U.S. Department of Justice

Office of Justice Programs

National Institute of Justice

OMB No. 1121-0329

The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), National Institute of Justice (NIJ) is pleased to announce that it is seeking applications for funding to operate the National Law Enforcement and Corrections Technology Center System's National Center. This program furthers the Department's mission by providing objective, independent, evidence-based knowledge and tools to meet the challenges of crime and justice, particularly at the State and local levels.

Solicitation: National Law Enforcement and Corrections Technology Center System—National Center

Eligibility

In general, NIJ is authorized to make grants to, or enter into contracts or cooperative agreements with, States (including territories), local governments (including federally-recognized Indian tribal governments as determined by the Secretary of the Interior and published in the Federal Register), nonprofit and profit organizations (including tribal nonprofit and profit organizations), institutions of higher education (including tribal institutions of higher education), and certain qualified individuals. Foreign governments, foreign organizations, and foreign institutions of higher education are not eligible to apply.

Deadline

Registration with Grants.gov is required prior to application submission.
(See "How to Apply," page 14.)

All applications are due by **11:59 p.m. eastern time on May 24, 2010**.
(See "Deadlines: Registration and Application," page 3.)

Contact Information

For technical assistance with submitting the application, contact the Grants.gov Customer Support Hotline at 1–800–518–4726 or via e-mail to support@grants.gov.

Note: The Grants.gov Support Hotline hours of operation are 24 hours, seven days a week.

For assistance with any other requirement of this solicitation, contact Davis Hart, Acting Director, Operational Technologies Division, at (202) 514-0993 or by e-mail to Davis.Hart@usdoj.gov.

Grants.Gov number assigned to announcement: **NIJ–2010–2412**

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National Law Enforcement and Corrections Technology Center System—National Center
CFDA No. 16.560

Overview

The National Institute of Justice (NIJ) is the research, development, and evaluation agency of the U.S. Department of Justice (DOJ) and a component of the Office of Justice Programs (OJP). NIJ provides objective, independent, evidence-based knowledge and tools to enhance the administration of justice and public safety. NIJ solicits applications to inform its search for the knowledge and tools to guide policy and practice.

NIJ seeks qualified applicants to operate the National Law Enforcement and Corrections Technology Center System's ("the NLECTC System") National Center ("the National Center"). The National Center has two principal functions. These are to: (1) serve as the NLECTC System's information clearinghouse; and (2) to support NIJ's performance standards and compliance-testing programs. Among its other functions, it also serves as the administrative hub of the NLECTC System.

The National Center is currently operated by Lockheed Martin IS&GS-Civil in Rockville, Maryland.

Authorizing Legislation: Omnibus Crime Control and Safe Streets Act of 1968 (sections 201 and 202); Homeland Security Act of 2002 (section 232).

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 **11:59 p.m. eastern time on May 24, 2010.** Please see the "How to Apply" section, page 14, for more details.

Eligibility

Please refer to the title page for eligibility information under this program.

Specific Information—National Law Enforcement and Corrections Technology Center System—National Center

NIJ's Science and Technology (S&T) program sponsors research, development, test, and evaluation (RDT&E) efforts to improve the safety and effectiveness of the tools that criminal justice agencies use. This includes tools used for investigative and forensic purposes, tools used for law enforcement and corrections applications, as well as tools to support the judicial process. Although Federal agencies are part of its constituency, NIJ's primary focus is on the needs of State and local agencies.

The NLECTC System is an integral part of NIJ's S&T program. It provides vital support to the NIJ RDT&E process as well as technology assistance to the field.

The NLECTC System has four missions. These are:

- To support NIJ's research and development projects.
- To support the transfer and implementation of technology into practice by criminal justice agencies.
- To assist in the development and dissemination of guidelines and equipment performance standards.
- To provide technology assistance, information, and support to criminal justice agencies.

The NLECTC System consists of one office and three different kinds of centers. Each has a role to play in accomplishing the NLECTC System's missions.

The NLECTC System's office is the Office of Law Enforcement Standards (OLES) at the National Institute of Standards and Technology (NIST). Though a component of the Department of Commerce, OLES is an integral part of the NLECTC System. It supports NIJ in developing performance standards for criminal justice equipment. It also supports the NIJ equipment compliance-testing program.

The NLECTC System has three kinds of centers. In addition to the National Center, there are also three regional centers and five technology centers of excellence (COEs). All of the NLECTC System's centers are operated through competitively awarded cooperative agreements with NIJ. The three regional centers are:

- A center focused on small, rural, tribal and border criminal justice agencies.
- A center focused on criminal justice agencies in major cities and counties, and State agencies.
- A center focused on criminal justice agencies in Alaska.

The regional centers have four major tasks:

- They are the initial point of entry for criminal justice agencies to access the resources of the NLECTC System.
- They provide limited technology assistance to agencies related to technology that is well-established in practice.
- They provide outreach to agencies. As part of their outreach activities, they represent the NLECTC System at conferences and events.
- They work with the NLECTC System's COEs to coordinate the demonstration and operational evaluation of new technology.

The COEs serve as the authoritative resource within the NLECTC System for their technology area(s) of focus. Their primary role is to assist in the transition of criminal justice technology from the laboratory into practice by first adopters. They do this chiefly through their test,

evaluation, and demonstration activities. In support of this role, they provide technology assistance to first adopters of new technology.

The National Center

The National Center has two principal missions. The first is to inform the criminal justice community on relevant technology and related matters of interest. The second is to support NIJ's standards and compliance-testing efforts to ensure the safety and effectiveness of the equipment being used by criminal justice agencies today. Additionally, the National Center provides technology assistance to criminal justice agencies, supports NIJ's RDT&E activities, and serves as the hub of the NLECTC System.

The specific aspects of the National Center's mission are:

Information Clearinghouse:

In collaboration with NIJ and the other components of the NLECTC System, the National Center develops, produces, and disseminates both electronic (to include video) and print media products to inform the criminal justice community regarding relevant technology and related matters of interest. Products include (but are not limited to): educational bulletins, equipment performance standards and selection and application guides, administrative guides, catalogs, consumer product lists, news summaries, and meeting and conference reports. Products also include the results of equipment compliance testing and evaluations. These products can result from NIJ's efforts or the activities of other agencies and organizations, both domestic and foreign.

Web accessibility is still a challenge for some criminal justice agencies. The National Center maintains a facility to receive, store, and ship non-Web accessible informational products. The quantity of a particular informational product will vary from a few hundred to a few thousand.

The National Center hosts the Justice Information Network (www.JUSTNET.org) and publishes the quarterly criminal justice technology news magazine Techbeat. JUSTNET currently offers information on:

- New laws and best practices impacting criminal justice use of technology.
- Technology assistance resources for criminal justice agencies.
- Funding assistance for criminal justice agencies to procure new technology.
- Relevant conferences and other events.
- The latest criminal justice performance standards and guides.
- Technology RDT&E projects for criminal justice application.
- Performance of criminal justice tools and technologies, including the Body Armor Compliant Product List.

The National Center currently uses electronic mailing lists to disseminate information to the criminal justice community. The public list, JUSTNET News, regularly posts biweekly news summaries, publication announcements, and upcoming events for subscribers.

The National Center will continue to host the Justice Information Network and publish Techbeat. NIJ is, however, interested in receiving applications proposing innovative approaches that will increase the relevance of the information that they provide and the number of practitioners that they inform.

The National Center also currently hosts two annual technology institutes: one for corrections practitioners and the other for law enforcement practitioners. Approximately 30 mid-level practitioners are selected from across the United States each year to participate in each institute. These institutes are held in the Washington, DC area and last five days, exclusive of travel time. They involve briefings from NIJ and other Federal agencies as well as researchers on relevant technology subjects. They also involve presentations from participants on their agencies' technology challenges and solutions.

The National Center will be responsible for:

- Scheduling the institutes.
- Developing their agendas.
- Selecting their participants.
- Securing a venue and required logistic services, including audiovisual support.
- Paying the travel and per diem expenses (using U.S. General Services Administration (GSA) established rates), but not the salaries, of the non-Federal participants.
- Moderating the institutes.
- Recording and publishing the proceedings.

Standards and Voluntary Compliance-Testing:

Standards-based testing involves the testing of products to confirm that they comply with the relevant NIJ performance standard. The testing is conducted at NIJ-approved independent testing laboratories. This type of testing is currently being performed on ballistic- and stab-resistant body armor, metal handcuffs, and semiautomatic pistols.

The National Center's activities in regard to standards-based testing involve standards development, compliance testing, conformity assessment, and testing accreditation.

Standards Development. The National Center's activities in regard to developing standards involve prioritizing which standards to develop, coordinating public comment on draft standards, and developing standards.

The National Center will assist the NIJ standards program manager in prioritizing the development of standards. This activity will be informed by the recommendations of the Law Enforcement and Corrections Technology Advisory Council (LECTAC), which will be administered by the National Center as described on page 11.

The National Center will also support the NIJ standards program manager in coordinating public comments on draft solicitations. It will Web-host draft standards during the public comment period. It will also coordinate, disseminate, archive, publish, catalogue, and index the public

comments that are received. NIJ, in coordination with the National Center, will publish required notifications in the Federal Register.

Once published, a standard will be one of the National Center's informational products.

Applicants should plan to support coordinating public comment on four draft standards.

The National Center can expect to be called on from time to time to administer one of the special technical committees (STCs) that develops standards for NIJ. STCs are usually administered by one of the NLECTC System's COEs. If called on to administer an STC, the National Center will be involved in both facilitating STC meetings and assisting an STC in writing the standard.

STCs are comprised of 20 to 25 experienced criminal justice practitioners, scientists, test laboratory personnel, and conformity assessment experts that have expertise relevant to a particular standard development effort. STCs are established on an ad hoc basis for approximately 14 to 24 months to draft a standard. Meeting location will vary, although locations in the Washington, DC area are preferred.

If called upon to administer an STC, the National Center can plan to support one meeting a month for the 14 to 24 months required to draft the standard. STC meetings normally last two days not inclusive of travel time.

In supporting an STC, the National Center will, in close coordination with the relevant NIJ program manager:

- Schedule meetings.
- Secure venues for those meetings and required logistic services, including audiovisual support.
- Pay the travel and per diem expenses (using GSA-established rates), but not the salaries, of the non-Federal participants.
- Moderate the meetings.
- Record the proceedings of the meetings.
- Provide writer/editor support to the STC to draft the standard, including revisions arising from public comment.

At three of the STC meetings during the development of a performance standard, the National Center can expect to host an additional 15 attendees who comprise the Advisory Working Group (AWG). The AWG reviews the standard development efforts of the STC. The AWG normally will meet only for one of the two days that the STC is in session.

If called on to administer an STC, the National Center will also host one or two one-day vendor/manufacturer workshops. In support of these workshops, the National Center will:

- Publish public notice of the workshop in relevant media (NIJ will also publish notice in the Federal Register).
- Schedule the workshop.

- Secure a venue and required logistic services, including audiovisual support.
- Pay the travel and per diem expenses (using GSA-established rates), but not the salaries, of up to five of the non-Federal members of the STC to participate in the workshop.
- Moderate the workshop and record and post the proceedings.

Applicants should plan to support at least one complete standards development effort to include hosting one vendor/manufacturer workshop.

Compliance Testing. In coordination with the NIJ Standards program manager, the National Center implements and administers compliance testing procedures for each product involved in standards-based testing. These procedures will be in accordance with the International Organization for Standardization (ISO)/International Electrotechnical Commission (IEC) guide 65 standards. In support of this activity, the National Center will:

- Receive and secure product test samples.
- Select NIJ-approved laboratories to test the samples.
- Maintain a publicly accessible list of compliant products.
- Maintain tested samples and related documents in a secure archive.
- Consider and process requests for approval of modifications in listed product models.
- Document the technical basis for granting or not granting compliance status through the evaluation of product models tested.
- Notify product manufacturers of the results of the compliance testing of their product models.
- Document requirements, directives, and interpretations of NIJ standards.
- Communicate notice of any changes in compliance testing requirements.

Currently, the National Center stores approximately 15,000 individual product samples.

Conformity Assessment. Implementation of conformity assessment procedures to complement compliance testing is a new initiative for NIJ. NIJ is currently in the process of implementing conformity assessment procedures for the first time for bullet-resistant body armor, originally tested under NIJ's Voluntary Compliance Testing Program.

Conformity assessment involves testing new production samples of models previously found to be compliant to assess their continued compliance. This will involve unannounced visits to manufacturing facilities to select new production samples for testing.

While its role in administering a conformity assessment program has not been fully defined, it is expected that the National Center will develop, implement, and oversee conformity assessment procedures for all tested products.

In support of this activity, it is proposed that the National Center will:

- Select NIJ-approved inspection bodies to visit manufacturing facilities to select production samples of listed product models for follow-up testing.
- Select NIJ-approved testing laboratories for conformity assessment follow-up testing.
- Maintain a publicly accessible list of approved inspection bodies.
- Update the publicly accessible list of compliant products as required.
- Maintain tested product samples and documents in a secure archive.
- Document the technical basis for removing a product model's compliance status through the evaluation of product models tested and evaluated.
- Notify product manufacturers of the results of the testing of their product models.
- Ensure that participating manufacturers pay to testing laboratories all fees for conformity assessment follow-up.

Testing Quality Management. Implementing a formal accreditation program for testing laboratories, to complement compliance testing and conformity assessment, is also a new initiative for NIJ. NIJ is currently in the process of implementing an accreditation program for its first product that has been tested under its Voluntary Compliance Testing Program—bullet-resistant body armor. Five laboratories have been accredited to date.

Accreditation for body armor testing laboratories is being conducted through the National Voluntary Laboratory Accreditation Program (NVLAP), which is administered by NIST. Other accreditation bodies' programs may be added at a future date.

Again, while its role in administering this program has not been fully defined, it is expected that the National Center will develop, implement, and oversee this program for all tested products.

In support of this activity, the National Center will be expected to:

- Assist in identifying appropriate accreditation programs and coordinating the inclusion of NIJ products into such programs as needed.
- Document testing laboratories' accreditation.
- Carry out a complementary certification program.
- Maintain a publicly accessible list of NIJ-approved testing laboratories.

Comparative Evaluation. Comparative evaluation involves testing products against each other rather than against a performance standard. Testing of this type is now being performed on:

- Patrol vehicles.
- Patrol vehicle tires.
- Replacement brake pads.
- Cut-, puncture-, and pathogen-resistant protective gloves.

The majority of the National Center's efforts in this regard currently involve evaluations performed by contractors. Results of these evaluations are posted to JUSTNET in the form of bulletins and reports. Most of these evaluations are conducted at regular intervals. Applicants should plan to update the police vehicle, tire, and brake pad comparative evaluations in their proposals.

NIJ will consider applications that propose to conduct comparative evaluations either through contracts, in-house, or through a combination of both approaches.

In support of this activity, it is projected that the National Center will:

- Provide appropriate administration of the program.
- In coordination with the NIJ Standards program manager, and informed by the LECTAC, identify and prioritize products suitable for comparative evaluation.
- Verify the accuracy of existing comparative evaluations that address those priorities and publish their results, or conduct evaluations to meet those priorities and publish the results.

Other Activities:

The Center will also provide the following:

Serve as the Hub of the NLECTC System. The National Center accomplishes this mission principally through Web-hosting collaborative forums for the NLECTC System's planning functions and data collection activities. These forums enable the NLECTC System and NIJ staff to share documents, view upcoming events, and conduct collaborative planning activities. They also provide a collaborative environment in which the technology working groups associated with each of NIJ's technology investment portfolios as well as LECTAC can interact with each other and with NLECTC System and NIJ staff. The National Center also hosts a web-based contact management system used by the NLECTC System to record requests for assistance, to coordinate responses to those requests, and to collect NLECTC System performance statistics.

NIJ is willing to consider applications proposing innovative alternative approaches to managing this collaboration in a virtual work environment.

Technology Assistance and Outreach. The National Center's principal means of providing technology assistance is through referrals to resources. Currently, it collects requests for assistance through a toll-free information hotline, through e-mail, and through links and content posted on JUSTNET. Each request is researched and then referred to appropriate resources for resolution. In the case of requests requiring specialized technology expertise, or requests from first adopters, the COEs are expected to be the first line of referral.

While NIJ expects that the National Center's principal means of providing technology assistance will continue to be through referring requests for assistance to suitable resources, NIJ is willing to consider applications proposing innovative alternative approaches. Successful applicants will demonstrate ready access to entities with the knowledge and potential technology solutions to make effective referral recommendations.

Identifying Technology Needs. The National Center accomplishes this mission through support of two technology working groups (TWGs) and the LECTAC.

The National Center will host the existing TWG associated with NIJ's body armor technology investment portfolio and a new standards and testing TWG.

TWGs typically consist of 20 expert practitioners with expertise in the operational employment of the technology addressed in a particular portfolio. They assist NIJ in identifying technology gaps regarding operational requirements and desired outcomes. They also assist NIJ in reviewing ongoing technology projects and potential new projects. TWGs facilitate outreach and assist in facilitating technology demonstrations and evaluations.

TWGs normally meet twice a year. A three-day meeting, exclusive of travel time, is representative. Venues will vary, but sites in the Washington, DC area are preferred.

In supporting these TWGs, the National Center will, in close coordination with the relevant NIJ program manager:

- Identify the key agencies, professional organizations, and individual practitioners that should participate in a particular TWG.
- Schedule TWG meetings.
- Develop meeting agendas.
- Secure a venue and required logistic services, including audiovisual support.
- Pay the travel and per diem expenses (using GSA-established rates), but not the salaries, of the non-Federal participants.
- Moderate the meetings.
- Record and publish the proceedings.

The National Center hosts and provides administrative, publication, and logistics support to the LECTAC. The LECTAC is comprised of 40 senior level practitioners drawn from law enforcement, corrections, forensic science, and criminal justice professional associations. The members of LECTAC have subject matter expertise in their respective disciplines and provide an executive-level review of the issues presented to them. The LECTAC assists NIJ in prioritization of criminal justice technology needs across technology investment portfolios. The LECTAC provides NIJ an annual assessment of its view of the high-priority technology needs of the criminal justice community, based on its review of the work of the TWGs and its own expertise. The LECTAC also advises NIJ on prioritization of its standards development and testing activities, provides technical assistance to manufacturers and criminal justice practitioners in the adoption of technology, reviews and comments on draft publications, and participates in ad hoc committees to provide advice on technical and policy issues.

Applicants should plan for two LECTAC meetings a year that will be held in the Washington, DC area. A three-day meeting, exclusive of travel time, is representative.

In supporting the LECTAC, the National Center will, in close coordination with the relevant NIJ program manager:

- Identify the key agencies, professional organizations, and individual practitioners that should participate in a particular TWG.

- Schedule TWG meetings (at least one of the two meetings should be scheduled in conjunction with the annual NIJ conference).
- Develop meeting agendas.
- Secure a venue and required logistic services, including audiovisual support.
- Pay the travel and per diem expenses (using GSA-established rates), but not the salaries, of the non-Federal participants.
- Moderate the meetings.
- Record and publish the proceedings.

Development of Equipment Guides. Though equipment guides are normally developed by the relevant COE, the National Center will be called on periodically to work with the COEs and the NIJ program manager to develop comprehensive guides for criminal justice practitioners that describe how to plan for, select, and implement technology in practice.

Additional Information Concerning the National Center

The National Center must have personnel with diverse skills to accomplish its mission. These skills include:

- Standards/testing/conformity assessment.
- Conference/meeting planning, marketing/outreach.
- Communications and Web development.
- Information technology.
- Researchers with both technology and criminal justice subject matter expertise.

Ideally, the National Center management will have executive-level criminal justice expertise.

The National Center's level of effort can vary from year to year. As a result, successful applicants must have the ability to readily add or reduce capacity in relevant areas without adversely affecting their ability to provide services or incur unacceptable additional costs. NIJ will consider applications that propose to leverage existing programs, facilities, and personnel.

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

NIJ expects to make one award from the applications received in response to this solicitation. It anticipates that up to a total of $4 million will be available to support the first 12-months of effort for awards resulting from this solicitation. It anticipates that between $3 million and $4 million will be available for each additional 12-month supplement to this award, if any are made.

Applicants should be aware that the total period for an award, including one that receives additional funding, ordinarily will not exceed 3 years.

A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. See "Cofunding" under "What an Application Must Include."

Please note: All applicants under this solicitation must comply with Department of Justice regulations on confidentiality and human subjects protection. See "Other Requirements for OJP Applications" at http://www.ojp.usdoj.gov/funding/other_requirements.htm.

What will *not* be funded:

1. Provision of training or direct service.
2. Proposals primarily to purchase equipment, materials, or supplies. (Your budget may include these items if they are necessary to conduct applied research, development, demonstration, evaluation, or analysis.)
3. Work that will be funded under another specific solicitation.
4. Proposals to conduct technology research and development.

Budget Information

Limitation on Use of Award Funds for Employee Compensation; Waiver: With respect to any award of more than $250,000 made under this solicitation, Federal funds may not 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 2010 salary table for SES employees is available at http://www.opm.gov/oca/10tables/indexSES.asp.) 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 Director of the National Institute of Justice. 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 its budget.

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 (cash or in-kind)
No match is required for this program.

Performance Measures

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 measure 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," page 16, for additional information on applicant responsibilities for collecting and reporting data. Applicants who receive funding under this solicitation are required

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	Performance Measure(s)	Data Grantee Provides
To assure the safety and effectiveness of the tools and equipment used by criminal justice agencies through execution of a standards and compliance testing program, through provision of technology assistance and information, and through identification of technology needs.	1. Relevance to the needs of the field as measured by whether the grantee’s substantive scope did not deviate from the funded proposal or any subsequent agency modifications to the scope. 2. Quality of the research reflected in informational and other work products as assessed by peer reviewers. 3. Quality of management as measured by whether significant interim project milestones were achieved, final deadlines were met, and costs remained within approved limits. 4. Number of products tested; the number of compliance testing and accreditation programs implemented; the number of technology guides and other information products published; the number of calls for assistance responded to and resolved; and the number of technology needs documents produced.	1. Individual project reports responding to the requirements of a specific project detailing the Center's activities including: product testing; compliance testing and accreditation programs implemented; the number of technology guides and other information products published; the number of calls for assistance responded to; and technology needs documents produced. 2. A final report providing a comprehensive overview of the project and a detailed description of project activities and a thorough discussion of the implications of the project activities for criminal justice practice and policy in the United States. 3. Quarterly financial reports, semi-annual progress reports, and a final progress report. 4. If applicable, each data set that was collected, acquired, or modified in conjunction with the project. 5. If applicable, citation to report(s)/document(s).

How to Apply

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, 24 hours, seven days a week. 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. OJP 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 steps.

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 16.560, titled *"National Institute of Justice Research, Evaluation, and Development Project Grants,"* and the funding opportunity number is NIJ-2010-2412.

6. **Submit an Application Consistent With 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 the NIJ staff member listed on the title page within **24 hours after the deadline** and request approval to submit your application. At that time, NIJ 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.

What an Application Must Include

This section describes what an application is expected to include and sets out a number of elements. Applicants should anticipate that failure to submit an application that contains all of the specified elements may negatively affect the review of the application and, should a decision nevertheless be made to make an award, may result in the inclusion of special conditions that preclude access to or use of award funds pending satisfaction of the conditions.

Moreover, applicants should anticipate that applications that are not responsive to the scope of the solicitation, or do not include a program narrative, budget detail worksheet, budget narrative, tribal resolution (if applicable), and resumes/curriculum vitae of key personnel will not proceed to peer review and will not receive further consideration.

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

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 data field. For-profit applicants also may select additional applicable categories (e.g., "Private Institution of Higher Education").

Program Narrative

The Program Narrative includes:

a. Cover page
b. Abstract (not to exceed 600 words).
c. Table of contents.
d. Main body, which includes:
- Purpose, goals, and objectives.
- Review of relevant literature.
- Approach to achieving goals and objectives (program design and implementation).
- Research independence and integrity (see "Selection Criteria," below).
- Implications for criminal justice policy and practice in the United States.
- Management plan and organization.
- Dissemination strategy.

e. Appendices (not counted against program narrative page limit) include:
- Bibliography/References (if applicable).
- List of key personnel.
- Resumes of key personnel.
- List of previous and current NIJ awards to applicant organization and investigator(s).
- Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable).
- Chart for timeline, research calendar, or milestones.
- Human Subjects Protection Paperwork including Institutional Review Board (IRB) documentation and forms (see http://www.ojp.gov/nij/funding/humansubjects/human-subjects.htm).
- Privacy Certificate (for further guidance go to http://www.ojp.gov/nij/funding/humansubjects/privacy-certificate-guidance.htm).
- List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable).
- Other materials required by the solicitation.

The program narrative section of your application must not exceed 25 double-spaced pages in 12-point font with 1-inch margins. Abstract, table of contents, charts, figures, appendices, and government forms do not count toward the 25-page limit for the narrative section.

Applicants should anticipate that if the program narrative fails to comply with these length-related restrictions, such that it provides a significant competitive advantage, the failure to comply may be considered in peer review and in final award decisions.

Budget Detail Worksheet and Budget Narrative

A sample Budget Detail 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.

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

The Budget Narrative is a plain-language description of each of the proposed expenditures listed in the Budget Detail Worksheet. It should clearly explain the purpose and reason for all expenditures in the budget. There should be no ambiguities about any budget item. The narrative also should include details for calculated rates or other figures. As with the Budget Detail Worksheet, the Budget Narrative must be broken down on a year-by-year basis.

Cofunding: A grant made by NIJ under this solicitation may account for up to 100 percent of the total cost of the project. You must indicate whether you believe it is feasible for you to contribute cash, facilities, or services as non-Federal support for the project. Your application should identify generally any such contributions that you expect to make and your proposed budget should indicate in detail which items, if any, will be supported with non-Federal contributions.

Indirect Cost Rate Agreement (if applicable)

Applicants that do not have a federally negotiated indirect cost rate and wish to establish one can submit a proposal to their "cognizant" Federal agency. Generally, the cognizant Federal agency is the agency that provides the preponderance of direct Federal funding. This can be determined by reviewing an organization's schedule of Federal financial assistance. If DOJ is your cognizant Federal agency, obtain information needed to submit an indirect cost rate proposal at http://www.ojp.usdoj.gov/financialguide/part3/part3chap17.htm.

Plan for Collecting the Data Required for Performance Measures. (See "Performance Measures," above.)

The Data Collection Plan is a description of the applicant's plan for collecting the data required for performance measures. Applicants must discuss this plan in their applications. The plan must describe how the performance measures data will be derived, state who will be responsible for collecting the data, and state that the data will be available for review 3 years post award, as required. The data collection plan should be rigorous to ensure that the performance measure data provided are accurate, auditable, and correctly measure the impact of the Federal funds provided.

Tribal Authorizing Resolution (if applicable)

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 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 Standard Forms

Additional forms that may be required in connection with an award are available on OJP's funding page at http://www.ojp.usdoj.gov/funding/forms.htm. Please note in particular the following forms.

1. Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (required to be submitted in GMS prior to the receipt of any award funds)

2. Disclosure of Lobbying Activities (required for any applicant that expends any funds for lobbying activities)

3. Accounting System and Financial Capability Questionnaire (required for any applicant that is a nongovernmental entity and that has not received any award from OJP within the past 3 years)

4. Standard Assurances (required to be submitted in GMS prior to the receipt of any award funds)

Note: Attachments to the application should be included in one of the following four categories: 1) Program Narrative; 2) Budget Detail Worksheet and Budget Narrative; 3) Appendices; and 4) Other.

Selection Criteria

Statement of the Problem (Understanding of the problem and its importance)—15%

Project/Program Design and Implementation (Quality and technical merit)—30%

1. Awareness of the state of current research or technology.
2. Soundness of methodology and analytic and technical approach.
3. Feasibility of proposed project and awareness of pitfalls.
4. Innovation and creativity (when appropriate).

Capabilities/Competencies (Capabilities, demonstrated productivity, and experience of applicants)—20%

1. Qualifications and experience of proposed staff.
2. Demonstrated ability of proposed staff and organization to manage the effort.
3. Adequacy of the plan to manage the project, including how various tasks are subdivided and resources are used.
4. Successful past performance on NIJ grants and contracts (when applicable).

Budget—15%

1. Total cost of the project relative to the perceived benefit.
2. Appropriateness of the budget relative to the level of effort.

3. Use of existing resources to conserve costs.

Impact/Outcomes and Evaluation/Plan for Collecting Data for Performance Measures (Relevance to policy and practice)—15%

1. Potential for significant advances in scientific or technical understanding of the problem.
2. Potential for significant advances in the field.
3. Relevance for improving the policy and practice of criminal justice and related agencies in the United States and improving public safety, security, and quality of life.
4. Affordability and cost-effectiveness of proposed end products, when applicable (e.g., purchase price and maintenance costs for a new technology or cost of training to use the technology).
5. Perceived potential for commercialization and/or implementation of a new technology (when applicable).
6. Plan for collecting the data required for performance measures.

Relevance of the project for policy and practice in the United States

Higher quality applications clearly explain the practical implications of the project. They connect technical expertise with criminal justice policy and practice. To ensure that the project has strong relevance for policy and practice, some researchers and technologists collaborate with practitioners and policymakers. You may include letters showing support from practitioners, but they carry less weight than clear evidence that you understand why policymakers and practitioners would benefit from your work and how they would use it. While a partnership may affect State or local activities, it should also have broader implications for others across the country.

Dissemination Strategy—5%

1. Well-defined plan for the grant recipient to disseminate results to appropriate audiences, including researchers, practitioners, and policymakers.
2. Suggestions for print and electronic products NIJ might develop for practitioners and policymakers.

Research Independence and Integrity

Regardless of a proposal's rating under the criteria outlined above, in order to receive funds, the applicant's proposal must demonstrate research independence, including appropriate safeguards to ensure research objectivity and integrity.

Considerations in evaluating research 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.

Review Process

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

Peer reviewers will be reviewing the applications submitted under this solicitation that meet basic minimum requirements. NIJ 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, geographic diversity, strategic priorities, past performance, and available funding.

The Office of the Chief Financial Officer (OCFO), in consultation with NIJ, 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.
All final award decisions will be made by the Director of the National Institute of Justice, 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 http://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
- For-Profit Organizations
- 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

If your proposal is funded, you will be required to submit several reports and other materials, including:

Final substantive report: The final report should be a comprehensive overview of the project and should include a detailed description of the project design, data, and methods; a full presentation of scientific findings; a thorough discussion of the implications of the project findings for criminal justice practice and policy in the United States; etc. It must contain an abstract of no more than 600 words and an executive summary of 2,500 to 4,000 words.

A draft of the final report, abstract, and executive summary must be submitted 90 days before the end date of the grant. The draft final report will be peer reviewed upon submission. The reviews will be forwarded to the grantee with suggestions for revisions. The author must then submit the revised final report, abstract, and executive summary by the end date of the grant. The abstract, executive summary, and final report must be submitted in both paper and electronic formats.

For program evaluation studies, the final report should include a section on measuring program performance. This section should outline the measures used to evaluate program effectiveness, modifications made to those measures as a result of the evaluation, and recommendations regarding these and other potential performance measures for similar programs. (This information will be particularly valuable to NIJ and other Federal program agencies in implementing performance measures for federally funded criminal justice programs.)

Interim reports: Grantees must submit quarterly financial reports, semi-annual progress reports, a final progress report, and, if applicable, an annual audit report in accordance with Office of Management and Budget Circular A–133. Future awards and fund drawdowns may be withheld if reports are delinquent.

Application Checklist

National Law Enforcement and Corrections Technology Center System—National Center

The application checklist has been created to aid you in developing your application.

Eligibility Requirements:
_____ Tribal authorizing resolution (if applicable)

Application Components:
_____ Program Narrative (see page 17 and "Selection Criteria," pages 19-20)
_____ Appendices to the Program Narrative
- _____ Bibliography/References (if applicable)
- _____ List of key personnel
- _____ Resumes of key personnel
- _____ List of previous and current NIJ awards to applicant organization and investigators
- _____ Letters of cooperation/support or administrative agreements from organizations collaborating in the project (if applicable)
- _____ Chart for timeline, research calendar, or milestones
- _____ Human Subjects Protection Paperwork
- _____ Privacy Certificate
- _____ List of other agencies, organizations, or funding sources to which you have submitted this proposal (if applicable)

_____ Budget Narrative
_____ Budget Detail Worksheet
_____ Indirect Cost Rate Agreement (if applicable)
_____ Plan for Collecting Data for Performance Measures

Program Narrative/Abstract Format:
_____ Double-spaced
_____ 12-point standard font
_____ 1" standard margins
_____ Narrative is 25 pages or less

Other:
_____ Standard Form 424
_____ DUNS number
_____ Other Standard Forms as applicable (see page 19), including
- _____ Disclosure of Lobbying Activities (if applicable)
- _____ Accounting System and Financial Capability Questionnaire (if applicable)