

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



The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications under its National Initiatives Adjudication: Training and Technical Assistance for Pretrial Release Decision-Making: Using Risk Assessment and Supervision to Enhance Public Safety. This program furthers the Department's mission by assisting state and local jurisdictions in using evidence-based, data driven strategies to reduce crime and unnecessary confinement, while improving the fair administration of justice.

National Initiatives Adjudication: Training and Technical Assistance for Pretrial Release Decision-Making: Using Risk Assessment and Supervision to Enhance Public Safety

Applications Due: May 24, 2016

Eligibility

Eligible applicants include for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), and institutions of higher education (including tribal institutions of higher education) that support national initiatives to improve the functioning of pretrial systems using risk assessment tools and risk management. For-profit organizations must agree to forgo any profit or management fee. Applicants are strongly encouraged to submit an application that shows partnerships with key organizations in order to build strong working relationships with national-level organizations in the criminal justice field.

BJA welcomes applications that involve two or more entities that will carry out the funded federal award activities; however, one eligible entity must be the applicant and the others must be proposed as subrecipients. The applicant must be the entity with primary responsibility for administering the funding and managing the entire project. Only one application per lead applicant will be considered; however, a subrecipient may be part of multiple proposals.

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

Deadline

Applicants must register with Grants.gov prior to submitting an application. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 24, 2016.

All applicants are encouraged 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 or 606-545-5035, or via email to support@grants.gov. The Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays.

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must email the BJA contact identified below **within 24 hours after the application deadline** and request approval to submit their application. Additional information on reporting technical issues is found under "Experiencing Unforeseen Grants.gov Technical Issues" in the [How to Apply](#) section.

For assistance with 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; 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 announcement: BJA-2016-9196

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National Training and Technical Assistance for Pretrial Release Decision-Making: Using Risk Assessment and Supervision to Enhance Public Safety

(CFDA #16.738)

A. Program Description

Overview

The National Training and Technical Assistance for Pretrial Release Decision-Making (Pretrial TTA) initiative focuses on maximizing BJA's investments in pretrial justice through the use of data, research, and innovation, which are BJA's strategic priorities. This TTA continues the model developed under the Smart Pretrial Initiative (see www.pretrial.org/smartpretrial/), providing TTA to jurisdictions in addition to the current three Smart Pretrial sites. The Smart Pretrial model works with jurisdictions and practitioners to move to a pretrial model that uses data, research, and evidence-based approaches in risk assessment to inform the release or detain decision and employs improved validated tools and risk management strategies in pretrial oversight. The goal of pretrial justice is safe, fair, and effective pretrial procedures in all counties nationwide.

This program is funded under the Edward Byrne Memorial Justice Assistance Grant Training and Technical Assistance Program ("Pub. L. No. 114-113, 129 Stat 2242, 2306.").

Program-Specific Information

Background

The Department of Justice (DOJ) has focused in recent years on the importance of pretrial justice as part of the overall strategy for effective criminal justice reform. In May 2011, DOJ hosted the National Symposium on Pretrial Justice in Washington, D.C. to focus attention specifically on moving to a validated, risk-based pretrial justice model that is legal and evidence-based. The symposium produced a set of recommendations, and BJA has invested significantly in the following resources to implement them:

- BJA developed training and technical assistance to the field to support a holistic approach to pretrial justice issues;
- BJA partnered with the Public Welfare Foundation and the Pretrial Justice Institute to build a field of criminal justice advocates, technical assistance providers, and stakeholders committed to pretrial reform; and
- BJA has supported the Pretrial Justice Working Group (PJWG) <http://www.pretrial.org/pretrial-national-coalition/> to help monitor the field's ability to implement the recommendations.

As a result of this leadership, a number of states have hosted statewide pretrial justice symposia, and dozens of counties have had pretrial system assessments and trainings. There is widespread agreement among the key stakeholder associations of the need for the pretrial justice reengineering that was called for during the National Symposium. In response, BJA launched the Smart Pretrial program to assist jurisdictions to assess and implement effective pretrial reform.¹ In late 2014, BJA competitively selected the first three Smart Pretrial sites—City and County of Denver, Colorado; Yakima County, Washington; and the State of Delaware. All sites have successfully finished the planning phase and have begun implementing legal and evidence-based practices.

The Smart Pretrial model is testing the cost savings and public safety enhancements that can be achieved when jurisdictions move to a pretrial model that uses validated risk assessment to inform the release or detain decision and employs improved data driven and research informed risk management strategies.² Current Smart Pretrial sites are building upon a body of emerging analysis-driven, evidence-based research on pretrial release by effectively implementing the following seven elements:

- Expand the use of risk-based citation release for eligible arrestees;
- Have universal screening of defendants using actuarial or empirically-derived pretrial risk assessment tools;
- Provide access to effective defense counsel at the earliest hearing that could result in pretrial detention;
- Provide for early review of charges by a seasoned prosecutor;
- Ensure that decisions related to release or detention of defendants is informed by the outcome of the validated risk assessment tool. Where permitted by current legislation, preventive detention hearings should be considered when necessary to ensure public safety;
- Implement court reminder protocols and risk-based supervision for released defendants;
- Develop methods for the appropriate and timely transfer of convicted defendant's pretrial supervision outcomes to the sentencing court, prosecutor, and defense counsel, as well as any subsequent supervising authority.

This funding will support TTA and research assistance to jurisdictions other than the current Smart Pretrial sites. Recognizing that the research is still limited in this area, BJA is seeking a partner to provide TTA who will focus on building the capacity of jurisdictions to use existing research knowledge and innovation to evaluate and expand the knowledge base in this area.

BJA's "Smart Suite" of programs invest in the development of practitioner- researcher partnerships that use data, evidence, and innovation to create strategies and interventions that are effective and economical. This data-driven approach assists jurisdictions including pretrial agencies to understand the full nature and extent of the crime challenges they are facing and to target resources to the highest priorities in the system. The Smart Suite of programs represents a strategic approach that brings more "science" into criminal justice operations by leveraging innovative applications of analysis, technology, and evidence-based practices with the goal of improving performance and effectiveness while containing costs. For more information see: <https://www.bja.gov/programs/crpe/smartsuite.html>

¹ For more information about the Smart Pretrial program, see <http://www.pretrial.org/smartpretrial/>

² *State of the Science of Pretrial Release Recommendations and Supervision*, VanNostrand, Rose, and Weibrecht, June 2011

As a research partner to the five or more jurisdictions to be served with the technical assistance in this solicitation, the awardee will be able to provide critical information about the effectiveness of interventions developed. This research provides an opportunity for the jurisdictions the applicant works with to evaluate strategies and programs, and the departments/agencies they work with should be prepared to sustain these approaches on a permanent basis if the outcomes are favorable. The applicants should thus be prepared to disseminate information and updates about the pretrial assessments and strategies developed through the life of the project in order to promote greater knowledge and understanding about the value of research and evidenced-based practice among officers/practitioners, and to promote the sustainment of these successful strategies and practices using existing or local/state resources.

Goals, Objectives, and Deliverables

The successful applicant will work with local, state, or tribal jurisdictions to implement the seven key elements of Smart Pretrial listed above, which are designed to operationalize the goals and values of the Smart Pretrial model. The three goals of this TTA are to maximize public safety, court appearances, and the appropriate use of release, release conditions, detention, and public resources using the Smart Pretrial model. The three values that guide this TTA are **safety**, **fairness**, and **effectiveness**—values essential to pretrial justice, upheld by the law, and supported by current research.

Applicants are solicited to produce **all of the following deliverables**:

1. Guided by the Smart Pretrial key elements with a focus on risk assessment, a comprehensive plan outlining pretrial justice TTA options for jurisdictions interested in pretrial reform. This TTA will employ a multi-dimensional strategy to help new jurisdictions explore pretrial justice and implement the Smart Pretrial key elements with a focus on implementing pretrial risk assessment and risk management strategies. For general pretrial justice TTA and for intensive Smart Pretrial TTA, the successful TTA applicant and BJA will work together to develop specific TTA plans for jurisdictions interested in general TTA and those interested in implementing any of the Smart Pretrial key elements. The plan should provide intensive TTA services to at least five jurisdictions and general TTA to all those interested. Examples of the kinds of TTA to be provided include but are not limited to:

- Data driven, research informed risk assessment implementation planning and guidance in accordance with the Smart Pretrial key elements, goals and values; legal analysis of state laws, court rules, and local regulations related to pretrial release and detention; system mapping and gap analysis to inform where risk management strategies can be best employed
- Research activities including data collection and analysis on pretrial populations and outcomes, including a racial and ethnic disparate impact analysis. Procedural justice discussions and action planning to ensure fair administration of justice at the pretrial phase
- Criminal justice stakeholder engagement, including (a) working with government and non-government stakeholders to orient them to pretrial risk assessment and risk management strategies; (b) seeking input on understanding justice system data and processes, interpreting the system mapping, and assessing feasibility and providing information on the potential impact of policy recommendations; and (c) involve and inform stakeholders in implementation in an ongoing way
- Policy development, using research to support policy options that support safe, fair, and effective pretrial decision-making

- Implementation of a pretrial cost-benefit analysis to assess impact of proposed interventions
- Sharing the information with a broader audience via Webinar/WebEx education for criminal justice stakeholders

2. Develop and Disseminate Publications. In addition to the overall plan and deliverables related to the TTA to pretrial sites, the awardee must develop in consultation with BJA at least three publications, share training materials and lessons learned on a Pretrial TTA website, and ensure travel related costs to attend critical pretrial-related meetings.

3. Support of the Pretrial Justice Working Group (PJWG). The awardee will be required to coordinate with the PJWG, attending meetings and offering subject matter expertise. In addition, starting in October 2017, the awardee will take over the management and logistics of the PJWG including staffing the meetings, developing agendas, supporting travel for panelist, and maintaining the website.

In addition to these core deliverables, the awardee will also be required to coordinate and support three other BJA efforts: 1) BJA-related pretrial activities, including the Smart Pretrial initiative. 2) BJA's Right to Counsel National Campaign— <http://www.rtcnationalcampaign.org>³. This includes providing subject matter experts to train jurisdictions on the intersection of right to counsel and pretrial justice, and present on panels as needed, including covering travel costs. 3) The TTA partner should also be prepared to support and coordinate efforts related to the Smart Suite portfolio of programs.

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](http://www.ojp.gov/crimesolutions) website is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

Pretrial Release Decision-Making TTA will only support activities related to employing evidence-based, empirically-validated pretrial risk assessment tools.

³ Educating the field about the importance of and providing training around counsel at first appearance/bail hearings is a priority for BJA.

B. Federal Award Information

BJA anticipates it will make one award of up to \$600,000 for a 24-month project period, beginning on October 1, 2016.

BJA may, in certain cases, provide supplemental funding in future years to awards under this solicitation. Important considerations in decisions regarding supplemental funding include, among other factors, the availability of funding, strategic priorities, assessment of the quality of the management of the award (for example, timeliness and quality of progress reports), and assessment of 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 Award⁴

BJA expects that it will make any award from this solicitation in the form of a cooperative agreement, which is a particular type of grant used if BJA expects to have ongoing substantial involvement in award activities. Substantial involvement includes direct oversight and involvement with the grantee organization in implementation of the grant, but does not involve day-to-day project management. See [Administrative, National Policy, and other Legal Requirements](#), under [Section F. Federal Award Administration Information](#), for details regarding the federal involvement anticipated under an award from this solicitation.

Financial Management and System of Internal Controls

Award recipients and subrecipients (including any recipient or subrecipient funded in response to this solicitation that is a pass-through entity⁵) must, as described in the Part 200 Uniform Requirements 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.

⁴ See generally 31 U.S.C. §§ 6301-6305 (defines and describes various forms of federal assistance relationships, including grants and cooperative agreements [a type of grant]).

⁵ For purposes of this solicitation (or program announcement), “pass-through entity” includes any entity eligible to receive funding as a recipient or subrecipient under this solicitation (or program announcement) that, if funded, may make a subaward(s) to a subrecipient(s) to carry out part of the funded program.

- (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.

In order to better understand administrative requirements and cost principles, applicants are encouraged to enroll, at no charge, in the Department of Justice Grants Financial Management Online Training available [here](#).

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.

Pre-Agreement Cost (also known as Pre-award Cost) Approvals

Pre-agreement costs are costs incurred by the applicant prior to the start date of the period of performance of the grant 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. If approved, pre-agreement costs could be paid from grant funds consistent with a grantee's approved budget, and under applicable cost standards. However, all such costs prior to award and prior to approval of the costs are incurred at the sole risk of an applicant. Generally, no applicant should incur project costs *before* submitting an application requesting federal funding for those costs. Should there be extenuating circumstances that appear to be appropriate for OJP's consideration as pre-agreement costs, the applicant should contact the point of contact listed on the title page of this announcement for details on the requirements for submitting a written request for approval. See the section on Costs Requiring Prior Approval in the [Financial Guide](#), 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, recipients may not use federal funds to pay total cash compensation (salary plus cash bonuses) to any employee of the award recipient at a rate that exceeds 110 percent of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year.⁶ The 2016 salary table for SES employees is available at the Office of Personnel Management [website](#). Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.) For employees who charge only a portion of their time to an award, the allowable amount to be charged 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, the limitation on compensation rates allowable under an award. An applicant requesting a waiver should include a detailed justification in the budget narrative of the application. Unless

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

the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request the applicant to adjust and resubmit the budget.

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

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

OJP strongly encourages applicants that propose to use award funds for any conference-, meeting-, or training-related activity to review carefully—before submitting an application—the OJP policy and guidance on conference approval, planning, and reporting available at www.ojp.gov/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 and of some conference, meeting, and training costs for grant recipients; and (3) set cost limits, including a general prohibition of all food and beverage costs.

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section under "Solicitation Requirements" in the [OJP Funding Resource Center](#).

C. Eligibility Information

For eligibility information, see title page.

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

Limit on Number of Application Submissions

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. For more information on system-validated versions, see [How to Apply](#).

D. Application and Submission Information

What an Application Should Include

Applicants should anticipate that if they fail to submit an application that contains all of the specified elements, it may negatively affect the review of their application; and, should a decision be made to make an award, it may result in the inclusion of special conditions that

preclude the recipient from accessing or using award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are determined to be nonresponsive to the scope of the solicitation, or that do not include the application elements that BJA has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, BJA has designated the following application elements as critical: Program Narrative, Time and Task plan, Budget Detail Worksheet, and Budget Narrative. Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one budget document, it must contain **both** narrative and detail information. Please review the “Note on File Names and File Types” under [How to Apply](#) to be sure applications are submitted in permitted formats.

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

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

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

Intergovernmental Review: This funding opportunity (program) **is not** subject to [Executive Order 12372](#). (In completing the SF-424, applicants are to make the appropriate selection in response to question 19 to indicate that the “Program is not covered by E.O. 12372.”)

2. Project Abstract

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

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

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

All project abstracts should follow the detailed template available at ojp.gov/funding/Apply/Resources/ProjectAbstractTemplate.pdf.

Permission to Share Project Abstract with the Public: It is unlikely that BJA will be able to fund all applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding unfunded applications; for example, through a

listing on a web page available to the public. The intent of this public posting would be to allow other possible funders to become aware of such proposals.

In the project abstract template, applicants are asked to indicate whether they give OJP permission to share their project abstract (including contact information) with the public. Granting (or failing to grant) this permission will not affect OJP’s funding decisions, and, if the application is not funded, granting permission will not guarantee that abstract information will be shared, nor will it guarantee funding from any other source.

Note: OJP may choose not to list a project that otherwise would have been included in a listing of unfunded applications, should the abstract fail to meet the format and content requirements noted above and outlined in the project abstract template.

3. Program Narrative

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 15,” “2 of 15,” etc. If the program narrative fails to comply with these length-related restrictions, BJA may consider such noncompliance in peer review and in final award decisions.

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

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

To demonstrate program progress and success, as well as to assist the Department with fulfilling its responsibilities under the Government Performance and Results Act of 1993 (GPRA), Public Law 103-62, and the GPRA Modernization Act of 2010, Public Law 111-352, applicants that receive funding under this solicitation must provide data that measure the results of their work done under this solicitation. OJP will require any award recipient, post award, to provide the data requested in the “Data Grantee Provides” column so that OJP can calculate values for the “Performance Measures” column. Post award, recipients will be required to submit performance metric data semi-annually through BJA’s online Training and Technical Assistance Reporting Portal. More information on reporting requirements can be found at: <https://www.bjatrainig.org/working-with-nttac/providers>. Applicants need only address performance measures that apply to their deliverables. Potential performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measure(s)	Data Grantee Provides
Increase the knowledge of criminal justice practitioners through in-person training.	228	Number of participants who attend the training	Number of individuals who started the training
	239	Percentage of participants who successfully completed the training	Number of individuals who completed the training
	235	Percentage of participants who rated the training as satisfactory or better	Number of individuals who completed an evaluation at the conclusion of the training

	215	Percentage of participants trained and subsequently demonstrated performance improvement	<p>Number of trainees who completed the training who rated the training as satisfactory or better</p> <p>Number of individuals who completed a pre and post-test</p> <p>Number of individuals who completed the training whose post-test indicated an improved score over their pre-test</p>
Increase the knowledge of criminal justice practitioners through web-based learning.	228	Number of participants who attend the training	Number of individuals who started the training
	239	Percentage of participants who successfully completed the program	Number of individuals who completed the training
	235	Percentage of participants who rated the training as satisfactory or better	<p>Number of individuals who completed an evaluation at the conclusion of the training</p> <p>Number of trainees who completed the training who rated the training as satisfactory or better</p>
	215	Percentage of participants trained and subsequently demonstrated performance improvement	<p>Number of individuals who completed a pre- and post-test</p> <p>Number of individuals who completed the training whose post-test indicated an improved score over their pre-test.</p>
Increase the knowledge of criminal justice practitioners through distance learning using CD/DVDs.	12	Percentage of organizations that completed a training who rated that training as satisfactory or better	<p>Number of organizations receiving CD/DVDs</p> <p>Number of organizations who received CD/DVDs who were surveyed</p> <p>Number of organizations who responded to the survey</p> <p>Number of organizations who rated the distance learning through CD/DVD as satisfactory or better.</p>
	12	Percentage of agencies that rated services as satisfactory or better	<p>Number of other onsite services provided</p> <p>Number of requesting agencies who completed an evaluation of other onsite services</p> <p>Number of requesting agencies who rated services as satisfactory or better in terms of timeliness and quality following completion of an onsite visit</p>
		Percentage of agencies that implemented one or more	Number of requesting agencies that were planning to implement at least

	11	recommendations	some of the report recommendations 6 months after the onsite visit Number of onsite visits completed Number of requesting agencies who completed an evaluation of services Number of requesting agencies of other onsite services who rated the services provided as satisfactory or better
Increase information provided to the criminal justice community.	147	Number of conferences or forums held	Number of working groups held
	493	Percentage of advisory/focus groups evaluated as satisfactory or better.	Number of working groups evaluated as satisfactory or better
	411	Number of documents developed	Number of documents produced as a result of working group groups
	145	Number of documents disseminated	Number of documents disseminated to the field as a result of working group
	491	Number of websites developed	Number of websites developed
	492	Number of websites maintained	Number of websites maintained
			Number of visits to websites
	144	Number of publications developed	Number of publications developed
	145	Number of publications disseminated	Number of publications disseminated
Increase the knowledge of criminal justice practitioners through the development and/or revision of training curricula.	144	Number of training curricula developed	Number of training curricula developed
	520	Percentage of curricula that were pilot tested	Number of training curricula pilot tested
	521	Percentage of curricula that were revised after pilot testing	Number of training curricula revised after being pilot tested

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

Note on Project Evaluations

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

whether the particular project they propose would either intentionally or unintentionally collect and/or use information in such a way that it meets the DOJ regulatory definition of research.

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

4. Budget Detail Worksheet and Budget Narrative

a. Budget Detail Worksheet

A sample Budget Detail Worksheet can be found at <http://ojp.gov/funding/Apply/Resources/BudgetDetailWorksheet.pdf>. Applicants that submit their budget in a different format should include the budget categories listed in the sample budget worksheet. The Budget Detail Worksheet should be broken down by year.

For questions pertaining to budget and examples of allowable and unallowable costs, see the Financial Guide at <http://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 project activities). The applicant should also include costs related to travel for presentation and participation in events related to pretrial TTA and to present on this project to practitioners at relevant meetings.

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

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

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

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

d. Pre-Agreement Cost Approvals

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

5. Indirect Cost Rate Agreement (if applicable)

Indirect costs are allowed only under the following circumstances:

- (a) The applicant has a current, federally approved indirect cost rate; or
- (b) The applicant 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).

Attach a copy of the federally approved indirect cost rate agreement to the application. Applicants that do not have an approved rate may request one through their cognizant federal agency, which will review all documentation and approve a rate for the applicant organization, or, if the applicant’s accounting system permits, costs may be allocated in the direct cost categories. For the definition of Cognizant Federal Agency, see the “Glossary of Terms” in the [Financial Guide](#). For assistance with identifying your cognizant agency, please contact the Customer Service Center at 800-458-0786 or at ask.ocfo@usdoj.gov. If DOJ is the cognizant federal agency, applicants may obtain information needed to submit an indirect cost rate proposal at <http://ojp.gov/funding/Apply/Resources/IndirectCosts.pdf>.

In order to use the “de minimis” indirect rate, attach written documentation to the application that advises OJP of both the applicant’s eligibility (to use the “de minimis” rate) and its election. If the applicant elects the “de minimis” method, costs must be consistently charged as either indirect or direct costs, but may not be double charged or inconsistently charged as both. In addition, if this method is chosen then it must be used consistently for all federal awards until such time as you choose to negotiate a federally approved indirect cost rate.⁷

6. Tribal Authorizing Resolution (if applicable)

Tribes, tribal organizations, or third parties proposing to provide direct services or assistance to residents on tribal lands should include in their applications a resolution, a letter, affidavit, or other documentation, as appropriate, that certifies that the applicant has the legal authority from the tribe(s) to implement the proposed project on tribal lands. In those instances when an organization or consortium of tribes applies for a grant on behalf of a tribe or multiple specific tribes, the application should include appropriate legal documentation, as described above, from all tribes that would receive services or assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

Applicants unable to submit an application that includes a fully-executed (i.e., signed) copy of appropriate legal documentation, as described above, consistent with the applicable tribe’s governance structure, should, at a minimum, submit an unsigned, draft version of

⁷ See 2 C.F.R. § 200.414(f).

such legal documentation as part of its application (except for cases in which, with respect to a tribal consortium applicant, consortium bylaws allow action without the support of all consortium member tribes). If selected for funding, BJA will make use of and access to funds contingent on receipt of the fully-executed legal documentation.

7. Applicant Disclosure of High Risk Status

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

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

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

8. Additional Attachments

a. Project Time and Task Plan

Attach a Project Time and Task Plan with each project goal, related objective, activity, expected completion date, and responsible person or organization.

b. Memoranda/Letters of Support

Include Memoranda of Understanding or Letters of Support, if applicable.

c. Job Descriptions

Include Job Descriptions that outline the roles, responsibilities, and qualifications for all key positions.

d. Résumés

Include résumés for staff identified for the key positions, if known. Include the résumé of the partner conducting the research and data collection activities and outline their expertise to conduct research in the areas of pretrial, validated risk assessment, and management and data collection.

e. Applicant Disclosure of Pending Applications

Applicants are to disclose whether they have pending applications for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation. The disclosure should include both direct applications for federal funding (e.g., applications to federal agencies) and indirect applications for such funding (e.g., applications to state agencies that will subaward federal funds).

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

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

- The federal or state funding agency
- The solicitation name/project name
- The point of contact information at the applicable funding agency

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

Applicants should include the table as a separate attachment to their application. The file should be named “Disclosure of Pending Applications.”

Applicants that do not have pending applications as described above are to include a statement to this effect in the separate attachment page (e.g., “[Applicant Name on SF-424] does not have pending applications submitted within the last 12 months for federally funded grants or subgrants (including cooperative agreements) that include requests for funding to support the same project being proposed under this solicitation and will cover the identical cost items outlined in the Budget Narrative and Budget Detail Worksheet in the application under this solicitation.”).

f. Research and Evaluation Independence and Integrity

If a proposal involves research and/or evaluation, regardless of the proposal’s other merits, in order to receive funds, the applicant must demonstrate research/evaluation independence, including appropriate safeguards to ensure research/evaluation objectivity and integrity, both in this proposal and as it may relate to the applicant’s other current or prior related projects. This documentation may be included as an attachment to the application which addresses BOTH i. and ii. below.

- i. For purposes of this solicitation, applicants must document research and evaluation independence and integrity by including, at a minimum, one of the following two items:

- a. A specific assurance that the applicant has reviewed its proposal to identify any research integrity issues (including all principal investigators and subrecipients) and it has concluded that the design, conduct, or reporting of research and evaluation funded by BJA grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of part of its staff, consultants, and/or subrecipients responsible for the research and evaluation or on the part of the applicant organization.

OR

- b. A specific listing of actual or perceived conflicts of interest that the applicant has identified in relation to this proposal. These conflicts could be either personal (related to specific staff, consultants, and/or subrecipients) or organizational (related to the applicant or any subgrantee organization). Examples of potential investigator (or other personal) conflict situations may include, but are not limited to, 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 could not be given a grant 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), as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research 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 applicants must address the issue of 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 potential personal or organizational conflicts of interest exist, then the applicant should provide a brief narrative explanation of how and why it reached that conclusion. Applicants **MUST** also include an explanation of the specific processes and procedures that the applicant will put in place to identify and eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest.

OR

- b. If the applicant has identified specific personal or organizational conflicts of interest in its proposal during this review, the applicant must propose a specific and robust mitigation plan to address conflicts noted above. At a minimum, the

plan must include specific processes and procedures that the applicant will put in place to eliminate (or, at the very least, mitigate) potential personal or financial conflicts of interest on the part of its staff, consultants, and/or subrecipients for this particular project, should that be necessary during the grant period. Documentation that may be helpful in this regard could include organizational codes of ethics/conduct or policies regarding organizational, personal, and financial conflicts of interest. There is no guarantee that the plan, if any, will be accepted as proposed.

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

9. Financial Management and System of Internal Controls Questionnaire

In accordance with the Part 200 Uniform Requirements as set out at 2 C.F.R. 200.205, federal agencies must have in place a framework for evaluating the risks posed by applicants before they receive a federal award. To facilitate part of this risk evaluation, **all** applicants (other than an individual) are to download, complete, and submit this [form](#).

10. Disclosure of Lobbying Activities

All applicants must complete this information. Applicants that expend any funds for lobbying activities are to provide the detailed information requested on the form Disclosure of Lobbying Activities (SF-LLL). Applicants that do not expend any funds for lobbying activities are to enter "N/A" in the text boxes for item 10 ("a. Name and Address of Lobbying Registrant" and "b. Individuals Performing Services").

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

BJA strongly encourages all prospective applicants to sign up for Grants.gov email [notifications](#) regarding this solicitation. If this solicitation is cancelled or modified, individuals who sign up with Grants.gov for updates will be 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. Please ensure all required documents are attached in the mandatory category.

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

Characters	Special Characters		
Upper case (A – Z)	Parenthesis ()	Curly braces { }	Square brackets []
Lower case (a – z)	Ampersand (&)	Tilde (~)	Exclamation point (!)
Underscore (_)	Comma (,)	Semicolon (;)	Apostrophe (‘)
Hyphen (-)	At sign (@)	Number sign (#)	Dollar sign (\$)
Space	Percent sign (%)	Plus sign (+)	Equal sign (=)
Period (.)	When using the ampersand (&) in XML, applicants must use the “&#x26;” format.		

Grants.gov is designed to forward successfully submitted applications to the OJP Grants Management System (GMS).

GMS does not accept executable file types as application attachments. These disallowed file types include, but are not limited to, the following extensions: “.com,” “.bat,” “.exe,” “.vbs,” “.cfg,” “.dat,” “.db,” “.dbf,” “.dll,” “.ini,” “.log,” “.ora,” “.sys,” and “.zip.” 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:

OJP may not make a federal award to an applicant organization until the applicant organization has complied with all applicable DUNS and SAM requirements. Individual applicants must comply with all Grants.gov requirements. If an applicant has not fully complied with the requirements by the time the federal awarding agency is ready to make a federal award, the federal awarding agency may determine that the applicant is not qualified to receive a federal award and use that determination as a basis for making a federal award to another applicant.

Individual applicants should search Grants.gov for a funding opportunity for which individuals are eligible to apply. Use the Funding Opportunity Number (FON) to register. Complete the registration form at <https://apply07.grants.gov/apply/IndCPRegister> to create a username and password. Individual applicants should complete all steps except 1, 2, and 4.

1. Acquire a Data Universal Numbering System (DUNS) number. In general, the Office of Management and Budget (OMB) requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or

apply online at www.dnb.com. A DUNS number is usually received within 1–2 business days.

- 2. Acquire registration with the System for Award Management (SAM).** SAM is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. Applicants must **update or renew their SAM registration annually** to maintain an active status. SAM registration and renewal can take as long as 10 business days to complete.

Applications 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 up to 48 hours.** OJP recommends that the applicant register or renew registration with SAM as early as possible.

Information about SAM registration procedures can be accessed at www.sam.gov.

- 3. Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password.** Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process for organizations, go to www.grants.gov/web/grants/register.html. Individuals registering with Grants.gov should go to <http://www.grants.gov/web/grants/applicants/individual-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 number for this solicitation is 16.738, titled "Edward Byrne Memorial Justice Assistance Grant Program," and the funding opportunity number is BJA-2016-9196.
- 6. Submit a valid application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive two notifications from Grants.gov. The first will confirm the receipt of the application and the second will state whether the application has been successfully validated, or rejected due to errors, with an explanation. It is possible to first receive a message indicating that the application is received and then receive a rejection notice a few minutes or hours later. Submitting well ahead of the deadline provides time to correct the problem(s) that caused the rejection. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** to the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification. All applications are due to be submitted and in receipt of a successful validation message in Grants.gov by 11:59 p.m. eastern time on May 24, 2016.

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

Note: Duplicate Applications

If an applicant submits multiple versions of the same application, BJA will review only the most recent system-validated version submitted. See Note on File Names and File Types under [How to Apply](#).

Experiencing Unforeseen Grants.gov Technical Issues

Applicants that experience unforeseen Grants.gov technical issues beyond their control that prevent them from submitting their application by the deadline must contact the Grants.gov [Customer Support Hotline](#) or the [SAM Help Desk](#) (Federal Service Desk) to report the technical issue and receive a tracking number. Then applicants must email the BJA contact identified in the Contact Information section on page 2 **within 24 hours after the application deadline** and request approval to submit their application. The email must describe the technical difficulties, and include a timeline of the applicant's submission efforts, the complete grant application, the applicant's DUNS number, and any Grants.gov Help Desk or SAM tracking number(s). **Note: BJA does not automatically approve requests.** After the program office reviews the submission, and contacts the Grants.gov or SAM Help Desks to validate the reported technical issues, OJP will inform the applicant whether the request to submit a late application has been approved or denied. If OJP determines that the applicant failed to follow all required procedures, which resulted in an untimely application submission, OJP will deny the applicant's request to submit their application.

The following conditions are generally insufficient to justify late submissions:

- Failure to register in SAM or Grants.gov in sufficient time. (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, including firewalls, browser incompatibility, etc.

Notifications regarding known technical problems with Grants.gov, if any, are posted at the top of the OJP funding web page at <http://ojp.gov/funding/index.htm>.

E. Application Review Information

Selection Criteria

Statement of the Problem (15 percent)

- Demonstrate an understanding of the Smart Pretrial model and how TTA can be used to enhance the use of data and research to improve pretrial outcomes—appearance and safety.
- Provide a thorough understanding of data-driven and evidence-based practice related to pretrial risk assessment and management, validation of risk

assessment tools and processes and its relevance to the fair administration of justice.

- Describe the challenges agencies may face in planning, implementing, and sustaining the Smart Pretrial key elements, with a focus on implementing validated risk assessment and risk management in pretrial decision-making.
- Describe generally both successes and challenges to developing effective partnerships that support pretrial justice.

Project Design and Implementation (30 percent)

- The project design must address the specific deliverables listed in the Program-Specific Information on pages 4–7.
- Specifically the outline of pretrial TTA options, for general and intensive TTA, should provide a comprehensive plan for training and technical assistance to pretrial and other criminal justice practitioners working together to implement the Smart Pretrial key elements. This should include:
 - Description of how the applicant will identify and assess training and technical assistance needs for a jurisdiction, in consultation with BJA, and deliver those services, building on work of the Smart Pretrial program training and technical assistance partner.
 - Description of how the training and technical assistance will encompass data-driven and evidence-based pretrial risk assessment practices or will be based upon research knowledge and/or data.
 - Describe the series of products your organization would develop to promote continuous learning on the Smart Pretrial key elements for all criminal justice stakeholders.
- To support the R2C National Campaign, demonstrate the applicants' knowledge about the intersection of right to counsel and pretrial justice, using research to support the issue. Detail how the applicant will promote BJA's priority to ensure the right to counsel at the first hearing when the defendant's liberty is at stake. Detail how the applicant will use partnerships to develop strategies for jurisdictions to implement this Smart Pretrial key element.
- For all deliverables, include a comprehensive time and task plan that identifies milestones, numerically listed deliverables, and who is responsible for each activity.

Capabilities and Competencies (30 percent)

- Fully describe the management structure and outline the organization's ability to conduct the individual activities through the organization's and staff's experience, and recruit and partner with individuals and other organizations with the expertise to enhance the organization's and staff's experience in developing and providing TTA.
- Applicants must demonstrate extensive knowledge of and experience with the research and implementation of validated pretrial risk assessment, risk mitigation strategies and supervision guidelines, as well as data collection and analysis of

this work. Applicants must show a proven history in overseeing social change initiatives and working with a wide array of criminal justice stakeholders at the local and state level to implement social change. Applicants should demonstrate their ability to provide TTA related to the Smart Pretrial key elements, giving specific examples of how the applicant has delivered TTA in the past, including the ability to develop and deliver training.

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

- Describe the process for measuring project performance, including meeting timelines and deliverables, and obtaining input and feedback from customers and stakeholders. Identify what data will be collected, who will collect 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. Describe the process to accurately report implementation findings and outcomes.
- Describe how as the awardee, in its role as the research partner to the five or more jurisdictions to be served, will use this data to work with the departments/agencies to sustain these approaches on a permanent basis if the outcomes are favorable. Describe how the applicant will disseminate this research and data through the life of the project in order to promote the sustainment of these successful strategies and practices tested using existing or local/state resources.

Budget (15 percent)

- Provide a proposed budget and budget narrative for the entire project that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate cost effectiveness in relation to the goals and objectives of the project. The budget must support the strategies and approaches outlined in the project design, and include a narrative to describe the expenditures under each cost area and how it will contribute to the overall program goals. Applicants should budget for two staff to attend two meetings a year to be determined by BJA.

Review Process

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

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether applicants have met basic minimum requirements, OJP screens applications for compliance with specified program requirements to help determine which applications should proceed to further consideration for award. Although program requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP grant programs:

- Applications must be submitted by an eligible type of applicant.

- Applications must request funding within programmatic funding constraints (if applicable).
- Applications must be responsive to the scope of the solicitation.
- Applications must include all items designated as “critical elements.”
- Applicants will be checked against the System for Award Management (SAM).

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

BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications meeting basic minimum requirements on technical merit using the solicitation’s selection criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers’ ratings and any resulting recommendations are advisory only, although their views are considered carefully. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding.

OJP reviews applications for potential discretionary awards to evaluate the risks posed by applicants before they receive an award. This review may include but is not limited to the following:

1. Financial stability and fiscal integrity
2. Quality of management systems and ability to meet the management standards prescribed in the Financial Guide
3. History of performance
4. Reports and findings from audits
5. The applicant's ability to effectively implement statutory, regulatory, or other requirements imposed on award recipients
6. Proposed costs to determine if the Budget Detail Worksheet and Budget Narrative accurately explain project costs, and whether those costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations

Absent explicit statutory authorization or written delegation of authority to the contrary, all final award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, peer review ratings, underserved populations, geographic diversity, strategic priorities, past performance under prior BJA and OJP awards, and available funding when making awards.

F. Federal Award Administration Information

Federal Award Notices

OJP sends award notification 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 how to accept the award in GMS. GMS automatically issues the notifications at 9:00 p.m. eastern time

on the award date (by September 30, 2016). Recipients will be required to log in; accept any outstanding assurances and certifications on the award; designate a financial point of contact; and review, sign, and accept the award. The award acceptance process involves physical signature of the award document by the authorized representative and the scanning of the fully-executed award document to OJP.

Administrative, National Policy, and other Legal Requirements

If selected for funding, in addition to implementing the funded project consistent with the agency-approved project proposal and budget, the recipient must comply with award terms and conditions, and other legal requirements, including but not limited to OMB, DOJ or other federal regulations which will be included in the award, incorporated into the award by reference, or are otherwise applicable to the award. OJP strongly encourages prospective applicants to review the information pertaining to these requirements **prior** to submitting an application. To assist applicants and recipients in accessing and reviewing this information, OJP has placed pertinent information on its [Solicitation Requirements](#) page of the [OJP Funding Resource Center](#).

Please note in particular the following two forms, which applicants must accept in GMS prior to the receipt of any award funds, as each details legal requirements with which applicants must provide specific assurances and certifications of compliance. Applicants may view these forms in the Apply section of the [OJP Funding Resource Center](#) and are strongly encouraged to review and consider them carefully prior to making an application for OJP grant funds.

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

Upon grant approval, OJP electronically transmits (via GMS) the award document to the prospective award recipient. In addition to other award information, the award document contains award terms and conditions that specify national policy requirements⁸ with which recipients of federal funding must comply; uniform administrative requirements, cost principles, and audit requirements; and program-specific terms and conditions required based on applicable program (statutory) authority or requirements set forth in OJP solicitations and program announcements, and other requirements which may be attached to appropriated funding. For example, certain efforts may call for special requirements, terms, or conditions relating to intellectual property, data/information-sharing or -access, or information security; or audit requirements, expenditures and milestones, or publications and/or press releases. OJP also may place additional terms and conditions on an award based on its risk assessment of the applicant, or for other reasons it determines necessary to fulfill the goals and objectives of the program.

Prospective applicants may access and review the text of mandatory conditions OJP includes in all OJP awards, as well as the text of certain other conditions, such as administrative conditions, via the [Mandatory Award Terms and Conditions](#) page of the [OJP Funding Resource Center](#).

⁸ See generally 2 C.F.R. 200.300 (provides a general description of national policy requirements typically applicable to recipients of federal awards, including the Federal Funding Accountability and Transparency Act of 2006 [FFATA]).

As stated above, BJA anticipates that it will make any award from this solicitation in the form of a cooperative agreement. Cooperative agreement awards include standard “federal involvement” conditions that describe the general allocation of responsibility for execution of the funded program. Generally stated, under cooperative agreement awards, responsibility for the day-to-day conduct of the funded project rests with the recipient in implementing the funded and approved proposal and budget, and the award terms and conditions. Responsibility for oversight and redirection of the project, if necessary, rests with BJA.

In addition to any “federal involvement” condition(s), OJP cooperative agreement awards include a special condition specifying certain reporting requirements required in connection with conferences, meetings, retreats, seminars, symposium, training activities, or similar events funded under the award, consistent with OJP policy and guidance on conference approval, planning, and reporting.

General Information about Post-Federal Award Reporting Requirements

Recipients 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. Future awards and fund drawdowns may be withheld if reports are delinquent.

Special Reporting requirements may be required by OJP depending on the statutory, legislative, or administrative obligations of the recipient or the program.

G. Federal Awarding Agency Contact(s)

For Federal Awarding Agency Contact(s), see title page.

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

H. Other Information

Provide Feedback to OJP

To assist OJP in improving its application and award processes, we encourage applicants to provide feedback on this solicitation, the application submission process, and/or the application review/peer review process. Provide feedback to OJPSolicitationFeedback@usdoj.gov.

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

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

Application Checklist

National Training and Technical Assistance for Pretrial Release Decision-Making: Using Risk Assessment and Supervision to Enhance Public Safety

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

What an Applicant Should Do:

Prior to Registering in Grants.gov:

_____ Acquire a DUNS Number (see page 21)

_____ Acquire or renew registration with SAM (see page 22)

To Register with Grants.gov:

_____ Acquire AOR and Grants.gov username/password (see page 22)

_____ Acquire AOR confirmation from the E-Biz POC (see page 22)

To Find Funding Opportunity:

_____ Search for the Funding Opportunity on Grants.gov (see page 22)

_____ Download Funding Opportunity and Application Package (see page 22)

_____ Sign up for Grants.gov email [notifications](#) (optional) (see page 20)

_____ 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

(see page 10)

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 22)

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

_____ contact BJA regarding experiencing technical difficulties

(see page 23)

General Requirements:

_____ Review the [Solicitation Requirements](#) in the OJP Funding Resource Center

Scope Requirement:

_____ The federal amount requested is within the allowable limit(s) of \$600,000

Eligibility Requirement: Eligible applicants include for-profit (commercial) organizations, nonprofit organizations (including tribal nonprofit or for-profit organizations), and institutions of higher education (including tribal institutions of higher education) that support national initiatives to improve the functioning of pretrial systems using risk assessment tools and risk management. For-profit organizations must agree to forgo any profit or management fee.

What an Application Should Include:

- _____ Application for Federal Assistance (SF-424) (see page 11)
- _____ Project Abstract (see page 11)
- _____ Program Narrative (see page 12)
- _____ Budget Detail Worksheet (see page 15)
- _____ Budget Narrative (see page 15)
- _____ Indirect Cost Rate Agreement (see page 16)
- _____ Tribal Authorizing Resolution (see page 16)
- _____ Applicant Disclosure of High Risk Status (see page 17)
- _____ Additional Attachments
 - _____ Applicant Disclosure of Pending Applications (see page 17)
 - _____ Research and Evaluation Independence and Integrity (see page 18)
- _____ Financial Management and System of Internal Controls Questionnaire (see page 20)
- _____ Disclosure of Lobbying Activities (SF-LLL) (see page 20)
- _____ Employee Compensation Waiver request and justification (see page 9)