

U.S. Department of Justice

Office of Justice Programs

[Agency name (i.e. Bureau of Justice Assistance)]

[Insert OMB No.]

OJP Logo

[One-inch margins all around

Arial Font 11

OJP Logo in upper right corner of cover]

The [U.S. Department of Justice, Office of Justice Programs \(OJP\)](#) [insert name of office, with hyperlink] is pleased to announce that it is seeking applications for funding for [insert the purpose of the program/project]. This program furthers the Department's mission by [insert statement]. [Preferably this paragraph should not exceed 100 words.]

Announcement Title

Eligibility

Applicants are limited to [insert general statement of eligibility in accordance with program authority and/or policy (identifies entities generally eligible to apply in response to this solicitation)]. The content and formatting of this section may differ for each agency or announcement; however, this section **must** reflect statutory eligibility requirements. If the eligibility statement includes "units of local government," include as a parenthetical "(including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register)." If it includes non-profit and/or profit organizations, include as a parenthetical "(including tribal organizations)." If it includes institutions of higher education, include as a parenthetical "(including tribal institutions of higher education)."

Deadline

Registration with [Select [Grants.gov](#) or OJP's Grant Management System (GMS)] is required prior to application submission. (See "How to Apply" page [Insert page number])

All applications are due by [Insert time] p.m. eastern time on [Insert date], 20[Insert year]. (See "Deadlines: Registration and Application", page [Insert page number])

Contact Information

For technical assistance with submitting the application, contact [Select either the [Grants.gov](#) Customer Support Hotline at 1-800-518-4726 or via e-mail to support@grants.gov or the Grants Management System Support Hotline at 1-888-549-9901, option 3 or via e-mail to GMSHelpDesk@usdoj.gov.]

Note: The [Select either [Grants.gov](#) or [GMS](#)] Support Hotline hours of operation are Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time.

October 2009

For assistance with any other requirement of this solicitation, contact *[insert name of grant or program manager]*, *[insert title]*, at *[insert phone number]* or by e-mail *[insert e-mail address]*.

Grants.Gov number assigned to announcement: *[insert office-201x-xxxx]*

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TITLE (of the announcement) (CFDA #)

Overview

[In roughly 100 words, describe the purpose of the solicitation. You might state the crime problem or issue you want addressed, the program, or the reasons you are issuing this solicitation. Include in the summary a short statement on the authorizing legislation for this program.]

[Select the correct Deadline Section for Grants.gov or GMS].

[For Grants.gov]:

Deadlines: Registration and Application

Registration is required prior to submission. OJP strongly encourages registering with Grants.gov several weeks before the deadline for application submission. The deadline for applying for funding under this announcement is *[insert time]* eastern time on *[insert due date]*. Please see the “How to Apply” section, page *[insert page number]* for more details.

[For GMS. For a competitive solicitation, it is recommended to have the same registration and due date.]:

Deadlines: Registration and Application

Registration is required prior to submission. The deadline to register in GMS is *[insert time]* eastern time on *[insert due date]* and the deadline for applying for funding under this announcement is *[insert time]* eastern time on *[insert due date]*. Please see the “How to Apply” section, page *[insert page number]*, for more details.

Eligibility

Please refer to page X for eligibility under this program.

[Select Program or Project-] Specific Information

[All solicitations should include the following statement:]

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

[More detailed information on what is sought in this program or project should appear here. The content and format of the information provided in this section should be customized to the announcement by the agency. However, at a minimum, information on the following should be included, if applicable to the announcement.]

Detailed information on the purpose of the grant program

[Please include purposes set out in the applicable program statute, if any.]

Goals, objectives, and deliverables

Amount and Length of Awards

[Please include general guidance on the expected awards (such as expected ranges for grant amounts, anticipated lengths of grant periods, and renewability); and on funding information for each particular announcement (e.g., total amount available, if known).]

[For formula programs, discuss formula and bases for award amounts. Reference attachments or Web page, if applicable.]

Budget Information

*[Information outlined in this section will vary by announcement. If applicable, permissible and/or impermissible uses of funds set by statute should be stated, as should specific supplanting restrictions, **if** set by statute. The limitation on the Use of Award Funds for Employee Compensation; Waiver is required in all discretionary (i.e., non-formula) announcements.]*

Limitation on Use of Award Funds for Employee Compensation; Waiver: No portion of any award of more than \$250,000 made under this solicitation may be used to pay total cash compensation (salary plus bonuses) to any employee of the award recipient at a rate that exceeds 110% of the maximum annual salary payable to a member of the Federal Government's Senior Executive Service (SES) at an agency with a Certified SES Performance Appraisal System for that year. (The 2009 salary table for SES employees is available at <http://www.opm.gov/oca/09tables/indexSES.asp>.) *[Update link when table for subsequent years becomes available.]* Note: A recipient may compensate an employee at a higher rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

The limitation on compensation rates allowable under an award may be waived on an individual basis at the discretion of the Assistant Attorney General (AAG) for the Office of Justice Programs. *[For solicitations related to research and statistics, delete "Assistant Attorney General (AAG) for the Office of Justice Programs," and insert, as applicable, "Director of the National Institute of Justice," "Director of the Bureau of Justice Statistics," or "Administrator of the Office of Juvenile Justice and Delinquency Prevention."]* An applicant that wishes to request a waiver must include a detailed justification in the budget narrative of its application. Unless the applicant submits a waiver request and justification with the application, the applicant should anticipate that OJP will request that the applicant adjust and resubmit their budget.

*[Refer here to the OJP Financial Guide as to what a justification should include, once the Financial Guide is revised on this point. Until the revision is made, the following sentences may be added on an **optional** basis.]* The justification should include: the particular qualifications and expertise of the individual, the uniqueness of the service being provided, the individual's specific knowledge of the program or project being undertaken with award funds, and a statement explaining that the individual's salary is commensurate with the regular and customary rate for an individual with his/her qualifications and expertise, and for the work that is to be done.

Match Requirement: *[If a match is required, an explanation of that requirement should appear in this section and should be highlighted with a bold subheading. The match requirement*

language may vary depending upon a requirement established by statute or regulation. If a match is required, one of the following sections: match requirement (cash or in-kind); match requirements (cash only); or match requirements based on federal award amount must be included in the solicitation depending upon the match requirement. Remove all other examples of match that are not applicable. If this match language does not fit your situation, this is an exception to the standard process and the solicitation must be routed to the OCFO for initial review.]

Match Requirement (cash or in-kind)

Federal funds awarded under this program may not cover more than [insert percentage] of the total costs of the project being funded. The applicant must identify the source of the [insert percentage] non-federal portion of the total project costs and how match funds will be used. (Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants may satisfy this match requirement with either cash or in-kind services. The formula for calculating the match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 90%/10% match requirement: for a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \quad 10\% \times \$555,555 = \$55,555 \text{ match}$$

Example: 75%/25% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

Example: 90%/10% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{90\%} = \$388,889 \quad 10\% \times \$388,889 = \$38,889 \text{ match}$$

Example: 50% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{50\%} = \$700,000 \quad 50\% \times \$700,000 = \$350,000 \text{ match}$$

Match Requirement (cash only)

Federal funds awarded under this program may not cover more than [insert percentage] of the total costs of the project being funded. The applicant must identify the source of the [insert percentage] non-federal portion of the total project costs and how match funds will be used.

(Match is restricted to the same uses of funds as allowed for the federal funds.) Applicants must satisfy this match requirement with cash only. The formula for calculating match is:

$$\frac{\text{Federal Award Amount}}{\text{Federal Share Percentage}} = \text{Adjusted (Total) Project Costs}$$

$$\text{Required Recipient's Share Percentage} \times \text{Adjusted Project Cost} = \text{Required Match}$$

Example: 90%/10% match requirement: for a federal award amount of \$500,000, match would be calculated as follows:

$$\frac{\$500,000}{90\%} = \$555,555 \quad 10\% \times \$555,555 = \$55,555 \text{ match}$$

Example: 75%/25% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{75\%} = \$466,667 \quad 25\% \times \$466,667 = \$116,667 \text{ match}$$

Example: 90%/10% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{90\%} = \$388,889 \quad 10\% \times \$388,889 = \$38,889 \text{ match}$$

Example: 50% match requirement: for a federal award amount of \$350,000, match would be calculated as follows:

$$\frac{\$350,000}{50\%} = \$700,000 \quad 50\% \times \$700,000 = \$350,000 \text{ match}$$

Match Requirement Based On Federal Award Amount

Federal funds awarded under this program require a *[insert percentage]* match from state, local or private sources. For each federal dollar awarded, the recipient must provide *[insert percentage]* towards the project. (Match is restricted to the same uses of funds as allowed for the federal funds.) The formula for calculating match is:

$$\text{Federal Award Amount} \times \text{Required Recipient's Share Percentage} = \text{Required Match}$$

Example:

For federal award amount of \$350,000, match would be:

$$\begin{aligned} \$350,000 \times 50\% &= \$175,000 \text{ match, or,} \\ \$350,000 \times 10\% &= \$35,000 \text{ match.} \end{aligned}$$

Performance Measures

[Information outlined in the chart will vary by announcement. However, the chart and the following statement on performance measures should be included in the announcement. The

first catalog id, performance measure and “data grantee provides” for each new objective should begin on a new line.]

To assist in fulfilling the Department's responsibilities under the Government Performance and Results Act (GPRA), P.L. 103-62, applicants who receive funding under this solicitation must provide data that measures the results of their work. **Additionally, applicants must discuss in their application their methods for collecting data for performance measures. Please refer to “What An Application Must Include” (below), for additional information on applicant responsibilities for collecting and reporting data.** Performance measures for this solicitation are as follows:

Objective	Catalog ID	Performance Measure(s)	Data Grantee Provides

[Please select between the Grants.gov How to Apply and the GMS How to Apply section. Please delete the section that does not apply.]

How to Apply *[For Grants.gov]*

Applications will be submitted through Grants.gov. Grants.gov is a “one-stop storefront” that provides a unified process for all customers of federal grants to find funding opportunities and apply for funding. Complete instructions on how to register and submit an application can be found at www.grants.gov. If you experience difficulties at any point during this process, please call the Grants.gov Customer Support Hotline at **1-800-518-4726**, Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time. Registering with Grants.gov is a one-time process; however, **processing delays may occur and it can take up to several weeks** for first-time registrants to receive confirmation and a user password. The Office of Justice Programs highly recommends that applicants start the registration process as early as possible to prevent delays in submitting an application package by the application deadline specified.

All applicants are required to complete the following. *[If you are not developing multiple categories, please delete step 6 and renumber].*

- 1. Acquire a DUNS Number.** A DUNS number is required for Grants.gov registration. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their applications for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. An applicant must be registered in the CCR to successfully register in Grants.gov. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov Username and Password.** Complete your AOR profile on Grants.gov and create your username and password. You will need to use your organization's DUNS Number to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.
4. **Acquire Authorization for your AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at your organization must login to Grants.gov to confirm you as an AOR. Please note that there can be more than one AOR for your organization.
5. **Search for the Funding Opportunity on Grants.gov.** Please use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is *[Insert CFDA number]*, titled "*[Insert CFDA title]*," and the funding opportunity number is *[insert funding opportunity number]*. *[The CFDA title and solicitation title are not necessarily the same; please use the CFDA title in the space provided in this entry.]*
6. **Select the Correct Competition ID.** Some OJP solicitations posted to Grants.gov contain multiple purpose areas, denoted by the individual Competition ID. If you are applying to a solicitation with multiple Competition IDs, you must select the appropriate Competition ID for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted. *[If you are not developing a solicitation with multiple categories, this may be deleted.]*
7. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation.** Within 24–48 hours after submitting your electronic application, you should receive an e-mail validation message from Grants.gov. The validation message will tell you whether the application has been received and validated or rejected, with an explanation. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application to allow time to receive the validation message and to correct any problems that may have caused a rejection notification.

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

Experiencing Unforeseen Grants.gov Technical Issues

If you experience unforeseen Grants.gov technical issues beyond your control that prevent you from submitting your application by the deadline, you must contact *[insert bureau/program office]* staff within **24 hours after the deadline** and request approval to submit your application. At that time, *[insert bureau/program office]* staff will require you to e-mail the complete grant application, your DUNS number, and provide a Grants.gov Help Desk tracking number(s). After the program office reviews all of the information submitted, and contacts the Grants.gov Help Desk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

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

Notifications regarding known technical problems with Grants.gov are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

How to Apply *[For GMS]*

Applications will be submitted through OJP's Grants Management System (GMS). GMS is a Web-based, data-driven computer application that provides cradle to grave support for the application, award and management of grants at OJP. Applicants should begin the process immediately to meet the GMS registration deadline, especially if this is the first time they have used the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscibt/. If you experience technical difficulties at any point during this process, please e-mail GMSHelpDesk@usdoj.gov or call 1-888-549-9901 (option 3), Monday-Friday from 7:00 a.m. to 9:00 p.m. eastern time. The Office of Justice Programs highly recommends starting the registration process as early as possible to prevent delays in the application submission by the specified deadline.

All applicants are required to complete the following eight *[If you are not developing multiple categories, please delete step 5 and renumber.]* steps:

- 1. Acquire a DUNS Number.** A DUNS number is required to submit an application in GMS. The Office of Management and Budget requires that all businesses and nonprofit applicants for Federal funds include a DUNS (Data Universal Numbering System) number in their application for a new award or renewal of an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and keeping track of entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Obtain a DUNS number by calling 1-866-705-5711 or by applying online at www.dunandbradstreet.com. Individuals are exempt from this requirement.

2. **Acquire or Renew Registration with the Central Contractor Registration (CCR) Database.** CCR registration is required to receive funding. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the Central Contractor Registration (CCR) database. The CCR database is the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. Organizations that have previously submitted applications via Grants.gov are already registered with CCR, as it is a requirement for Grants.gov registration. Please note, however, that applicants must update or renew their CCR registration at least once per year to maintain an active status. Information about CCR registration procedures can be accessed at www.ccr.gov.
3. **Acquire a GMS Username and Password.** If you are a new user, please create a GMS profile by selecting the first time user link under the sign-in box of the [GMS](#) home page. For more information on how to register in GMS, go to www.ojp.usdoj.gov/gmscbt/.
4. **Search for the Funding Opportunity on GMS.** After you log in to GMS or complete your GMS profile for your username and password, go to the Funding Opportunities link on the left hand side of the page. Please select *[insert program office name]* and the *[insert solicitation title name]*.
5. **Select the Correct Solicitation Title.** Some OJP solicitations posted in GMS contain multiple purpose areas, denoted by the solicitation categories identified in the solicitation title. If you are applying to a solicitation with multiple solicitation categories, you must select the appropriate solicitation title for the intended purpose area of your application. The application will be peer reviewed according to the requirements of the purpose area under which it is submitted. *[If you are not developing a solicitation with multiple categories, this may be deleted.]*
6. **Select the Apply Online Button Associated with the Solicitation Title.** The search results from step 4 will display the solicitation title along with the Registration and Application Deadlines for this funding opportunity. Please select the Apply Online button in the Action Column to create an application in the system.
7. **Submit an Application Addressing All of the Requirements Outlined in this Solicitation by Following the Directions in GMS.** Once submitted, GMS will display a confirmation screen stating your submission was successful. **Important:** You are urged to submit your application at least 72 hours prior to the due date of the application.

Note: OJP's Grants Management System (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."

Experiencing Unforeseen GMS Technical Issues

If you experience unforeseen GMS technical issues beyond your control which prevent you from submitting your application by the deadline, you must contact *[bureau/program office]* staff **within 24 hours after the deadline** and request approval to submit your application. At that time, *[bureau/program office]* staff will require you to e-mail the complete grant application, your DUNS number, and provide a GMS Help Desk tracking number(s). After the program office

reviews all of the information submitted, and contacts the GMS Helpdesk to validate the technical issues you reported, OJP will contact you to either approve or deny your request to submit a late application. If the technical issues you reported cannot be validated, your application will be rejected as untimely.

To ensure a fair competition for limited discretionary funds, the following conditions are not valid reasons to permit late submissions: (1) failure to begin the registration process in sufficient time; (2) failure to follow GMS instructions on how to register and apply as posted on its Web site; (3) failure to follow all of the instructions in the OJP solicitation; and (4) technical issues experienced with the applicant's computer or information technology (IT) environment.

Notifications regarding known technical problems with GMS are posted on the OJP funding Web page, www.ojp.usdoj.gov/funding/solicitations.htm.

What an Application Must Include

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

[This section may vary as to the specific guidance each agency provides applicants for each announcement. You are strongly encouraged to provide a link to a sample of a successful FY 2009 application (please consult with OGC to ensure appropriate application information is redacted). Generally, this section should contain guidance on the following elements:]

Standard Form 424

Please see www07.grants.gov/assets/SF424Instructions.pdf for instructions on how to complete your SF424. When selecting "type of applicant," if the applicant is a for-profit entity, please select "For-Profit Organization" or "Small Business" (as applicable) in the Type of Applicant 1 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

[Note: Please avoid redundancy by citing previous sections, such as "Program Specific Information" rather than repeating language. This section of the announcement must include specific information for the applicant, such as requirements for the length or format of the application package.]

Budget and Budget Narrative

A sample budget worksheet can be found at www.ojp.gov/funding/forms/budget_detail.pdf. If you submit a different format, you must include the budget categories as listed in the sample budget worksheet.

Please see the OJP Financial Guide for questions pertaining to budget including allowable and unallowable costs at www.ojp.gov/financialguide/index.htm.

Indirect Cost Rate Agreement *[Insert if applicable]*

Plan for collecting the data required for performance measures. (See "Performance Measures," above.)

[Note: Include any necessary directions on the data collection method(s) to be used.]

Tribal Authorizing Resolution *[Insert if applicable. This provision does not apply to applications for provision of general technical assistance provided on behalf of OJP to all eligible tribes on a national or regional basis.]*

[The following should be included in any application where the open period for the solicitation is at least 60 days.]

If an application is being submitted by either (1) a tribe or tribal organization, or (2) by a third party proposing to provide direct services or assistance to residents on tribal lands, then a current authorizing resolution of the governing body of the tribal entity or other enactment of the tribal council or comparable governing body authorizing the inclusion of the tribe or tribal organization and its residents must be included with the application. In those instances when an organization or consortium of tribes proposes to apply for a grant on behalf of a tribe or multiple specific tribes, then the application must include a resolution from all tribes that will be included as a part of the services/assistance provided under the grant.

[If there is a solicitation which is open for less than 60 days, then the following additional paragraph should be added to the above.]

If an applicant is unable to obtain a signed copy of a tribal resolution documenting support for its application, then, at a minimum, the applicant must submit an unsigned, draft tribal resolution as part of its application. If an applicant fails to submit either a signed or an unsigned copy of a tribal resolution as part of its application, then it will be eliminated from funding consideration. If selected for funding, any applicant that has submitted an unsigned tribal resolution must submit the signed copy of the tribal resolution to OJP within 30 days of acceptance of the award. In all such cases, use of and access to funds will be contingent on receipt of the signed tribal resolution.

Other Attachments

[Note: This list MUST include all other program-specific attachments (e.g., certifications) required to meet Basic Minimum Requirements.]

[Note: Announcements for concept papers may require different elements from those outlined above.]

Selection Criteria

*[This section should include information on the criteria used (and assignment of percentage weight, if applicable) to evaluate applications for discretionary awards. The percentages provided below are only examples. This information may vary by agency or announcement. **Headings below may be used in all OJP solicitations for discretionary programs.** Language for formula programs will vary and should be customized. **Program Offices may customize the criteria, sub-criteria and weighting.**]*

[Note: Please avoid redundancy by citing previous sections, such as “Program Specific Information” rather than repeating language.]

1. Statement of the Problem/Program (15%)
2. Project/Program Design and Implementation (30%)
3. Capabilities/Competencies (20%)
4. Budget (15%)
5. Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (15%)
6. Other *[Specify, if applicable.]* (5%)

Review Process

[This section should include a discussion of the review process that will be used for applications. Information about how applications will be reviewed (e.g., through peer review) and who will make the final funding decisions should be included here.]

[Include the following paragraph in all solicitations:]

OJP is committed to ensuring a fair and open process for awarding grants. The *[insert Bureau/Program Office name]* reviews the application to make sure that the information presented is reasonable, understandable, measurable, and achievable, as well as consistent with basic minimum program or legislative requirements as stated in the solicitation (including, but not limited to, requirements as to timeliness, proper format, and responsiveness to the scope of the solicitation).

[For competitive solicitations add the following two paragraphs]

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. *[insert bureau/program office name]* may use either internal peer reviewers, external peer reviewers, or a combination to review the applications under this solicitation. An external peer reviewer is an expert in the field of the subject matter of a given solicitation who is NOT a current U.S. Department of Justice employee. An internal reviewer is a current U.S. Department of Justice employee who is well-versed or has expertise in the subject matter of this solicitation. Eligible applications will be evaluated, scored, and rated by a peer review panel. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with *[insert bureau/program office name]*, conducts a financial review of applications for potential discretionary awards and cooperative agreements to evaluate the fiscal integrity and financial capability of applicants; examines proposed costs to determine if the budget and budget narrative accurately explain project costs; and determines whether costs are reasonable, necessary, and allowable under applicable federal cost principles and agency regulations.

[Add the following to all formula or earmark solicitations:]

Absent explicit statutory authorization or written delegation of authority to the contrary, all final grant award decisions will be made by the Assistant Attorney General (AAG).

[Add the following to all solicitations for discretionary programs, except NIJ, BJS, and OJJDP solicitations related to research or statistics.]

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

[Add the following to NIJ, BJS, and OJJDP discretionary program solicitations related to research or statistics:]

All final award decisions will be made by the *[select Director of the National Institute of Justice/Director of the Bureau of Justice Statistics/Administrator of the Office of Juvenile Justice and Delinquency Prevention]*, who also may give consideration to factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

Applicants selected for awards must agree to comply with additional legal requirements upon acceptance of an award. We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/other_requirements.htm.

- Civil Rights Compliance
- Faith-Based and Other Community Organizations
- Confidentiality and Human Subjects Protection (if applicable)
- Anti-Lobbying Act
- Financial and Government Audit Requirements
- National Environmental Policy Act (NEPA) (if applicable)
- DOJ Information Technology Standards (if applicable)
- Single Point of Contact Review
- Nonsupplanting of State or Local Funds
- Criminal Penalty for False Statements
- Compliance with [Office of Justice Programs Financial Guide](#)
- Suspension or Termination of Funding

- Nonprofit Organizations
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- Government Performance and Results Act (GPRA)
- Rights in Intellectual Property
- Federal Funding Accountability and Transparency Act (FFATA) of 2006
- Awards in excess of \$5,000,000 – federal taxes certification requirement

[This section may also include any additional information deemed necessary by announcing agency.]

Application Checklist

[Optional inclusion]