maximum allowable compensation is equal to the percentage of time worked times the maximum salary limitation.

The Assistant Attorney General for OJP may exercise discretion to waive, on an individual basis, this limitation on compensation rates allowable under an award. An applicant that requests a waiver should include a detailed justification in the Budget Narrative of its application. An applicant that does not submit a waiver request and justification with its application should anticipate that OJP will require the applicant to adjust and resubmit the budget.

The justification should address, in the context of the work the individual would do under the award, the particular qualifications and expertise of the individual, the uniqueness of a service the individual will provide, the individual's specific knowledge of the proposed program or project, and a statement that explains whether and how the individual's salary under the award would be commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work he/she would do under the award.

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<sup>6</sup> OJP does not apply this limitation on the use of award funds to the nonprofit organizations listed in Appendix VIII to 2 C.F.R. Part 200.

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

OJP strongly encourages every applicant that proposes to use award funds for any conference-, meeting-, or training-related activity (or similar event) to review carefully—before submitting an application—the OJP and DOJ policy and guidance on approval, planning, and reporting of such events, available at

<https://www.ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.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 conference, meeting, and training costs for cooperative agreement recipients, as well as some conference, meeting, and training costs for grant recipients; and (3) set cost limits, which include 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 under "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

## **C. Eligibility Information**

For eligibility information, see title page.

For information on cost sharing or match requirements, see [Section B. Federal Award Information](#).

## **D. Application and Submission Information**

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

This section describes in detail what an application should include. An applicant should anticipate that if it fails to submit an application that contains all of the specified elements, it may negatively affect the review of its application; and, should a decision be made to make an award, it may result in the inclusion of award conditions that preclude the recipient from accessing or using award funds until the recipient satisfies the conditions and OJP makes the funds available.

Moreover, an applicant should anticipate that an application that OJP determines is nonresponsive to the scope of the solicitation, or that OJP determines does not include the application elements that BJA has designated to be critical, will neither proceed to peer review, nor receive further consideration. For this solicitation, BJA has designated the following application elements as critical: Program Abstract, Program Narrative, Budget Detail Worksheet and Budget Narrative, Résumés of Key Staff, Timeline, and Task Plan.

**NOTE:** OJP has combined the Budget Detail Worksheet and Budget Narrative in a single document collectively referred to as the Budget Detail Worksheet. See "Budget Information and

Associated Documentation” below for more information about the Budget Detail Worksheet and where it can be accessed.

Applicants must clearly indicate on the front page of the Program Abstract and Program Narrative under which category or categories they are applying.

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

Please review the “Note on File Names and File Types” under [How To Apply](#) to be sure applications are submitted in permitted formats.

### **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 the OJP Grants Management System (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).

To avoid processing delays, an applicant must include an accurate legal name on its SF-424. On the SF-424, current OJP award recipients, when completing the field for “Legal Name” (box 8a), should use the same legal name that appears on the prior year award document (which is also the legal name stored in OJP’s financial system.) Also, current recipients should enter the Employer Identification Number (EIN) in box 8b exactly as it appears on the prior year award document. An applicant with a current, active award(s) must ensure that its GMS profile is current. If the profile is not current, the applicant should submit a Grant Adjustment Notice updating the information on its GMS profile prior to applying under this solicitation.

A new applicant entity should enter its official legal name in box 8a, its address in box 8d, its EIN in box 8b, and its Data Universal Numbering System (DUNS) number in box 8c of the SF-424. A new applicant entity should attach official legal documents to its application (e.g., articles of incorporation, 501(c)(3) status documentation, organizational letterhead) to confirm the legal name, address, and EIN entered into the SF-424. OJP will use the System for Award Management (SAM) to confirm the legal name and DUNS number entered in the SF-424; therefore, an applicant should ensure that the information entered in the SF-424 matches its current registration in SAM. See the [How To Apply](#) section for more information on SAM and DUNS numbers.

**Intergovernmental Review:** This solicitation (“funding opportunity”) is **not** subject to [Executive Order 12372](#). (In completing the SF-424, an applicant is to answer question 19 by **selecting the response that the “Program is not covered by E.O. 12372.”**)

### **2. Program Abstract**

Applications should include a high quality program abstract that summarizes the proposed program in 400 words or less. The Program Abstract should:

- Identify what category the applicant is applying for.
- Be written for a general public audience.

- Be submitted as a separate attachment with “Program Abstract” as part of its file name.
- Be single-spaced, using a standard 12-point font (such as Times New Roman) with 1-inch margins.
- Include information on:
  - Proposed program period
  - Key partners

As a separate attachment, the Program Abstract will **not** count against the page limit for the Program Narrative.

### 3. Program Narrative

The Program Narrative must respond to the requirements outlined in the category that is the focus of each application. Specifically, applicants must address the objectives and deliverables that are included in the category and explain the strategies they will use to accomplish and complete them. For more information about the required objectives and deliverables in each category, please see the following pages:

Category 1: National Reentry Resource Center (NRRC): See pages 7–10.

Category 2: Residential Substance Abuse Treatment for State Prisoners (RSAT). See pages 10–11.

Category 3: Prison Rape Elimination Act (PREA) Resource Center (PRC). See pages 11–14.

Category 4: Site-Based PREA Implementation Support. See pages 14–16.

Category 5: Improving Wellness Support for Institutional Corrections Employees. See page 16–17.

Category 6: Improving Institutional Corrections Academy Training. See pages 17–18.

Category 7: Evaluation and Sustainability Support for Second Chance Act Grants. See pages 18–19.

Category 8: Improving Safety for Institutional Corrections. See pages 20–21.

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 20 pages. Number pages “1 of 20,” “2 of 20,” 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<sup>7</sup>:

#### a. Description of the Issue

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<sup>7</sup> For information on subawards (including the details on proposed subawards that should be included in the application), see "Budget and Associated Documentation" under [Section D. Application and Submission Information](#).

- b. Program Design and Implementation
- c. Capabilities and Competencies
- d. Plan for Collecting the Data Required for this Solicitation's Performance Measures

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award (see "[General Information about Post-Federal Award Reporting Requirements](#)" in [Section F. Federal Award Administration Information](#)). The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

Applicants should visit OJP's performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP.

Post award, grant recipients will be required to submit performance metric data semi-annually through BJA's online Training and Technical Assistance Reporting Portal. More information on the reporting requirements can be found at: <https://www.bjatraininq.org/working-with-nttac/providers>.

Please note that applicants are not required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award. The application should demonstrate the applicant's understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data should it receive funding.

Performance measures for this solicitation are listed in [Appendix A: Performance Measures Table](#).

#### **Note on Project Evaluations**

An applicant that proposes to use award funds 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." Each applicant should provide sufficient information for OJP to determine whether the particular project it proposes would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ definition of research that appears at 28 C.F.R. Part 46 ("Protection of Human Subjects").

"Research," for purposes of human subjects protection 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 for purposes of human subjects protection, applicants should consult the decision tree in the “Research and the protection of human subjects” section of the “[Requirements related to Research](#)” webpage of the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#),” available through the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

Every prospective applicant whose application may propose a research or statistical component also should review the “Data Privacy and Confidentiality Requirements” section on that webpage.

#### **4. Budget and Associated Documentation**

The Budget Detail Worksheet and the Budget Narrative are now combined in a single document collectively referred to as the Budget Detail Worksheet. The Budget Detail Worksheet is a user-friendly, fillable, Microsoft Excel-based document designed to calculate totals. Additionally, the Excel workbook contains worksheets for multiple budget years that can be completed as necessary. **All applicants should use the Excel version when completing the proposed budget in an application, except in cases where the applicant does not have access to Microsoft Excel or experiences technical difficulties.** If an applicant does not have access to Microsoft Excel or experiences technical difficulties with the Excel version, then the applicant should use the 508-compliant accessible Adobe Portable Document Format (PDF) version.

Both versions of the Budget Detail Worksheet can be accessed at <https://ojp.gov/funding/Apply/Forms/BudgetDetailWorksheet.htm>.

##### **a. Budget Detail Worksheet**

The Budget Detail Worksheet should provide the detailed computation for each budget line item, listing the total cost of each and showing how it was calculated by the applicant. For example, costs for personnel should show the annual salary rate and the percentage of time devoted to the project for each employee paid with grant funds. The Budget Detail Worksheet should present a complete itemization of all proposed costs.

For questions pertaining to budget and examples of allowable and unallowable costs, see the DOJ Grants Financial Guide at <https://ojp.gov/financialguide/DOJ/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 program activities).

An applicant should demonstrate in its budget narrative how it will maximize cost effectiveness of award expenditures. Budget narratives should generally describe cost effectiveness in relation to potential alternatives and the objectives of the program. 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 Budget Narrative should be mathematically sound and correspond clearly 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 those costs are

necessary to the completion of the proposed program. 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 describe costs by year.

**c. Information on Proposed Subawards (if any), and on Proposed Procurement Contracts (if any)**

Applicants for OJP awards typically may propose to make *subawards*. Applicants also may propose to enter into procurement *contracts* under the award.

Whether an action—for federal grants administrative purposes—is a subaward or procurement contract is a critical distinction as significantly different rules apply to subawards and procurement contracts. If a recipient enters into an agreement that is a subaward of an OJP award, specific rules apply—many of which are set by federal statutes and DOJ regulations; others by award conditions. These rules place particular responsibilities on an OJP recipient for any subawards the OJP recipient may make. The rules determine much of what the written subaward agreement itself must require or provide. The rules also determine much of what an OJP recipient must do both before and after it makes a subaward. If a recipient enters into an agreement that is a procurement contract under an OJP award, a substantially different set of federal rules applies.

OJP has developed the following guidance documents to help clarify the differences between subawards and procurement contracts under an OJP award and outline the compliance and reporting requirements for each. This information can be accessed at <https://ojp.gov/training/training.htm>.

- [Subawards under OJP Awards and Procurement Contracts under Awards: A Toolkit for OJP Recipients.](#)
- [Checklist to Determine Subrecipient or Contractor Classification.](#)
- [Sole Source Justification Fact Sheet and Sole Source Review Checklist.](#)

In general, the central question is the relationship between what the third-party will do under its agreement with the recipient and what the recipient has committed (to OJP) to do under its award to further a public purpose (e.g., services the recipient will provide, products it will develop or modify, research or evaluation it will conduct). If a third party will provide some of the services the recipient has committed (to OJP) to provide, will develop or modify all or part of a product the recipient has committed (to OJP) to develop or modify, or will conduct part of the research or evaluation the recipient has committed (to OJP) to conduct, OJP will consider the agreement with the third party a *subaward* for purposes of federal grants administrative requirements.

This will be true **even if** the recipient, for internal or other non-federal purposes, labels or treats its agreement as a procurement, a contract, or a procurement contract. Neither the title nor the structure of an agreement determines whether the agreement—for purposes of federal grants administrative requirements—is a *subaward* or is instead a procurement *contract* under an award. The substance of the relationship will be given greater consideration than the form of agreement between the recipient and the outside entity.

## **1. Information on proposed subawards**

A recipient of an OJP award may not make subawards ("subgrants") unless the recipient has specific federal authorization to do so. Unless an applicable statute or DOJ regulation specifically authorizes (or requires) subawards, a recipient must have authorization from OJP before it may make a subaward.

A particular subaward may be authorized by OJP because the recipient included a sufficiently detailed description and justification of the proposed subaward in the Program Narrative, Budget Detail Worksheet and Budget Narrative as approved by OJP. If, however, a particular subaward is not authorized by federal statute or regulation, and is not approved by OJP, the recipient will be required, post-award, to request and obtain written authorization from OJP before it may make the subaward.

If an applicant proposes to make one or more subawards to carry out the federal award and program, the applicant should: (1) identify (if known) the proposed subrecipient(s); (2) describe in detail what each subrecipient will do to carry out the federal award and federal program; and (3) provide a justification for the subaward(s), with details on pertinent matters such as special qualifications and areas of expertise. Pertinent information on subawards should appear not only in the Program Narrative, but also in the Budget Detail Worksheet and Budget Narrative.

## **2. Information on proposed procurement contracts (with specific justification for proposed noncompetitive contracts over \$250,000<sup>8</sup>)**

Unlike a recipient contemplating a subaward, a recipient of an OJP award generally does not need specific prior federal authorization to enter into an agreement that—for purposes of federal grants administrative requirements—is considered a procurement contract, **provided that** (1) the recipient uses its own documented procurement procedures and (2) those procedures conform to applicable federal law, including the Procurement Standards of the (DOJ) Part 200 Uniform Requirements (as set out at 2 C.F.R. 200.317 - 200.326). The Budget Detail Worksheet and Budget Narrative should identify proposed procurement contracts. (As discussed above, subawards must be identified and described separately from procurement contracts.)

The Procurement Standards in the Part 200 Uniform Requirements, however, reflect a general expectation that agreements that (for purposes of federal grants administrative requirements) constitute procurement "contracts" under awards will be entered into on the basis of full and open competition. All noncompetitive (sole source) procurement contracts must meet the OJP requirements outlined at <https://ojp.gov/training/subawards-procurement.htm>. If a proposed procurement contract would exceed the Simplified Acquisition Threshold (\$250,000) a recipient of an OJP award may not proceed without competition unless and until the recipient receives specific advance authorization from OJP to use a non-competitive approach for the procurement. An applicant that (at the time of its application) intends – without competition – to enter into a procurement contract that would exceed \$250,000 should

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<sup>8</sup> Consistent with the provisions of Office of Management and Budget memorandum, OMB M-18-18, dated June 20, 2018, and entitled, "Implementing Statutory Changes to the Micro-Purchase and the Simplified Acquisition Thresholds for Financial Assistance," DOJ will allow recipients (and any subrecipients) of awards made under this solicitation to use a simplified acquisition threshold of \$250,000 and a micro-purchase threshold of \$10,000, for federal grants administrative purposes.

include a detailed justification that explains to OJP why, in the particular circumstances, it is appropriate to proceed without competition.

If the applicant receives an award, sole source procurements that do not exceed the Simplified Acquisition Threshold must have written justification for the noncompetitive procurement action maintained in the procurement file. If a procurement file does not have the documentation that meets the criteria outlined in 2 C.F.R. 200, the procurement expenditures may not be allowable. Sole source procurement over the Simplified Acquisition Threshold must have prior approval from OJP using a Sole Source Grant Adjustment Notice (GAN). Written documentation justifying the noncompetitive procurement must be submitted with the GAN and maintained in the procurement file.

**d. Pre-agreement Costs**

For information on pre-agreement costs, see [Section B. Federal Award Information](#).

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

Indirect costs may be charged to an award only if:

- (a) The recipient has a current (unexpired), federally approved indirect cost rate; or
- (b) The recipient is eligible to use, and elects to use, the “de minimis” indirect cost rate described in the Part 200 Uniform Requirements, as set out at 2 C.F.R. 200.414(f).

An applicant with a current (unexpired) federally approved indirect cost rate is to attach a copy of the indirect cost rate agreement to the application. An applicant that does not have a current federally approved rate may request one through its cognizant federal agency, which will review all documentation and approve a rate for the applicant entity, or, if the applicant’s accounting system permits, applicants may propose to allocate costs in the direct cost categories.

For assistance with identifying the appropriate cognizant federal agency for indirect costs, please contact the Office of the Chief Financial Officer (OCFO) 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, applicants may obtain information needed to submit an indirect cost rate proposal at <https://www.ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

Certain OJP recipients have the option of electing to use the “de minimis” indirect cost rate. An applicant that is eligible to use the “de minimis” rate that wishes to use the “de minimis” rate should attach written documentation to the application that advises OJP of both—(1) the applicant’s eligibility to use the “de minimis” rate, and (2) its election to do so. If an eligible applicant elects the “de minimis” rate, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. The “de minimis” rate may no longer be used once an approved federally negotiated indirect cost rate is in place. (No entity that ever has had a federally approved negotiated indirect cost rate is eligible to use the “de minimis” rate.) For the “de minimis” rate requirements (including information on eligibility to elect to use the rate), see the Part 200 Uniform Requirements, at 2 C.F.R. 200.414(f).

**6. Financial Management and System of Internal Controls Questionnaire (including applicant disclosure of high risk status)**

Every OJP applicant (other than an individual applying in his or her personal capacity) is required to download, complete, and submit the OJP Financial Management and System of

Internal Controls Questionnaire (Questionnaire) at <https://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> as part of its application. The Questionnaire helps OJP assess the financial management and internal control systems, and the associated potential risks of an applicant as part of the pre-award risk assessment process.

The Questionnaire should only be completed by financial staff most familiar with the applicant's systems, policies, and procedures in order to ensure that the correct responses are recorded and submitted to OJP. The responses on the Questionnaire directly impact the pre-award risk assessment and should accurately reflect the applicant's financial management and internal control system at the time of the application. The pre-award risk assessment is only one of multiple factors and criteria used in determining funding. However, a pre-award risk assessment that indicates that an applicant poses a higher risk to OJP may affect the funding decision and/or result in additional reporting requirements, monitoring, special conditions, withholding of award funds, or other additional award requirements.

Among other things, the form requires each applicant to disclose whether it currently is designated "high risk" by a federal grant-making agency outside of DOJ. For purposes of this disclosure, high risk includes any status under which a federal awarding agency provides additional oversight due to the applicant's past performance, or other programmatic or financial concerns with the applicant. If an applicant is designated high risk by another federal awarding agency, the applicant must provide the following information:

- The federal awarding agency that currently designates the applicant high risk
- The date the applicant was designated high risk
- The high risk point of contact at that federal awarding agency (name, phone number, and email address)
- The reasons for the high risk status, as set out by the federal awarding agency

OJP seeks this information to help ensure appropriate federal oversight of OJP awards. An applicant that is considered "high risk" by another federal awarding agency is not automatically disqualified from receiving an OJP award. OJP may, however, consider the information in award decisions, and may impose additional OJP oversight of any award under this solicitation (including through the conditions that accompany the award document).

## **7. Disclosure of Lobbying Activities**

Each applicant must complete and submit this information. An applicant that expends any funds for lobbying activities is to provide all of the information requested on the form Disclosure of Lobbying Activities (SF-LLL) posted at <https://ojp.gov/funding/Apply/Resources/Disclosure.pdf>. An applicant that does not expend any funds for lobbying activities is to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

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

Each applicant is to disclose whether it has (or is proposed as a subrecipient under) any pending applications for federally funded grants or cooperative agreements that (1) include requests for funding to support the same project being proposed in the application under this solicitation, and (2) would cover any identical cost items outlined in the budget submitted to

OJP as part of the application under this solicitation. The applicant is to disclose applications made directly to federal awarding agencies, and also applications for subawards of federal funds (e.g., applications to state agencies that will subaward (“subgrant”) federal funds).

OJP seeks this information to help avoid 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.

Each applicant that has one or more pending applications as described above is 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 federal or state funding agency

Federal or State Funding Agency	Solicitation Name/Project Name	Name/Phone/Email for Point of Contact at Federal or State Funding Agency
DOJ/Office of Community Oriented Policing Services (COPS Office)	COPS Hiring Program	Jane Doe, (202/000)0000; jane.doe@usdoj.gov
Health and Human Services/Substance Abuse and Mental Health Services Administration	Drug-Free Communities Mentoring Program/ North County Youth Mentoring Program	John Doe, 202/000-0000; john.doe@hhs.gov

Each applicant should include the table as a separate attachment to its application. The file should be named “Disclosure of Pending Applications.” The applicant’s Legal Name on the application must match the entity named on the disclosure of pending applications statement.

Any applicant that does not have any pending applications as described above is to submit, as a separate attachment, a statement to this effect: “[Applicant Name on SF-424] does not have (and is not proposed as a subrecipient under) any pending applications submitted within the last 12 months for federally funded grants or cooperative agreements (or for subawards under federal grants or cooperative agreements) that request funding to support the same project being proposed in this application to OJP and that would cover any identical cost items outlined in the budget submitted as part of this application.”

**9. Applicant Disclosure and Justification – DOJ High Risk Grantees<sup>9</sup>**

An applicant that is designated as a DOJ High Risk Grantee is to submit, as a separate attachment to its application, information that OJP will use, among other pertinent

<sup>9</sup> A "DOJ High Risk Grantee" is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

information, to determine whether it will consider or select the application for an award under this solicitation. The file should be named "DOJ High Risk Grantee Applicant Disclosure and Justification." (See, also, Application Review Information, for a brief discussion of how such information may be considered in the application review process.)

OJP constantly seeks to optimize its investments in criminal- and juvenile justice-focused programs and activities, increase program effectiveness, and maximize the return – and program impact – from limited programmatic resources. Therefore, OJP may remove from consideration or not select for award a "DOJ High Risk Grantee" applicant that is determined to pose a substantial risk of program implementation failure. In making such determinations, OJP will consider one or more of the following factors: the applicant's lack of sufficient progress in addressing required corrective actions necessary for removal of the DOJ High Risk Grantee designation; the nature and severity of the issues leading to or accompanying the applicant's DOJ High Risk Grantee designation; or the applicant's expected ability to manage grant funds and achieve grant goals and objectives.

In this attachment, the applicant is to provide any additional information or justification – especially with regard to corrective actions yet to be implemented (as of the application date) – that may help demonstrate how the applicant has addressed or otherwise mitigated such uncorrected matters, such that any negative impact on the proposed program and its implementation would be immaterial or would be significantly reduced or eliminated. (To the extent that the applicant believes that any of the information provided pursuant to this disclosure may be confidential in nature, the applicant should specifically identify it.)

#### **10. Project Task and Timeline**

Attach a Project Task Timeline broken out by year (with an estimated start date of October 1, 2019) with each project objective, deliverable, expected completion date, and responsible person or organization.

#### **11. Résumés and Position Descriptions**

Attach staff résumés and/or position descriptions and qualifications relative to their job roles. Identify which staff are considered key project staff.

#### **12. Memoranda of Understanding/Letters of Support**

If applicable, attach Memoranda of Understanding or Letters of Support from coapplicants and collaborative partners (signed copies should be scanned and submitted with the electronic submission of the application).

#### **13. Supporting Documentation of Past TTA Delivery Experience**

Attached documentation of prior experience delivering TTA, including: URL of website built and maintained, example of individualized technical assistance work plan, sample policy documents, fact sheets, sample curriculum.

#### **14. Applicant Disclosure of Proposed Subrecipients**

Attach a list of proposed subrecipients of grant funding, if applicable, that includes the name, organizational affiliation, and location of the proposed subrecipient entity.

#### **15. Additional Attachments**

##### **a. Research and Evaluation Independence and Integrity**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and

integrity, including appropriate safeguards, before it may receive award funds. The applicant must demonstrate independence and integrity regarding both this proposed research and/or evaluation, and any current or prior related projects.

Each application should include an attachment that addresses **both** i. and ii. below:

- i. For purposes of this solicitation, each applicant is to document research and evaluation independence and integrity by including one of the following two items:
  - a. A specific assurance that the applicant has reviewed its application to identify any actual or potential apparent conflicts of interest (including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients), and that the applicant has identified no such conflicts of interest—whether personal or financial or organizational (including on the part of the applicant entity or on the part of staff, investigators, or subrecipients)—that could affect the independence or integrity of the research, including the design, conduct, and reporting of the research.

OR

- b. A specific description of actual or potential apparent conflicts of interest that the applicant has identified—including through review of pertinent information on the principal investigator, any co-principal investigators, and any subrecipients—that could affect the independence or integrity of the research, including the design, conduct, or reporting of the research. These conflicts may be personal (e.g., on the part of investigators or other staff), financial, or organizational (related to the applicant or any subrecipient entity). Some examples of potential investigator (or other personal) conflict situations are those in which an investigator would be in a position to evaluate a spouse's work product (actual conflict), or an investigator would be in a position to evaluate the work of a former or current colleague (potential apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization would not be given an award to evaluate a project, if that organization had itself provided substantial prior technical assistance to that specific project or a location implementing the project (whether funded by OJP or other sources), because the organization in such an instance might 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 or evaluation project are objective and reliable. Any outside personal or financial interest that casts doubt on that objectivity and reliability of an evaluation or research product is a problem and must be disclosed.
- ii. In addition, for purposes of this solicitation, each applicant is to address possible mitigation of research integrity concerns by including, at a minimum, one of the following two items:
  - a. If an applicant reasonably believes that no actual or potential apparent conflicts of interest (personal, financial, or organizational) exist, then the applicant should provide a brief narrative explanation of how and why it

reached that conclusion. The applicant also is to include an explanation of the specific processes and procedures that the applicant has in place, or will put in place, to identify and prevent (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OR

- b. If the applicant has identified actual or potential apparent conflicts of interest (personal, financial, or organizational) that could affect the independence and integrity of the research, including the design, conduct, or reporting of the research, the applicant is to provide a specific and robust mitigation plan to address each of those conflicts. At a minimum, the applicant is expected to explain the specific processes and procedures that the applicant has in place, or will put in place, to identify and eliminate (or, at the very least, mitigate) any such conflicts of interest pertinent to the funded project during the period of performance. Documentation that may be helpful in this regard may include organizational codes of ethics/conduct and policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

OJP will assess research and evaluation independence and integrity based on considerations such as the adequacy of the applicant's efforts to identify factors that could affect the objectivity or integrity of the proposed staff and/or the applicant entity (and any subrecipients) 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.

#### **b. Disclosure of Process Related to Executive Compensation**

An applicant that is a nonprofit organization may be required to make certain disclosures relating to the processes it uses to determine the compensation of its officers, directors, trustees, and key employees.

Under certain circumstances, a nonprofit organization that provides unreasonably high compensation to certain persons may subject both the organization's managers and those who receive the compensation to additional federal taxes. A rebuttable presumption of the reasonableness of a nonprofit organization's compensation arrangements, however, may be available if the nonprofit organization satisfied certain rules set out in Internal Revenue Service (IRS) regulations with regard to its compensation decisions.

Each applicant nonprofit organization must state at the time of its application (question 9c in the "OJP Financial Management and System of Internal Controls Questionnaire" located at <http://ojp.gov/funding/Apply/Resources/FinancialCapability.pdf> and mentioned earlier) whether or not the applicant entity believes (or asserts) that it currently satisfies the requirements of 26 C.F.R. 53.4958-6 (which relate to establishing or invoking a rebuttable presumption of reasonableness of compensation of certain individuals and entities).

A nonprofit organization that states in the questionnaire that it believes (or asserts) that it has satisfied the requirements of 26 C.F.R. 53.4958-6 must then disclose, in an attachment to its application (to be titled "Disclosure of Process Related to Executive Compensation"), the process used by the applicant nonprofit organization to determine the compensation of its officers, directors, trustees, and key employees (together, "covered persons").

At a minimum, the disclosure must describe in pertinent detail: (1) the composition of the body that reviews and approves compensation arrangements for covered persons; (2) the methods and practices used by the applicant nonprofit organization to ensure that no individual with a conflict of interest participates as a member of the body that reviews and approves a compensation arrangement for a covered person; (3) the appropriate data as to comparability of compensation that is obtained in advance and relied upon by the body that reviews and approves compensation arrangements for covered persons; and (4) the written or electronic records that the applicant organization maintains as concurrent documentation of the decisions with respect to compensation of covered persons made by the body that reviews and approves such compensation arrangements, including records of deliberations and of the basis for decisions.

For purposes of the required disclosure, the following terms and phrases have the meanings set out by the IRS for use in connection with 26 C.F.R. 53.4958-6: officers, directors, trustees, key employees, compensation, conflict of interest, appropriate data as to comparability, adequate documentation, and concurrent documentation.

Applicant nonprofit organizations should note that following receipt of an appropriate request, OJP may be authorized or required by law to make information submitted to satisfy this requirement available for public inspection. Also, a recipient may be required to make a prompt supplemental disclosure after the award in certain circumstances (e.g., changes in the way the organization determines compensation).

### **How To Apply**

Applicants must register in and submit applications through Grants.gov, a primary source to find federal funding opportunities and apply for funding. Find complete instructions on how to register and submit an application at <https://www.grants.gov/web/grants/support.html>.

Applicants that experience technical difficulties during this process should call the Grants.gov Customer Support Hotline at **800-518-4726** or **606-545-5035**, which operates 24 hours a day, 7 days a week, except on 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 of registration and a user password. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications at least 72 hours prior to the application due date, in order to allow time for the applicant 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.

OJP strongly encourages all prospective applicants to sign up for Grants.gov email notifications regarding this solicitation at <https://www.grants.gov/web/grants/manage-subscriptions.html>. If

this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be automatically notified.

**Browser Information:** Grants.gov was built to be compatible with Internet Explorer. For technical assistance with Google Chrome, or another browser, contact Grants.gov Customer Support.

**Note on Attachments:** Grants.gov has two categories of files for attachments: “mandatory” and “optional.” OJP receives all files attached in both categories. Attachments are also labeled to describe the file being attached (e.g., Project Narrative, Budget Narrative, Other). Please ensure that all required documents are attached in the correct Grants.gov category and are labeled correctly. Do not embed “mandatory” attachments within another file.

An applicant must use the **Add Attachment** button to attach a file to its application. Do not click the paperclip icon to attach files. This action will not attach the files to the application. After adding an attachment, select the **View Attachment** button to confirm you attached the correct file. To remove the file, select the **Delete Attachment** button.

An application can be checked for errors via the **Check Application** button on the **Forms** tab of the **Manage Workspace** page. The button is active if the set of forms in the workspace matches those required in the application package. If you receive a **Cross-Form Errors** message after clicking the **Check Application** button, refer to the Cross-Form Errors help article for more detailed information about this validation error.

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

Characters
Upper case (A – Z)
Lower case (a – z)
Underscore ( _ )
Hyphen ( - )
Space
Period ( . )

Special Characters		
Parenthesis ( )	Curly braces { }	Square brackets [ ]
Ampersand (&)*	Tilde (~)	Exclamation point (!)
Comma ( , )	Semicolon ( ; )	Apostrophe ( ‘ )
At sign ( @ )	Number sign ( # )	Dollar sign ( \$ )
Percent sign ( % )	Plus sign ( + )	Equal sign ( = )

**\*When using the ampersand (&) in XML, applicants must use the “&amp;” format.**

**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:

## **Unique Entity Identifier (DUNS Number) and System for Award Management (SAM)**

Every applicant entity must comply with all applicable SAM and unique entity identifier (currently, a DUNS number) requirements. SAM is the repository for certain standard information about federal financial assistance applicants, recipients, and subrecipients. A DUNS number is a unique nine-digit identification number provided by the commercial company Dun and Bradstreet. More detailed information about SAM and the DUNS number is in the numbered sections below.

If an applicant entity has not fully complied with the applicable SAM and unique identifier requirements by the time OJP makes award decisions, OJP may determine that the applicant is not qualified to receive an award and may use that determination as a basis for making the award to a different applicant.

### **Registration and Submission Steps**

- 1. Acquire a unique entity identifier (currently, a DUNS number).** The Office of Management and Budget requires every applicant for a federal award to include a "unique entity identifier" in each application, including an application for a supplemental award. Currently, a DUNS number is the required unique entity identifier.

This unique entity identifier is used for tracking purposes, and to validate address and point of contact information for applicants, recipients, and subrecipients. It will be used throughout the life cycle of an OJP award. 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 <http://www.dnb.com/>. A DUNS number is usually received within 2 business days.

- 2. Acquire or maintain registration with SAM.** Any applicant for an OJP award creating a new entity registration (or updating or renewing a registration) in SAM.gov must submit an original, signed notarized letter appointing the authorized Entity Administrator within thirty (30) days of the registration activation. **Notarized letters must be submitted via U.S. Postal Service Mail.** Read the Alert at [sam.gov/SAM/](http://sam.gov/SAM/) to learn more about what is required in the notarized letter, and read the Frequently Asked Questions (FAQs) at [www.gsa.gov/samupdate](http://www.gsa.gov/samupdate) to learn more about this process change. All applicants for OJP awards (other than individuals) must maintain current registrations in the SAM database. Applicants will need the authorizing official of the organization and an Employer Identification Number (EIN). Information about SAM registration procedures can be accessed at [sam.gov/SAM/](http://sam.gov/SAM/).

An application cannot be successfully submitted in Grants.gov until Grants.gov receives the SAM registration information. Once the SAM registration/renewal is complete, **the information transfer from SAM to Grants.gov can take as long as 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

- 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. An applicant entity's "unique entity identifier" (DUNS number) must be used to complete this step. For more information about the registration process for organizations and other entities, go to <https://www.grants.gov/web/grants/applicants/organization-registration.html>. Individuals registering with Grants.gov should go to <https://www.grants.gov/web/grants/applicants/registration.html>.

- 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. The E-Biz POC will need the Marketing Partner Identification Number (MPIN) password obtained when registering with SAM to complete this step. 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") numbers for this solicitation are 16.812, 16.593, and 16.735.
- 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:
  - Category 1 (Competition ID: BJA-2019-15105): National Reentry Resource Center (NRRC)
  - Category 2 (Competition ID: BJA-2019-15106): Residential Substance Abuse Treatment for State Prisoners (RSAT)
  - Category 3 (Competition ID: BJA-2019-15107): Prison Rape Elimination Act (PREA) Resource Center
  - Category 4 (Competition ID: BJA-2019-15108): Site-Based PREA Implementation Support
  - Category 5 (Competition ID: BJA-2019-15950): Improving Wellness Support for Institutional Corrections Employees
  - Category 6 (Competition ID: BJA-2019-15951): Improving Institutional Corrections Academy Training
  - Category 7 (Competition ID: BJA-2019-15952): Evaluation and Sustainability Support for Second Chance Act Grants
  - Category 8 (Competition ID: BJA-2019-16409): Improving Safety for Institutional Corrections
- 7. Access Funding Opportunity and Application Package from Grants.gov.** Select "Apply for Grants" under the "Applicants" column. Enter your email address to be notified of any changes to the opportunity package before the closing date. Click the Workspace icon to use Grants.gov Workspace.
- 8. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** To preview the application prior to (or after) submitting, go to the **View Application** tab in Workspace. For additional information, review the [View Application Tab](#) help article and [Attachments Tab](#) help article. Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application. The second will state whether the application

has been validated and successfully submitted, or whether it has been 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 an application well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges each applicant to submit its application **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. Applications must be successfully submitted through Grants.gov by 11:59 p.m. eastern time on July 31, 2019.

Go to <https://www.grants.gov/web/grants/applicants/organization-registration.html> for further details on DUNS numbers, SAM, and Grants.gov registration steps and timeframes.

### **Note: Application Versions**

If an applicant submits multiple versions of the same application, OJP will review only the most recent system-validated version submitted.

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

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must contact the Grants.gov Customer Support Hotline at <https://www.grants.gov/web/grants/support.html> or the SAM Help Desk (Federal Service Desk) at <https://www.fsd.gov/fsd-gov/home.do> to report the technical issue and receive a tracking number. The applicant must email the contact identified in the Contact Information section on the title page **within 24 hours after the application deadline** to request approval to submit its application after the deadline. The applicant's email must describe the technical difficulties, and must 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: OJP does not automatically approve requests to submit a late application.** After OJP reviews the applicant's request, and contacts the Grants.gov or SAM Help Desks to verify 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 untimely application submission was due to the applicant's failure to follow all required procedures, OJP will deny the applicant's request to submit its application.

The following conditions generally are insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time (SAM registration and renewal can take as long as 10 business days to complete. The information transfer from SAM to Grants.gov can take up to 48 hours.)
- Failure to follow Grants.gov instructions on how to register and apply as posted on its website
- Failure to follow each instruction in the OJP solicitation
- Technical issues with the applicant's computer or information technology environment such as issues with firewalls or browser incompatibility

**Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.**

## E. Application Review Information

### Review Criteria

Applications that meet basic minimum requirements will be evaluated by peer reviewers using the following review criteria.

#### 1. Description of the Issue (10 percent)

- a. Describe the need for TTA as well as the challenges grantees and practitioners face in planning, implementing, or expanding comprehensive efforts in the subject area that is the application's focus.
- b. Provide a clear and concise statement that provides a thorough understanding of why the operation and expansion of the TTA/Resource Center is important, if applicable, as well as the scope of its potential contributions to grantees and practitioners.

#### 2. Project Design and Implementation (40 percent)

- a. Describe how the applicant will identify, assess, and deliver the proposed assistance. Detail how effective training and technical assistance will be delivered in the subject area of its application as **outlined in items 1-12 in the "Overview of Training and Technical Assistance Expectations" on pages 4-6**. The applicant is expected to address these expectations in addition to category-specific ones. Describe the specific activities for providing TTA and outreach to grantees.
- b. Detail how the applicant will implement the deliverables listed in the Program-specific Information section. Describe the objectives and identify strategies for designing and implementing each program deliverable as described.
- c. Provide specific information on any materials to be developed and/or technical assistance to be provided as they relate to the applicable category.
- d. Provide a complete description of all the requested deliverables and the methods for their delivery (e.g., adult learning principles, development sources, distance learning, process for information assessment, and revision), including coordination of deliverable timelines for training approval.
- e. Articulate the applicant's "vision" for the role of the TTA/Resource Center, if applicable.
- f. Demonstrate a well thought-out reentry plan for transferring knowledge, best practices, and assistance, including a description of how the applicant envisions working on behalf of BJA and other partners in providing these services.
- g. Provide a timeline (as an attachment) for completing the deliverables and identify the percentage of time to be dedicated by the individuals responsible for those tasks.

#### 3. Capabilities and Competencies (30 percent)

- a. Describe the applicant, its partners, and each organization's role. Demonstrate the capability of the lead organization and any collaborative partners (subrecipients) to implement each component of the project, including gathering and analyzing information, developing a plan, evaluating the program, and staff capacity to provide technical assistance to large numbers of grantees simultaneously.

- b. Describe the organization's ability to provide proactive, comprehensive, user-friendly TTA by developing protocols for the assessment and delivery of TTA, as well as tracking, evaluation, and necessary follow-up activities.
- c. Provide examples of the organization's experience in using TTA strategies that include developing grantee tools and resources, using distance learning, peer-to-peer consultations, and onsite and offsite technical assistance.
- d. List the consultants with whom the organization plans to work to deliver TTA services.
- e. Describe the management structure and outline the organization's ability to conduct the individual activities through the organization/staff's experience, and recruit and partner with individuals and other organizations with the expertise to enhance the applicant's experience in developing and providing TTA. The management and organizational structure described should match the staff needs necessary to accomplish the tasks outlined in the implementation plan. Detailed information contained in the Project Timeline, Position Descriptions, and Letters of Support will form the basis for assigning points relative to this criterion.
- f. Describe the strategy for responding to requests from practitioners under your category.

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

- a. Describe the process the applicant will use to measure project performance. This should include measures for adhering to project timelines, meeting deliverable schedules, obtaining input from customers, and seeking feedback from stakeholders.
- b. Identify what data information will be collected, who will be responsible for collecting and reporting the data, who is responsible for performance measurement, how the data will be stored, how any personally identifiable information (PII) will be protected, and how the information will be used to guide the program.

**5. Budget (10 percent)**

- a. Please review all of the category-specific requirements and ensure that your budget includes appropriate allocations to meet the program-specific requirements. The applicant should submit a budget that outlines how much is allocated in order to meet each of the specific program needs (i.e., training, site visits, staffing).
- b. The applicant should submit a budget that is complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Included in the budget, the applicant should propose a reasonable amount to respond to practitioner requests for assistance.
- c. The Budget Narrative should generally demonstrate how the applicant will maximize cost effectiveness of grant expenditures.<sup>10</sup>

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<sup>10</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.

## Review Process

OJP is committed to ensuring a fair and open process for making awards. 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. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items designated as “critical elements.”

For a list of the critical elements for this solicitation, see “What an Application Should Include” under [Section D. Application and Submission Information](#).

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. Peer reviewers’ ratings and any resulting recommendations are advisory only, although reviewer views are considered carefully. Other important considerations for BJA include geographic diversity, strategic priorities, and available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

Pursuant to the Part 200 Uniform Requirements, before award decisions are made, OJP also reviews information related to the degree of risk posed by the applicant. Among other things to help assess whether an applicant that has one or more prior federal awards has a satisfactory record with respect to performance, integrity, and business ethics, OJP checks whether the applicant is listed in SAM as excluded from receiving a federal award.

In addition, if OJP anticipates that an award will exceed \$250,000 in federal funds, OJP also must review and consider any information about the applicant that appears in the non-public segment of the integrity and performance system accessible through SAM (currently, the Federal Awardee Performance and Integrity Information System, FAPIIS).

**Important note on FAPIIS:** An applicant, at its option, may review and comment on any information about itself that currently appears in FAPIIS and was entered by a federal awarding agency. OJP will consider any such comments by the applicant, in addition to the other information in FAPIIS, in its assessment of the risk posed by the applicant.

The evaluation of risks goes beyond information in SAM, however. OJP itself has in place a framework for evaluating risks posed by applicants for competitive awards. OJP takes into account information pertinent to matters such as:

1. Applicant financial stability and fiscal integrity
2. Quality of the applicant's management systems, and the applicant's ability to meet prescribed management standards, including those outlined in the DOJ Grants Financial Guide
3. Applicant's history of performance under OJP and other DOJ awards (including compliance with reporting requirements and award conditions), as well as awards from other federal agencies
4. Reports and findings from audits of the applicant, including audits under the Part 200 Uniform Requirements
5. Applicant's ability to comply with statutory and regulatory requirements, and to effectively implement other award requirements.

**Note on applicants with a “high risk” designation:** Risks associated with DOJ High Risk Grantees, or applicants designated as “high risk” by a federal grant-making agency outside of DOJ, are taken into account during the review process, and each applicant with such “high risk” designations will be considered for funding on a case-by-case basis, depending on the nature and severity of the issues that led to the DOJ High Risk Grantee (or non-DOJ high risk) designation, status of progress in addressing corrective actions, and expected ability to manage grant funds and achieve grant goals and objectives. A “high risk” designated applicant is to submit disclosure and justification documentation consistent with the requirements specified, above, under “What an Application Should Include” in Section C. Application and Submission Information.

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 take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

## **F. Federal Award Administration Information**

### **Federal Award Notices**

Award notifications will be made by September 30, 2019. OJP sends award notifications by email through GMS to the individuals listed in the application as the point of contact and the authorizing official (E-Biz POC and AOR). The email notification includes detailed instructions on how to access and view the award documents, and steps to take in GMS to start the award acceptance process. GMS automatically issues the notifications at 9:00 p.m. eastern time on the award date.

For each successful applicant, an individual with the necessary authority to bind the applicant will be required to log in; execute a set of legal certifications and a set of legal assurances; designate a financial point of contact; thoroughly review the award, including all award conditions; and sign and accept the award. The award acceptance process requires a physical signature on the award document by the authorized representative. The fully-executed award document must then be scanned and submitted to OJP.

## **Administrative, National Policy, and Other Legal Requirements**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, as well as all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance). OJP strongly encourages prospective applicants to review information on post-award legal requirements and common OJP award conditions **prior** to submitting an application.

Applicants should consult the “Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards,” available in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>. In addition, applicants should examine the following two legal documents, as each successful applicant must execute both documents before it may receive any award funds. (An applicant is not required to submit these documents as part of an application.)

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

The webpages accessible through the “[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)” are intended to give applicants for OJP awards a general overview of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants and cooperative agreements awarded in FY 2018. Individual OJP awards typically also will include additional award conditions. Those additional conditions may relate to the particular statute, program, or solicitation under which the award is made; to the substance of the funded application; to the recipient's performance under other federal awards; to the recipient's legal status (e.g., as a for-profit entity); or to other pertinent considerations.

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to verification of employment eligibility. The condition will, generally speaking, require the recipient (and any subrecipient) that accepts the award to verify the employment eligibility of any individual hired under the award, consonant with 8 U.S.C. § 1324a(a)(1).

Awards under this solicitation will include a condition (the specific terms of which will govern the award) related to competition requirements set forth at 2 C.F.R. § 200.319. The condition will, generally speaking, prohibit recipients (and any subrecipients) from procuring goods and services with award funds by means of any competition that disadvantages or excludes vendors on the basis of their having (or their having had) a prior or existing contractual relationship with the federal government.

OJP will include as appropriate an award condition (the specific terms of which will govern the award) requiring recipients of OJP grant funding that will support projects that involve or serve minors under the age of 18 to develop and implement written screening procedures (consistent with pertinent federal, state, and local law) for individuals who will interact in a staff or volunteer capacity with minors involved in the grant-funded programs.

As stated above, BJA expects that it will make any award under this solicitation in the form of a cooperative agreement. Cooperative agreements include a condition in the award document that sets out the nature of the “substantial federal involvement” in carrying out the award and

program. Generally stated, under OJP cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient. OJP, however, may have substantial involvement in matters such as substantive coordination of technical efforts and site selection, as well as review and approval of project work plans, research designs, data collection instruments, and major project-generated materials. In addition, OJP often indicates in the award terms and conditions that it may redirect the project if necessary.

In addition to an award condition that sets out the nature of the anticipated “substantial federal involvement” in the award, cooperative agreements awarded by OJP include an award condition that requires specific reporting in connection with conferences, meetings, retreats, seminars, symposia, training activities, or similar events funded under the award.

### **General Information about Post-federal Award Reporting Requirements**

In addition to the deliverables described in [Section A. Program Description](#), any recipient of an award under this solicitation will be required to submit the following reports and data.

Required reports. Recipients typically must submit quarterly financial reports, semi-annual progress reports, final financial and progress reports, and, if applicable, an annual audit report in accordance with the Part 200 Uniform Requirements or specific award conditions. Future awards and fund drawdowns may be withheld if reports are delinquent. (In appropriate cases, OJP may require additional reports.)

Awards that exceed \$500,000 will include an additional condition that, under specific circumstances, will require the recipient to report (to FAPIIS) information on civil, criminal, and administrative proceedings connected with (or connected to the performance of) either the OJP award or any other grant, cooperative agreement, or procurement contract from the federal government. Additional information on this reporting requirement appears in the text of the award condition posted on the OJP webpage at <https://ojp.gov/funding/FAPIIS.htm>.

Data on performance measures. In addition to required reports, each award recipient also must provide data that measure the results of the work done under the award. To demonstrate program progress and success, as well as to assist DOJ in fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103–62, and the GPRA Modernization Act of 2010, Public Law 111–352, OJP will require any award recipient, post award, to provide performance data as part of regular progress reporting. Successful applicants will be required to access OJP’s performance measurement page at [www.ojp.gov/performance](http://www.ojp.gov/performance) for an overview of performance measurement activities at OJP. Performance measures are also listed as [Appendix A](#).

## **G. Federal Awarding Agency Contact(s)**

For OJP contact(s), see the title page.

For contact information for Grants.gov, see the title page.

## **H. Other Information**

### **Freedom of Information Act and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a)**

All applications submitted to OJP (including all attachments to applications) are subject to the federal Freedom of Information Act (FOIA) and to the Privacy Act. By law, DOJ may withhold

information that is responsive to a request pursuant to FOIA if DOJ determines that the responsive information either is protected under the Privacy Act or falls within the scope of one of nine statutory exemptions under FOIA. DOJ cannot agree in advance of a request pursuant to FOIA not to release some or all portions of an application.

In its review of records that are responsive to a FOIA request, OJP will withhold information in those records that plainly falls within the scope of the Privacy Act or one of the statutory exemptions under FOIA. (Some examples include certain types of information in budgets, and names and contact information for project staff other than certain key personnel.) In appropriate circumstances, OJP will request the views of the applicant/recipient that submitted a responsive document.

For example, if OJP receives a request pursuant to FOIA for an application submitted by a nonprofit or for-profit organization or an institution of higher education, or for an application that involves research, OJP typically will contact the applicant/recipient that submitted the application and ask it to identify—quite precisely—any particular information in the application that the applicant/recipient believes falls under a FOIA exemption, the specific exemption it believes applies, and why. After considering the submission by the applicant/recipient, OJP makes an independent assessment regarding withholding information. OJP generally follows a similar process for requests pursuant to FOIA for applications that may contain law-enforcement sensitive information.

#### **Provide Feedback to OJP**

To assist OJP in improving its application and award processes, OJP encourages applicants to provide feedback on this solicitation, the application submission process, and/or the application review process. Provide feedback to [OJPSolicitationFeedback@usdoj.gov](mailto:OJPSolicitationFeedback@usdoj.gov).

**IMPORTANT:** This email is for feedback and suggestions only. OJP does **not** reply from this mailbox to messages it receives in this mailbox. Any prospective applicant that has specific questions on any program or technical aspect of the solicitation **must** use the appropriate telephone number or email listed on the front of this document to obtain information. These contacts are provided to help ensure that prospective applicants can directly reach an individual who can address specific questions in a timely manner.

If you are interested in being a reviewer for other OJP grant applications, please email your résumé to [ojpprsupport@usdoj.gov](mailto:ojpprsupport@usdoj.gov). (Do not send your résumé to the OJP Solicitation Feedback email account.) **Note:** Neither you nor anyone else from your organization or entity can be a peer reviewer in a competition in which you or your organization/entity has submitted an application.

## Appendix A: Performance Measures Table

Objectives	Performance Measure	Data Grantee Provides
Objective 1: Provide training and technical assistance to support state, local, and tribal jurisdictions in achieving their project goals.	Number of trainings conducted	Number of trainings (by type): <ul style="list-style-type: none"> <li>• In-person</li> <li>• Web-based</li> <li>• CD/DVD</li> <li>• Peer-to-peer</li> <li>• Workshop</li> </ul>
	Number of participants who attended the training	Number of individuals who: <ul style="list-style-type: none"> <li>• Attended the training (in-person) or started the training (web-based)</li> <li>• Completed the training</li> <li>• Completed an evaluation at the conclusion of the training</li> <li>• Completed an evaluation and rated the training as satisfactory or better</li> <li>• Completed the post-test with an improved score over their pre-test</li> </ul>
	Percentage of participants who successfully completed the training	
	Percentage of participants who rated the training as satisfactory or better	
	Percentage of participants trained who subsequently demonstrated performance improvement	
	Percentage of scholarship recipients surveyed who reported that the training provided information that could be utilized in their job	Number of individuals who: <ul style="list-style-type: none"> <li>• Received a scholarship</li> <li>• Completed the training</li> <li>• Completed a survey at the conclusion of the training</li> <li>• Reported the training provided information that could be utilized in their job</li> </ul>
	Number of curricula developed	Number of training curricula: <ul style="list-style-type: none"> <li>• Developed</li> <li>• Pilot tested</li> <li>• Revised after being pilot tested</li> </ul>
Number of curricula that were pilot tested		
Percentage of curricula that were revised after pilot testing		
Objective 2: Increase criminal justice agencies' ability to solve problems and/or modify policies or	Percentage of requesting agencies that rated services as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of onsite visits completed</li> </ul>

Objectives	Performance Measure	Data Grantee Provides
practices through assessment, tracking, evaluation, and follow up.	Percentage of requesting agencies that were planning to implement one or more recommendations	<ul style="list-style-type: none"> <li>• Number of reports submitted to requesting agencies after onsite visits</li> <li>• Number of requesting agencies that completed an evaluation of services</li> <li>• Number of agencies that rated the services as satisfactory or better (in terms of timeliness and quality)</li> <li>• Number of follow-ups with requesting agencies completed 6 months after onsite visit</li> <li>• Number of agencies that were planning to implement at least one or more recommendations 6 months after the onsite visit</li> </ul>
	Percentage of peer visitors who reported that the visit to the other agency was useful in providing information on policies or practices	<ul style="list-style-type: none"> <li>• Number of peer-to-peer visits completed</li> <li>• Number of peer visitors who completed an evaluation</li> <li>• Number of peer visitors who reported that the visit was useful in providing information on policies or practices</li> <li>• Number of follow-ups with the requesting peer visitor completed 6 months after the peer-to-peer visit</li> <li>• Number of peer visitors who were planning to implement at least one or more recommendations 6 months after the onsite visit</li> </ul>
	Percentage of peer visitors who were planning to implement one or more policies or practices 6 months after they were observed at the visited site	
	Percentage of requesting agencies of other onsite services that rated the services provided as satisfactory or better	<ul style="list-style-type: none"> <li>• Number of other onsite services provided</li> <li>• Number of requesting agencies that completed an evaluation of other onsite services</li> <li>• Number of agencies that rated the services as satisfactory or better</li> </ul>
Objective 3: Increase information provided to BJA and the criminal justice community.	Number of conferences or advisory/focus groups held	<ul style="list-style-type: none"> <li>• Number of conferences or advisory/focus groups held</li> <li>• Number of conference or advisory/focus group attendees who completed an evaluation</li> <li>• Number of conference or advisory/focus group attendees who</li> </ul>
	Percentage of advisory/focus groups evaluated as satisfactory or better	

Objectives	Performance Measure	Data Grantee Provides
		rated the advisory/focus group as satisfactory or better
	Number of publications developed	<ul style="list-style-type: none"> <li>• Number of publications/resources developed</li> </ul>
	Number of publications disseminated	<ul style="list-style-type: none"> <li>• Number of publications/ resources disseminated</li> </ul>
	Percentage of websites developed and maintained	<ul style="list-style-type: none"> <li>• Number of websites developed</li> <li>• Number of websites maintained</li> </ul>
	Percentage increase in the number of visits to websites	<ul style="list-style-type: none"> <li>• Number of visits to websites during the current reporting period</li> <li>• Number of visits to websites during the previous reporting period</li> </ul>
	Percentage of information requests responded to	<ul style="list-style-type: none"> <li>• Number of information requests</li> <li>• Number of information requests responded to</li> </ul>

## **Appendix B: Application Checklist Comprehensive Corrections Training and Technical Assistance**

This application checklist has been created as an aid in developing an application.

### **What an Applicant Should Do:**

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

- \_\_\_\_\_ Acquire a DUNS Number (see page 40)
- \_\_\_\_\_ Acquire or renew registration with SAM (see page 40)

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

- \_\_\_\_\_ Acquire AOR and Grants.gov username/password (see page 40)
- \_\_\_\_\_ Acquire AOR confirmation from the E-Biz POC (see page 41)

#### *To Find Funding Opportunity:*

- \_\_\_\_\_ Search for the Funding Opportunity on Grants.gov (see page 41)
- \_\_\_\_\_ Select the correct Competition ID (see page 41)
- \_\_\_\_\_ Access Funding Opportunity and Application Package (see page 41)
- \_\_\_\_\_ Sign up for Grants.gov email [notifications](#) (optional) (see page 38)
- \_\_\_\_\_ Read [Important Notice: Applying for Grants in Grants.gov](#)
- \_\_\_\_\_ Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](http://ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm) (see page 25)

#### *After Application Submission, Receive Grants.gov Email Notifications That:*

- \_\_\_\_\_ (1) application has been received,
- \_\_\_\_\_ (2) application has either been successfully validated or rejected with errors (see page 41)

#### *If No Grants.gov Receipt, and Validation or Error Notifications are Received:*

- \_\_\_\_\_ contact NCJRS regarding experiencing technical difficulties (see page 2)

### **Overview of Post-Award Legal Requirements:**

- \_\_\_\_\_ Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2019 Awards](#)" in the OJP Funding Resource Center at <https://ojp.gov/funding/index.htm>.

### **Scope Requirement:**

- \_\_\_\_\_ The federal amount requested is within the allowable limits associated with each category.

**Eligibility Requirement:** See the title page.

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

- \_\_\_\_\_ Application for Federal Assistance (SF-424) (see page 26)
- \_\_\_\_\_ Program Abstract (see page 26)
- \_\_\_\_\_ Program Narrative (see page 27)
- \_\_\_\_\_ Budget Detail Worksheet and Budget Narrative (see page 29)
- \_\_\_\_\_ Indirect Cost Rate Agreement (if applicable) (see page 32)
- \_\_\_\_\_ Financial Management and System of Internal Controls Questionnaire (see page 32)

_____	<a href="#">Disclosure of Lobbying Activities (SF-LLL)</a>	(see page 33)
_____	Applicant Disclosure of Pending Applications	(see page 33)
_____	Applicant Disclosure and Justification – DOJ High Risk Grantees	(see page 34)
_____	Additional Attachments:	
_____	Research and Evaluation Independence and Integrity	(see page 35)
_____	Disclosure of Process related to Executive Compensation	(see page 37)
_____	Project Task and Timeline	(see page 35)
_____	Résumés and Position Descriptions	(see page 35)
_____	Memoranda of Understanding/Letters of Support	(see page 35)
_____	Supporting Documentation of Past TTA Delivery Experience	(see page 35)
_____	Request and Justification for Employee Compensation; Waiver (if applicable)	(see page 24)