*[**FY 20XX SOLICITATION TEMPLATE** (Date Approved)*
STANDARD LAYOUT: One-inch margins all around; Arial Font 11. NOTE: When developing a solicitation from this template, bureaus and program offices may use their own style guide for editorial purposes.]

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), *[insert name of office, with hyperlink]* is seeking applications 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

Eligible applicants are *[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 B/PO 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)." If it includes nonprofit and/or for-profit organizations, include as a parenthetical "(including tribal nonprofit or for-profit organizations" [include "nonprofit" or "for-profit" only as applicable to the particular solicitation]) and [if for-profit organizations are eligible, include]* "For-profit organizations must agree to forgo any profit or management fee." *If it includes institutions of higher education, include as a parenthetical* "(including tribal institutions of higher education).")*

[Insert this section if this is a competitive solicitation, if your office does not intend to post this solicitation in consecutive years, and if awards in future years may be made to applicants that respond to this posting.]
[Insert name of office] may elect to make awards for applications submitted under this solicitation in future fiscal years, dependent on the merit of the applications and on the availability of appropriations.

Deadline

[For Grants.gov:]
Applicants must register with Grants.gov prior to submitting an application. (See "How to Apply," page *[insert page number].*) All applications are due by *[insert time]* p.m. eastern time on *[insert date],* 201*[insert year].* (See "Deadlines: Registration and Application," page *[insert page number].*)

[For GMS: For a competitive solicitation, OJP recommends using the same registration and due date/time.]

Applicants must register in OJP's Grants Management System (GMS) prior to submitting an application for this funding opportunity. Select the "Apply Online" button associated with the solicitation title. (See "How to Apply," page *[insert page number]*.) All registrations and applications are due by *[insert time]* p.m. eastern time on *[insert date]*, 201*[insert year]*. (See "Deadlines: Registration and Application," page *[insert page number]*.)

Contact Information

For technical assistance with submitting an application, contact *[**Select either** the Grants.gov Customer Support Hotline at 800-518-4726 or 606–545–5035, or via e-mail to support@grants.gov **or** the Grants Management System Support Hotline at 888-549-9901, option 3 or via e-mail at GMS.HelpDesk@usdoj.gov]*.

Note: The *[**Select either** Grants.gov Support Hotline hours of operation are 24 hours a day, 7 days a week, except federal holidays **or** GMS Support Hotline hours of operation are Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays]*.

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

[For solicitations using Grants.gov, insert the following:]
Grants.gov number assigned to this announcement: *[insert office-201x-xxxx]*

[Release date: Month, date, 20XX]

[For solicitations using Grants.gov, insert the following:]
[Enter Funding Opportunity Number]

Contents

[For solicitations using Grants.gov, insert the following:]
[Enter Funding Opportunity Number]

[ANNOUNCEMENT TITLE]
(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.]

Deadlines: Registration and Application *[For Grants.gov]*

Applicants must register with Grants.gov in order to submit an application. OJP encourages applicants to **register several weeks before** the application submission deadline. In addition, OJP urges applicants to submit applications 72 hours prior to the application due date. The deadline to apply for funding under this announcement is *[insert time]* eastern time on *[insert due date month, day, year]*. See "How to Apply" on page *[insert page number]* for details.

Deadlines: Registration and Application *[For GMS]*

[For a competitive solicitation, OJP recommends using the same registration and application due date/time.]
Applicants must register in GMS prior to submitting an application for this funding opportunity. The deadline to register in GMS is *[insert time]* eastern time on *[insert due date month, day year]*, and the deadline to apply for funding under this announcement is *[insert time]* eastern time on *[insert due date month, day, year]*. See "How to Apply" on page *[insert page number]* for details.

Eligibility
Refer to the title page for eligibility under this program.

[Select **Program-** *or* **Project-***]* **Specific Information**
[More detailed information on what is sought in this program or project should appear here. The bureau or program office should customize the content and format of the information provided in this section. However, at a minimum, information on the following should be included, if applicable to the announcement. Bureau or program offices are strongly encouraged to provide background information on the program to affirmatively indicate, when possible, how or if recent evidence was used to refine or guide the program. Include purposes set out in the applicable program statute, if any.]

Goals, Objectives, and Deliverables
[Describe the goals (long-range impacts) and objectives (short-term specific effects) the program is expected to achieve, and any work products that are to be delivered. Each objective should be linked to a single goal and both goals and objectives should be measurable.]

[Evidence-based programs or practices: If using the term and/or requiring or encouraging applicants to implement "evidence-based" programs or practices, the following language must be included. Additional program-specific guidance may be added, as appropriate.]

Evidence-based Programs or Practices

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

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

OJP considers programs and practices to be evidence-based when their effectiveness has been demonstrated by causal evidence, generally obtained through one or more outcome evaluations. Causal evidence documents a relationship between an activity or intervention (including technology) and its intended outcome, including measuring the direction and size of a change, and the extent to which a change may be attributed to the activity or intervention. Causal evidence depends on the use of scientific methods to rule out, to the extent possible, alternative explanations for the documented change. The strength of causal evidence, based on the factors described above, will influence the degree to which OJP considers a program or practice to be evidence-based. OJP's CrimeSolutions.gov Web site is one resource that applicants may use to find information about evidence-based programs in criminal justice, juvenile justice, and crime victim services.

[Program offices may insert additional guidance to elaborate on evidence-based programs or practices in specific topic areas, or to inform applicants of ways to access other reputable lists of evidence-based programs and practices.]

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

*[**For all solicitations**, use the following standard language regarding awarding grants, if applicable:]*

[B/PO] anticipates that it will make up to [max number of awards] awards of up to [enter max funding for each award] for a [enter project period in months, e.g.,12-month] project period.

*[**For all solicitations**:]*
All awards are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by law.

[For formula programs, provide statutory citation, if applicable. Also, where practicable, discuss generally the formula or bases for award amounts. Reference attachments or Web page concerning allocations, if applicable.]

Budget Information
*[Information outlined in this section will vary by announcement. If applicable, required, permissible and/or impermissible uses of funds set by law should be stated, as should specific supplanting provisions, **if** set by law.]*

*[**For all discretionary solicitations:**]*
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% 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 2012 salary table for SES employees is available at www.opm.gov/oca/12tables/indexSES.asp. *[Note: OAAM please update this statement and link when the 2013 salary table becomes available.]* Note: A recipient may compensate an employee at a greater rate, provided the amount in excess of this compensation limitation is paid with non-federal funds. (Any such additional compensation will not be considered matching funds where match requirements apply.)

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

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

Minimization of Conference Costs

OJP encourages applicants to review the OJP guidance on conference approval, planning, and reporting that is available on the OJP Web site at www.ojp.gov/funding/confcost.htm. This guidance sets out the current OJP policy, which requires all funding recipients that propose to hold or sponsor conferences (including , meetings, trainings, and other similar events) to minimize costs, requires OJP review and prior written approval of most conference costs for

cooperative agreement recipients (and certain costs for grant recipients), and generally prohibits the use of OJP funding to provide food and beverages at conferences. The guidance also sets upper limits on many conference costs, including facility space, audio/visual services, logistical planning services, programmatic planning services, and food and beverages (in the rare cases where food and beverage costs are permitted at all).

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

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

Costs Associated with Language Assistance (if applicable)

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

For additional information, see the "Civil Rights Compliance" section of the OJP "Other Requirements for OJP Applications" Web page at www.ojp.usdoj.gov/funding/other_requirements.htm.

Match Requirement
[If no match is required, insert the following statement and remove the match examples:]
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. *[**Note:** Alternate phrasing of this paragraph may be necessary in certain cases, such as certain NIJ and BJS solicitations. Consult with OGC.]*

*[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 generally established by statute or regulation. If a match is required, one of the following sections must be included in the solicitation depending upon the match requirement: match requirement (cash or in-kind); match requirement (cash only); or match requirement based on federal award amount. **Remove all other examples of match***

that are not applicable. *If the match examples shown below are not appropriate for this solicitation, create a relevant match example.]*

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. Applicants must identify the source of the *[insert percentage]* non-federal portion of the total project costs and how they will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (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:

<u>Federal Award Amount</u>   = Adjusted (Total) Project Costs
Federal Share Percentage

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

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

<u>$500,000 </u>= $555,555   10% x $555,555 = $55,555 match
   90%

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

 <u>$350,000 </u>= $466,667   25% x $466,667 = $116,667 match
   75%

Example: 50% match requirement: for a federal award amount of $350,000, calculate match as follows:

 <u>$350,000 </u>= $700,000   50% x $700,000 = $350,000 match
   50%

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. Applicants must identify the source of the *[insert percentage]* non-federal portion of the total project costs and how they will use match funds. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (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:

<u>Federal Award Amount</u>   = Adjusted (Total) Project Costs
Federal Share Percentage

Required Recipient's Share Percentage x Adjusted Project Cost = Required Match

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

$500,000 = $555,555   10% x $555,555 = $55,555 match
  90%

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

 $350,000 = $466,667   25% x $466,667 = $116,667 match
   75%

Example: 50% match requirement: for a federal award amount of $350,000, calculate match as follows:

 $350,000 = $700,000   50% x $700,000 = $350,000 match
   50%

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]* toward the project. If a successful applicant's proposed match exceeds the required match amount, and OJP approves the budget, the total match amount incorporated into the approved budget becomes mandatory and subject to audit. (Match is restricted to the same uses of funds as allowed for the federal funds.) The formula for calculating match is:

Federal Award Amount   x   Required Recipient's Share Percentage = Required Match

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

$350,000 x 50% = $175,000 match, *or*
$350,000 x 10% = $35,000 match

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. The objective(s) listed here should link directly to the "Goals, Objectives and Deliverables" section, above. If the bureau/office will require grantees to report on measures **not** presented in the Performance Measures chart, the bureau/office **must** include a statement specifying how and where the grantee should report. An example of such a statement is derived from BJA's Drug Court program, "Award recipients will be required to provide the relevant data by submitting quarterly performance metrics through BJA's online Performance Measurement Tool (PMT) located at www.bjaperformancetools.org. The following measures are examples of some of the core performance measures for the XXX Grant Program, but*

applicants should examine the complete list at
www.bjaperformancetools.org/help/BJADrugCourtImplementationIndicator111011.pdf.]

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. Performance measures for this solicitation are as follows:

Objective	Catalog ID [for internal use only, delete before posting]	Performance Measure(s)	Description *(optional)* *[This column is intended to provide the grantee with an additional description of what is required/being asked, definition of terms, or clarification on how a measure is calculated in terms of the Data the Grantee Provides.*	Data Grantee Provides

OJP does not require applicants to submit performance measures data with their applications. Instead, applicants should discuss in their application their proposed methods for collecting data for performance measures. Refer to the section "What an Application Should Include" on page *[insert page number]* for additional information.

*[The following language is **not required in solicitations that are exclusively for research projects.**]*
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.

[For solicitations using Grants.gov, insert the following:]
[Enter Funding Opportunity Number]

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

Notice of Post-Award FFATA Reporting Requirement

Applicants should anticipate that OJP will require all recipients (other than individuals) of awards of $25,000 or more under this solicitation, consistent with the Federal Funding Accountability and Transparency Act of 2006 (FFATA), to report award information on any first-tier subawards totaling $25,000 or more, and, in certain cases, to report information on the names and total compensation of the five most highly compensated executives of the recipient and first-tier subrecipients. Each applicant entity must ensure that it has the necessary processes and systems in place to comply with the reporting requirements should it receive funding. Reports regarding subawards will be made through the FFATA Subaward Reporting System (FSRS), found at www.fsrs.gov.

Please note also that applicants should anticipate that no subaward of an award made under this solicitation may be made to a subrecipient (other than an individual) unless the potential subrecipient acquires and provides a Data Universal Numbering System (DUNS) number.

What an Application Should Include

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

*[Insert the following paragraph in **competitive solicitations only**.]*

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 *[insert bureau/program office]* has designated to be critical, will neither proceed to peer review nor receive further consideration. Under this solicitation, *[insert bureau/program office]* has designated the following application elements as critical: Program Narrative, Budget Detail Worksheet and Budget Narrative, and *[insert list of other critical elements (if any) as determined by the head of the bureau or program office; example -- resumes/curriculum vitae of key personnel. The inserted critical elements should only identify elements used to eliminate applicants during the basic minimum requirement review process.]* Applicants may combine the Budget Narrative and the Budget Detail Worksheet in one document. However, if an applicant submits only one document, it must contain **both** narrative and detail information.

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

*[This section may vary as to the specific guidance each agency provides applicants for each announcement. **You are encouraged to provide a link to a sample of a successful FY 2012 application (consult with OGC to ensure appropriate application information is redacted).** Generally, this section should contain guidance on the following elements:]*

1. **Information to Complete the Application for Federal Assistance (SF-424)**
   The SF-424 is a required standard form used as a cover sheet for submission of pre-applications, applications, and related information. Grants.gov and GMS take information from the applicant's profile to populate the fields on this form. When selecting "type of applicant," if the applicant is a for-profit entity, select "For-Profit Organization" or "Small Business" (as applicable).

2. **Abstract *[Optional]***

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

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

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

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

[Insert if applicable.]
Permission to Share Project Abstract with the Public: It is unlikely that *[insert bureau or program office]* will be able to fund all promising applications submitted under this solicitation, but it may have the opportunity to share information with the public regarding promising but unfunded applications, for example, through a listing on a webpage 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 promising but 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**

*[Note: 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 program narrative. If length-related restrictions (e.g., font, margins, line spacing, maximum page length) are specified, insert the next sentence (as determined by the head of the bureau or program office) following the sentence that sets out the length-related restrictions. If no maximum page length is specified, **or** if the solicitation is a formula solicitation, **do not** insert the next sentence].*

If the program narrative fails to comply with these length-related restrictions, *[insert bureau/program office]* may consider such noncompliance in peer review and in final award decisions.

[Include instructions regarding the items listed below that should be included as part of the program narrative for discretionary solicitations. The items listed below, and any additions, must reflect the selection criteria. Program offices may use additional headings, if those headings are part of the selection criteria. The performance measures information is required and should be included.]

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

   [Include any necessary directions on the data collection method(s) to be used.] *[Insert bureau/program office]* does not require applicants to submit performance measures data with their application. Performance measures are included as an alert that *[insert bureau or program office]* 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.

   e. Other *[Specify, if applicable]*

4. **Budget Detail Worksheet and Budget Narrative**

   a. **Budget Detail Worksheet**

A sample Budget Detail Worksheet can be found at
www.ojp.gov/funding/forms/budget_detail.pdf. Applicants that submit their budget in
a different format should include the budget categories listed in the sample budget
worksheet.

For questions pertaining to budget and examples of allowable and unallowable costs,
see the OJP Financial Guide at www.ojp.usdoj.gov/financialguide/index.htm.

b. **Budget Narrative**
The Budget Narrative should thoroughly and clearly describe every category of
expense listed in the Budget Detail Worksheet. OJP expects proposed budgets to be
complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary
for project activities).

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

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

5. **Indirect Cost Rate Agreement (if applicable)**
Indirect costs are allowed only if the applicant has a federally approved indirect cost rate.
(This requirement does not apply to units of local government.) Attach a copy of the
federally approved indirect cost rate agreement to the application. Applicants that do not
have an approved rate may request one through their cognizant federal agency, which
will review all documentation and approve a rate for the applicant organization, or, if the
applicant's accounting system permits, costs may be allocated in the direct cost
categories. If DOJ is the cognizant federal agency, obtain information needed to submit
an indirect cost rate proposal at www.ojp.usdoj.gov/funding/pdfs/indirect_costs.pdf.

6. **Tribal Authorizing Resolution (if applicable)** *[Insert if applicable]*
*[Insert if applicable. This provision does not apply to solicitations for provision of general
technical assistance on a national or regional basis to all eligible tribes, or to all types of
grantees, including tribes.]*

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

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, then the application should include appropriate legal documentation, as described above, from all tribes that would receive services/assistance under the grant. A consortium of tribes for which existing consortium bylaws allow action without support from all tribes in the consortium (i.e., without an authorizing resolution or comparable legal documentation from each tribal governing body) may submit, instead, a copy of its consortium bylaws with the application.

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

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

7. **Additional Attachments** *[Insert if applicable]*
   [This list MUST include all other program-specific attachments that inform the peer review process or impact the completeness of the application. An item listed here that will be used as a critical element in the basic minimum requirement review must also be listed in the "moreover" paragraph, the second paragraph of this "What an Application Should Include" section.]

   a. **Applicant disclosure of pending applications.**

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

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

   Applicants that have pending applications as described above are to provide the following information about pending applications submitted within the last 12 months:
   • the Federal or State funding agency
   • the solicitation name/project name
   • the point of contact information at the applicable funding agency

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

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

[The following language is required for solicitations for projects that could involve research and/or evaluation components. Language can be added instead to the Selection Criteria section as the B/PO sees fit.]

b. **Research and Evaluation Independence and Integrity *[Optional]***

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

For purposes of this solicitation, research and evaluation independence and integrity pertains to ensuring that the design, conduct, or reporting of research/evaluation funded by [*B/PO*] grants, cooperative agreements, or contracts will not be biased by any personal or financial conflict of interest on the part of the investigators responsible for the research/evaluation or on the part of the applicant organization. Conflicts can be either actual or apparent. Examples of potential investigator (or other personal) conflict situations may include where an investigator would be in a position to evaluate a spouse's work product (actual conflict), or where an investigator would be in a position to evaluate the work of a former colleague (apparent conflict). With regard to potential organizational conflicts of interest, as one example, generally an organization could not be given a grant to evaluate a project if that organization had itself provided substantial prior technical assistance to that project, as the organization in such an instance would appear to be evaluating the effectiveness of its own prior work. The key is whether a reasonable person understanding all of the facts would be able to have confidence that the results of any research/evaluation project are objective and reliable. Any outside

personal or financial interest that casts doubt on that objectivity and reliability is a problem.

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

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

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

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

   a. Standard Assurances[*]
      Applicants must read, certify, and submit this form in GMS prior to the receipt of any award funds.

   b. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements[*]
      Applicants must read, certify, and submit in GMS prior to the receipt of any award funds.

   c. Accounting System and Financial Capability Questionnaire Any applicant (other than an individual) that is a non-governmental entity and that has not received any award from OJP within the past 3 years, must download, complete, and submit this form.

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

[Remove *the following section* **for formula solicitations.]**

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. Program offices may customize the criteria, sub-criteria and weighting; however, ensure the headings below are also listed in the Program Narrative section of "What an Application Should Include." Bureau and program offices are required to include "cost effective" in the budget review criteria.***]*

[Note: Avoid redundancy by citing previous sections, such as "Program-Specific Information," rather than repeating language.]

1. Statement of the Problem (20%)
2. Project Design and Implementation (40%)
3. Capabilities and Competencies (20%)
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%)
5. Budget: complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities) Budget narratives should generally demonstrate how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the goals of the project.[1] (10%)
6. Other *[Specify, if applicable.]* (5%)

Review Process

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

*[**For all solicitations** include the following paragraph:]*

OJP is committed to ensuring a fair and open process for awarding grants. *[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 the solicitation. *[**For formula solicitations** include the following sentence] [Insert bureau/program office name]* will review applications for formula awards to ensure statutory requirements have been met.

*[**For all competitive solicitations** add the following paragraph:]*

Peer reviewers will review 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. An external peer reviewer is an expert in the subject matter of a given solicitation who is NOT a current DOJ

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

employee. An internal reviewer is a current DOJ employee who is well-versed or has expertise in the subject matter of this solicitation. A peer review panel will evaluate, score, and rate applications that meet basic minimum requirements. Peer reviewers' ratings and any resulting recommendations are advisory only. In addition to peer review ratings, considerations for award recommendations and decisions may include, but are not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding.

[For all non-formula solicitations add the following paragraph*:]*

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

[For all formula solicitations add the following sentence*:]*

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions.

[For 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 award decisions will be made by the Assistant Attorney General, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

[For 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, *or* Administrator of the Office of Juvenile Justice and Delinquency Prevention*]*, who may consider factors including, but not limited to, underserved populations, geographic diversity, strategic priorities, past performance, and available funding when making awards.

Additional Requirements

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

- Civil Rights Compliance

- Civil Rights Compliance Specific to State Administering Agencies

- Faith-Based and Other Community Organizations

- Confidentiality

- Research and the Protection of Human Subjects

- Anti-Lobbying Act

- Financial and Government Audit Requirements

- National Environmental Policy Act (NEPA)

- DOJ Information Technology Standards (if applicable)

- Single Point of Contact Review

- Non-Supplanting of State or Local Funds

- Criminal Penalty for False Statements

- Compliance with Office of Justice Programs Financial Guide

- Suspension or Termination of Funding

- Nonprofit Organizations

- For-profit Organizations

- Government Performance and Results Act (GPRA)

- Rights in Intellectual Property

- Federal Funding Accountability and Transparency Act of 2006 (FFATA)

- Awards in Excess of $5,000,000 – Federal Taxes Certification Requirement

- Policy and Guidance for Conference Approval, Planning, and Reporting

- OJP Training Guiding Principles for Grantees and Subgrantees

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

*[**Select** either the Grants.gov "How to Apply" or the GMS "How to Apply" section and **delete** the section that does not apply.]*

How to Apply *[For Grants.gov]*

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

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

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

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their applications for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866–705–5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires all applicants (other than individuals) for federal financial assistance to maintain current registrations in the SAM database. Applicants must be registered in SAM to successfully register in Grants.gov. (Previously, organizations that had submitted applications via Grants.gov were registered with CCR, as it was a requirement for Grants.gov registration. SAM registration replaces CCR as a pre-requisite for Grants.gov registration.) Applicants must **update or renew their SAM registration annually** to maintain an active status.

    Applicants that were previously registered in the CCR database must, at a minimum:
    * Create a SAM account;
    * Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

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

3. **Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password**. Complete the AOR profile on Grants.gov and create a username and password. The applicant organization's DUNS number must be used to complete this step. For more information about the registration process, go to www.grants.gov/applicants/get_registered.jsp.

4. **Acquire confirmation for the AOR from the E-Business Point of Contact (E-Biz POC).** The E-Biz POC at the applicant organization must log into Grants.gov to confirm the applicant organization's AOR. Note that an organization can have more than one AOR.

5. **Search for the funding opportunity on Grants.gov.** Use the following identifying information when searching for the funding opportunity on Grants.gov. The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is *[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; 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 applying to a solicitation with multiple Competition IDs, select the appropriate Competition ID for the intended purpose area of the application. *[If you are not developing a solicitation with multiple categories, delete this step]*

7. **Complete the Disclosure of Lobbying Activities.** All applicants must complete this information. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields.

8. **Submit an application consistent with this solicitation by following the directions in Grants.gov.** Within 24–48 hours after submitting the electronic application, the applicant should receive an e-mail validation message from Grants.gov. The message will state whether the application has been received and validated, or rejected due to errors, with an explanation. **Important:** OJP urges applicants to submit applications **at least 72 hours prior** of the application due date to allow time to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

Note: Grants.gov only permits the use of specific characters in names of attachment files. Valid file names may only include the following characters: A-Z, a-z, 0-9, underscore ( ), hyphen (-), space, and period. Grants.gov will forward the application to OJP's Grants Management System (GMS). GMS does not accept executable file types as application

attachments. These disallowed file types include, but are not limited to, the following extensions: ".com," ".bat," ".exe," ".vbs," ".cfg," ".dat," ".db," ".dbf," ".dll," ".ini," ".log," ".ora," ".sys," and ".zip."

Note: Duplicate Applications
If an applicant submits multiple versions of an application, *[insert bureau/program office]* will review the most recent version submitted.

Experiencing Unforeseen Grants.gov Technical Issues

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

The following conditions are <u>not</u> valid reasons to permit late submissions: (1) failure to register in sufficient time, (2) failure to follow Grants.gov instructions on how to register and apply as posted on its Web site, (3) failure to follow each instruction in the OJP solicitation, and (4) technical issues with the applicant's computer or information technology environment, including firewalls.

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

How to Apply *[For GMS]*

[For solicitations which include a registration deadline, include Version A below. For solicitations which have the same registration and submission deadlines, include Version B.]

[Version A]
Applicants must submit applications through the Grants Management System (GMS), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity** and should **register immediately** to meet the GMS registration deadline for this funding opportunity, especially if this is their first time using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP recommends that applicants **register immediately** to prevent delays in submitting an application package by the deadline.

[Version B]
Applicants must submit applications through the Grants Management System (GMS), which provides cradle to grave support for the application, award, and management of awards at OJP. Applicants **must register in GMS for each specific funding opportunity.** Although the registration and submission deadlines are the same, OJP urges applicants to **register promptly**, especially if this is their first time using the system. Complete instructions on how to register and submit an application in GMS can be found at www.ojp.usdoj.gov/gmscbt/. Applicants that experience technical difficulties during this process should e-mail GMS.HelpDesk@usdoj.gov or call 888-549-9901 (option 3), Monday – Friday from 6:00 a.m. to midnight eastern time, except federal holidays. OJP recommends that applicants **register promptly** to prevent delays in submitting an application package by the deadline.

All applicants should complete the following steps: *[If you are not developing a solicitation with multiple categories, delete step 6 and renumber.]*

1. **Acquire a Data Universal Numbering System (DUNS) number.** In general, the Office of Management and Budget requires that all applicants (other than individuals) for federal funds include a DUNS number in their application for a new award or a supplement to an existing award. A DUNS number is a unique nine-digit sequence recognized as the universal standard for identifying and differentiating entities receiving federal funds. The identifier is used for tracking purposes and to validate address and point of contact information for federal assistance applicants, recipients, and subrecipients. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, one-time activity. Call Dun and Bradstreet at 866-705-5711 to obtain a DUNS number or apply online at www.dnb.com. A DUNS number is usually received within 1-2 business days.

2. **Acquire registration with the System for Award Management (SAM). SAM replaces the Central Contractor Registration (CCR) database** as the repository for standard information about federal financial assistance applicants, recipients, and subrecipients. OJP requires that all applicants (other than individuals) for federal financial assistance maintain current registrations in the SAM database. Applicants must **update or renew their SAM registration annually** to maintain an active status.

    Applicants that were previously registered in the CCR database must, at a minimum:
    *   Create a SAM account;
    *   Log in to SAM and migrate permissions to the SAM account (all the entity registrations and records should already have been migrated).

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

3. **Acquire a GMS username and password**. New users must 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. **Verify the SAM registration in GMS, formerly CCR registration.** OJP requests that all applicants verify their SAM registration in GMS. Once logged into GMS, click the "CCR Claim" link on the left side of the default screen. Click the submit button to verify the SAM (formerly CCR) registration.

5. **Search for the funding opportunity on GMS.** After logging into GMS or completing the GMS profile for username and password, go to the "Funding Opportunities" link on the left side of the page. Select *[insert program office name]* and the *[insert solicitation title name]*.

6. **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 applying to a solicitation with multiple solicitation categories, select the appropriate solicitation title for the intended purpose area of the application. *[If you are not developing a solicitation with multiple categories, this step should be deleted.]*

7. **Register by selecting the "Apply Online" button associated with the solicitation title.** The search results from step 5 will display the solicitation title along with the registration and application deadlines for this funding opportunity. Select the "Apply Online" button in the "Action" column to register for this solicitation and create an application in the system.

8. *[For solicitations other than formula solicitations, include Version A of paragraph 8. For formula solicitations, include Version B.]*

   [Version A]
   Complete the Disclosure of Lobbying Activities. All applicants must complete this information and submit the form in GMS. Applicants that expend any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL). Applicants that do not expend any funds for lobbying activities should enter "N/A" in the required highlighted fields. Access the form at www.ojp.gov/funding/forms/disclosure.pdf.

   [Version B]
   Complete the Disclosure of Lobbying Activities, if applicable. Any applicant that expends any funds for lobbying activities must provide the detailed information requested on the form, *Disclosure of Lobbying Activities* (SF-LLL).

9. **Follow the directions in GMS to submit an application consistent with this solicitation.** Once submitted, GMS will display a confirmation screen stating the submission was successful. **Important:** In some instances, applicants must wait for GMS approval before they can submit an application. OJP urges applicants to submit the application **at least 72 hours prior** to the due date of the application.

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

Note: Duplicate Applications

If an applicant submits multiple versions of an application, *[insert bureau/program office]* will review the most recent version submitted.

Experiencing Unforeseen GMS Technical Issues

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

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

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

Provide Feedback to OJP on This Solicitation

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

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

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

Application Checklist *[Sample]*
[Insert solicitation title]

[The checklist should reflect the specific information requested in the solicitation, including, but not limited to, information/documents required for BMR.]

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

[Below is an example of a list of requested/required items. The checklist needs to be modified by the program office to include all requested/required items stated in the solicitation.]

Eligibility Requirement: *[Include any eligibility requirements as stated in the solicitation.]*
_____ The federal amount requested is within the allowable limit(s) of *[insert dollar amount]*.

What an Application Should Include:
_____ Application for Federal Assistance (SF-424)   (see page *[insert page number]*)
_____ Abstract *[insert if applicable]*   (see page *[insert page number]*)
_____ Program Narrative   (see page *[insert page number]*)
_____ Budget Detail Worksheet   (see page *[insert page number])*
_____ Budget Narrative   (see page *[insert page number]*)
_____ Disclosure of Lobbying Activities (SF-LLL) *[Insert ", if applicable" for formula solicitations]*
    (see page *[insert page number]*)
_____ Indirect Cost Rate Agreement (if applicable)   (see page *[insert page number])*
_____ Tribal Authorizing Resolution (if applicable)   (see page *[insert page number]*)
_____ Additional Attachments *[Remove if there are no other program-specific attachments – if there is a program-specific attachment:][Insert Name of Program-Specific Attachment]* (see page *[insert page number])]*
    _____ Disclosure of Pending Applications   (see page *[insert page number]*)
    _____ Research and Evaluation Independence and Integrity (see page *[insert page number]*)
_____ Other Standard Forms as applicable (see page *[insert page number]*), including:
    _____ Accounting System and Financial Capability Questionnaire (if applicable)