

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



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## Innovative Prosecution Solutions for Combating Violent Crime FY 2020 Competitive Grant Solicitation

CFDA #16.825

Grants.gov Solicitation Number: BJA-2020-17032

Solicitation Release Date: April 22, 2020

Application Deadline: 11:59 p.m. eastern time on June 8, 2020

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The U.S. Department of Justice (DOJ), Office of Justice Programs (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for funding for Innovative Prosecution Solutions for Combating Violent Crime. This program furthers the Department's mission by assisting prosecutors to develop effective strategies to combat and prosecute violent crime.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. It provides guidance to applicants on how to prepare and submit applications for funding to OJP. If this solicitation expressly modifies any provision in the OJP Grant Application Resource Guide, the applicant is to follow the guidelines in this solicitation as to that provision.

### Eligibility (Who may apply):

The following entities are eligible to apply:

- State and local prosecutorial agencies
- Federally recognized Indian tribal governments that perform prosecution functions
- Tribal consortia consisting of two or more federally recognized Indian tribes (including tribal consortia operated as nonprofit organizations) acting as a fiscal agent for one or more prosecutor agencies.

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

### Contact information

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

An applicant that experiences unforeseen Grants.gov technical issues beyond its control that prevent it from submitting its application by the deadline must email the contact identified below **within 24 hours after the application deadline** to request approval to submit its application after the deadline. Additional information on reporting technical issues appears under

“Experiencing Unforeseen Grants.gov Technical Issues” in the How To Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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

### **Deadline Details**

Applicants must register with Grants.gov at <https://www.grants.gov/web/grants/register.html> prior to submitting an application. All applications are due by 11:59 p.m. eastern time on June 8, 2020.

To be considered punctual, an application must be submitted by the application deadline using Grants.gov, and the applicant must have received a validation message from Grants.gov that indicates successful and timely submission. OJP urges applicants to submit applications at least 72 hours prior to the application due date, to allow time for the applicant to receive validation messages or rejection notifications from Grants.gov, and to correct in a timely fashion any problems that may have caused a rejection notification.

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

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

For additional information, see the How to Apply (Grants.gov) section in the [OJP Grant Application Resource Guide](#).

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# INNOVATIVE PROSECUTION SOLUTIONS FOR COMBATING VIOLENT CRIME

## CFDA #16.825

### A. Program Description

#### Overview

The purpose of the Innovative Prosecution Solutions (IPS) for Combating Violent Crime Program is to provide state, local, and tribal prosecutors with resources to reduce crime and increase public safety.

The program encourages prosecutors and agencies to use data in the development of their strategies and programs and to develop effective, economical, and innovative responses to crime within their jurisdictions.

**Statutory Authority:** Awards under this solicitation will be made under the statutory authority provided by the Consolidated Appropriations Act, 2020, Pub. L. No. 116-93, 133 Stat 2317, 2406-0.

#### Program-specific Information

The purpose of this program is to support prosecutors' offices to reduce caseloads, improve the effectiveness and efficiency of prosecutors' processes and procedures, and provide modern technology to better manage and track cases.

#### Objectives and Deliverables

IPS programs test data-driven approaches that address one or more of the objectives listed below. Successful applicants will work closely with BJA staff to assist prosecutorial agencies in incorporating innovative or evidence-based prosecution strategies as a fundamental component of their effort to ensure public safety.

#### Required Objectives:

- Test, establish, and/or expand programming that enhances prosecutors' ability to effectively and sustainably prevent and respond to crime, especially violent crime, which could include the hiring of new prosecutors.
- Foster effective, formalized, and consistent collaborations with external agencies, and the communities they serve, to increase public safety.
- Use technology, intelligence, and data in innovative ways that enable prosecutors' offices to focus resources on the people and places associated with high concentrations of crime and to allow state and local prosecutors' offices to improve their operations in an effort to more efficiently and effectively aid communities in achieving a reduction in crime.
- Enable prosecutors' offices to reduce caseloads to manageable levels through office modernization, hiring analytical or support staff, and updating information technology.

Required deliverables:

- Implementation of a program that modernizes prosecutors' offices and/or improves prosecutors' ability to effectively and sustainably prevent and respond to crime
- Written policies or procedures that demonstrate operational changes originated by the project

The Objectives and Deliverables are directly related to the performance measures that demonstrate the results of the work completed, as discussed under [What an Application Should Include](#).

**OJP Priority Areas**

In FY 2020, and in addition to executing any statutory prioritization that may be applicable, OJP will give priority consideration to applications as follows:

- Applications that address specific challenges that rural communities face
- Applications that demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent-poverty counties
- Applications that offer enhancements to public safety in economically distressed communities (Qualified Opportunity Zones)

To receive priority consideration under the rural priority, applicants must describe what makes the geographic service area rural (using U.S. Census or other appropriate government data; for assistance, applicants may wish to refer to <https://www.census.gov/programs-surveys/geography/guidance/geo-areas/urban-rural.html>), how isolated the area is from needed services, and how they will address specific challenges in rural communities.

To receive priority consideration under the poverty priority, the applicant must provide information to demonstrate that the individuals who are intended to benefit from the requested grant reside in high-poverty areas or persistent poverty counties. For purposes of this priority consideration, the term "high-poverty area" means any census tract with a poverty rate of at least 20 percent as measured by the 2013–2017 5-year data series available from the American Community Survey of the Census Bureau (applicants may search by census tract at <https://www.census.gov/acs/www/data/data-tables-and-tools/narrative-profiles/2017/>) and the term "persistent poverty counties" means any county that has had 20 percent or more of its population living in poverty over the past 30 years, as measured by the 1990 and 2000 decennial censuses and the most recent Small Area Income and Poverty Estimates (applicants may search by county at <https://www.census.gov/data/tables/time-series/dec/census-poverty.html> and at <https://www.census.gov/programs-surveys/saipe.html>).

To receive priority consideration under the Qualified Opportunity Zones priority, applicants must include information that specifies how the project will enhance public safety in the specified QOZs. For resources on QOZs, and for a current list of designated QOZs, see the U.S. Department of the Treasury's resource webpage, accessible at <https://www.cdfifund.gov/pages/opportunity-zones.aspx>.

**Evidence-based Programs or Practices**

OJP strongly emphasizes the use of data and evidence in policymaking and program development in criminal justice, juvenile justice, and crime victim services. For additional

information and resources on evidence-based programs or practices, see the [OJP Grant Application Resource Guide](#).

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

Applicants should note that OJP may conduct or support an evaluation of the programs and activities funded under this solicitation. For additional information, see the [OJP Grant Application Resource Guide](#) section titled Information Regarding Potential Evaluation of Programs and Activities.

## **B. Federal Award Information**

Maximum number of awards BJA expects to make:	18
Estimated maximum dollar amount for each award:	\$340,000
Total amount anticipated to be awarded under this solicitation:	\$6,000,000
Period of performance start date:	October 1, 2020
Period of performance duration:	24 months

**BJA may, in certain cases, provide additional funding in future years to awards made under this solicitation, through continuation awards.** OJP will consider, among other factors, OJP's strategic priorities, a recipient's overall management of the award, and progress of award-funded work, when making continuation award decisions.

Under this solicitation, only one application by any particular applicant entity will be considered. An entity may, however, be proposed as a subrecipient (subgrantee) in more than one application.

BJA may elect to fund applications submitted under this FY 2020 solicitation in future fiscal years, dependent on, among other considerations, the merit of the applications and on the availability of appropriations.

### **Type of Award**

BJA expects to make awards under this solicitation as grants. See the Administrative, National Policy, and Other Legal Requirements section of the [OJP Grant Application Resource Guide](#) for additional information.

### **Financial Management and System of Internal Controls**

Award recipients and subrecipients (including recipients or subrecipients that are pass-through entities) must, as described in the Part 200 Uniform Requirements<sup>1</sup> as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See the [OJP Grant Application Resource Guide](#) for additional information.

### **Budget Information**

#### **Cost Sharing or Match Requirement**

This solicitation does not require a match.

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<sup>1</sup> The "Part 200 Uniform Requirements" means the DOJ regulation at 2 C.F.R Part 2800, which adopts (with certain modifications) the provisions of 2 C.F.R. Part 200.

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

[Pre-agreement Costs \(also known as Pre-award Costs\)](#)

[Limitation on Use of Award Funds for Employee Compensation; Waiver](#)

[Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs](#)

[Costs Associated with Language Assistance](#) (if applicable)

## C. Eligibility Information

For eligibility information, see title page.

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

## D. Application and Submission Information

### What an Application Should Include

The following application elements **MUST** be included in the application submission for an application to meet the basic minimum requirements (BMR) to advance to peer review and receive consideration for funding: Program Narrative, Budget Detail Worksheet, and Budget Narrative.

See the Application Elements and Formatting Instructions section of the [OJP Grant Application Resource Guide](#) for information on what happens to an application that does not contain all of the specified elements or that is nonresponsive to the scope of the solicitation.

### 1. Application for Federal Assistance (Standard Form (SF)-424)

The SF-424 is a required standard form used as a cover sheet for submission of preapplications, applications, and related information. See the [OJP Grant Application Resource Guide](#) for additional information on completing the SF-424.

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

### 2. Project Abstract

Include an abstract that summarizes the proposed project in 400 words or fewer. 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 Times New Roman font with 1-inch margins.
- In addition, the abstract must include the names of the lead applicant and the partner applicant; a brief description of how the applicant plans to address the problem; and the amount of federal funding requested.

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

### 3. Program Narrative

The Program Narrative must respond to the solicitation (see Program-specific Information on pages 4–5) and the Review Criteria (see pages 10–11) in the order given. The Program Narrative should be double-spaced, use a standard 12-point Times New Roman font with 1-inch margins, and not exceed 12 pages. Number pages “1 of 12,” “2 of 12,” etc. Charts and graphs may be included in the narrative, and may be single-spaced and feature smaller fonts as necessary to present the included data.

If the program narrative fails to comply with these length restrictions, BJA may negatively consider such noncompliance in peer review and in final award decisions.

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

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

OJP will require each successful applicant to submit regular performance data that demonstrate the results of the work carried out under the award. The performance data directly relate to the objectives and deliverables identified under "Objectives and Deliverables" in [Section A. Program Description](#).

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

BJA is currently updating the performance measures for this program. They will be shared with grantees upon acceptance of their awards. Examples of the types of performance and accountability data that will be required can be found in [Appendix A: Performance Measures Table](#).

The application should demonstrate the applicant’s understanding of the performance data reporting requirements for this grant program and detail how the applicant will gather the required data.

Please note that applicants are **not** required to submit performance data with the application. Performance measures information is included as an alert that successful applicants will be required to submit performance data as part of the reporting requirements under an award.

Award recipients will be required to provide the relevant data by submitting quarterly performance metrics in BJA’s Grant Management System (GMS).

#### Note on Project Evaluations

An applicant that proposes to use award funds through this solicitation to conduct project evaluations should follow the guidance under Note on Project Evaluations in the [OJP Grant Application Resource Guide](#).



Please see the [OJP Grant Application Resource Guide](#) for information on the following:

4. [Budget Information and Associated Documentation](#) in the “Budget Preparation and Submission Information” section.
5. [Indirect Cost Rate Agreement](#)
6. [Tribal Authorizing Resolution](#)
7. [Financial Management and System of Internal Controls Questionnaire \(including applicant disclosure of high-risk status\)](#)
8. [Disclosure of Lobbying Activities](#)
9. [Applicant Disclosure of Pending Applications](#)
10. [Applicant Disclosure and Justification – DOJ High Risk Grantees](#)<sup>2</sup>
11. [Research and Evaluation Independence and Integrity](#)
12. [Disclosure of Process Related to Executive Compensation](#)
13. **Additional Attachments**
  - a. **Documentation of Rural Challenges (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to applications that address specific challenges that rural communities face. Each applicant proposing to receive priority consideration under the rural priority should provide a sufficient narrative to include what makes the geographic service area rural (using U.S. Census or other appropriate government data), how isolated the area is from needed services, and how it will address specific challenges in rural communities.
  - b. **Documentation of High-Poverty Areas or Persistent-Poverty Counties (if applicable)**

As mentioned above, OJP will give priority consideration in award decisions to applications that demonstrate that the individuals who will benefit from the requested grant reside in high-poverty areas or persistent-poverty counties as defined above. Each applicant proposing to receive consideration under the High-Poverty Areas or Persistent Poverty Counties priority should provide a sufficient narrative explanation to identify each specific High-Poverty Area (by census tract number(s)) and/or each specific Persistent-Poverty County where individuals are intended to benefit from the requested grant and how the requested grant will address specific challenges in each such identified area and/or county.
  - c. **Documentation of Enhanced Public Safety in Qualified Opportunity Zones (if applicable)**

As is mentioned above, OJP will give priority consideration in award decisions to designated Qualified Opportunity Zones (QOZs). Each applicant proposing to receive priority consideration under the under the Qualified Opportunity Zones priority should provide a sufficient narrative explanation in order for OJP to identify clearly the public safety benefit the applicant anticipates that its project will have on a specified QOZ(s).

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<sup>2</sup> A “DOJ High Risk Grantee” is a recipient that has received a DOJ High-Risk designation based on a documented history of unsatisfactory performance, financial instability, management system or other internal control deficiencies, or noncompliance with award terms and conditions on prior awards, or that is otherwise not responsible.

The narrative and the list of affected QOZs (by census tract number) must be included as an attachment that is clearly labeled as addressing QOZs. The applicant may also include tables, charts, graphs, or other relevant illustrations that may be useful in comprehending the manner in which the proposed project is anticipated to benefit a QOZ(s).

**d. Timeline**

Attach a project timeline that includes each project goal, related objective, activity, expected completion date, and responsible person or organization.

**e. Résumés and Curriculum Vitae**

Attach the résumés of key project staff.

**How To Apply (Grants.gov)**

Applicants must register in and submit applications through [Grants.gov](https://www.grants.gov), a primary source to find federal funding opportunities and apply for funding. Find information on how to apply in response to this solicitation in the [OJP Grant Application Resource Guide](#).

**Registration and Submission Steps**

Applicants will need the following identifying information when searching for the funding opportunity on Grants.gov:

- 1. CFDA #16.825, Smart Prosecution Initiative**
- 2. Funding opportunity # BJA-2020-17032**

For information on each registration and submission step, see the [OJP Grant Application Resource Guide](#).

## **E. Application Review Information**

**Review Criteria**

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

**1. Statement of the Problem (15 percent)**

Identify the specific problem the jurisdiction seeks to address. Describe the process used to assess, analyze, or determine the nature of the problem or type of crime problem. If applicable, explain gaps in resources to identify the people and places associated with high concentrations of criminal activity. When applicable, document how caseloads are well above recommended levels, how the office lacks critical professional and support staff and/or relies on outdated information technology to manage its caseloads.

**2. Project Design and Implementation (35 percent)**

Specifically describe how the project will accomplish expected outcomes by providing the objectives and performance measures applicable to the project. Include a comprehensive timeline (as an attachment) that identifies milestones, numerically lists deliverables, and indicates who is responsible for each activity.

**3. Capabilities and Competencies (20 percent)**

Fully describe the applicant’s capabilities to implement the project and the competencies of the staff assigned to the project, including but not limited to, crime and criminal intelligence analysis capacity. Specifically, the applicant should:

Describe the level of agency executive support for the project, as well as expertise of the individual(s) who will be responsible for managing the project.

**4. Plan for Collecting the Data Required for this Solicitation’s Performance Measures (15 percent)**

Describe the process and methods for assessing project performance.

Applicants must identify the person(s) who will collect the data, who is responsible for performance and outcome measurement, and how the information will be used to guide the impact of the program.

**5. Budget (10 percent)**

Provide a proposed budget and Budget Narrative that are complete, cost effective, and allowable (e.g., reasonable, allocable, and necessary for project activities). Budget narratives should demonstrate generally how applicants will maximize cost effectiveness of grant expenditures. Budget narratives should demonstrate cost effectiveness in relation to potential alternatives and the objectives of the project.<sup>3</sup>

**6. Plan for Sustainability (5 percent)**

Describe the plan for sustaining any innovations, crime reductions, organizational changes, and other collaborations established or achieved during the project, and which are found to be successful, once the federal funding support ends.

**Review Process**

BJA reviews an application to make sure that the information presented is reasonable, understandable, measurable, achievable, and consistent with the solicitation requirements.

The following five paragraphs in this solicitation expressly modify the “Application Review Information” provisions in the OJP Grant Application Resource Guide. An applicant is to follow the guidance in these five paragraphs instead of the guidance stated under the “Application Review Information” heading in the Guide.

Peer reviewers will review the applications submitted under this solicitation that meet basic minimum requirements. For purposes of assessing whether an application meets basic minimum requirements and should proceed to further consideration, OJP screens applications for compliance with those requirements. Although specific requirements may vary, the following are common requirements applicable to all solicitations for funding under OJP programs:

- The application must be submitted by an eligible type of applicant.
- The application must request funding within programmatic funding constraints (if applicable).
- The application must be responsive to the scope of the solicitation.
- The application must include all items necessary to meet the basic minimum requirements.

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<sup>3</sup> Generally speaking, a reasonable cost is a cost that, in its nature or amount, does not exceed that which would be incurred by a prudent person under the circumstances prevailing at the time the decision was made to incur the costs.

For a list of the application elements that **MUST** be included in the application submission in order for an application to meet the basic minimum requirements, see [“What an Application Should Include”](#) under Section D. Application and Submission Information.

Peer review panels will evaluate, score, and rate applications that meet basic minimum requirements. BJA may use internal peer reviewers, external peer reviewers, or a combination, to assess applications on technical merit using the solicitation’s review criteria. An external peer reviewer is an expert in the subject matter of a given solicitation who is not a current DOJ employee. An internal reviewer is a current DOJ employee who is well versed or has expertise in the subject of this solicitation. Peer reviewers’ ratings and any resulting recommendations are advisory only, but are considered carefully.

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to addressing specific challenges that rural communities face, high-poverty areas or persistent-poverty counties, demonstrable potential enhancement to public safety in one or more federally designated Qualified Opportunity Zones), available funding, as well as the extent to which the Budget Detail Worksheet and Budget Narrative accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles. An applicant proposing any voluntary committed cost sharing (using cash-only match) must clearly describe and properly document it in the program narrative, Budget Detail Worksheet, and SF-424. In its consideration of any such voluntary match, along with its consideration of other program policy or other factors,

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

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

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

Absent explicit statutory authorization or written delegation of authority to the contrary, the Assistant Attorney General will make all final award decisions and may take into account not only peer review ratings and BJA recommendations, but also other factors as indicated in this section.

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

Please see the [OJP Grant Application Resource Guide](#) for information on the following:  
[Federal Award Notices](#)

### **[Administrative, National Policy, and Other Legal Requirements](#)**

If selected for funding, in addition to implementing the funded project consistent with the OJP-approved application, the recipient must comply with all award conditions, and all applicable requirements of federal statutes and regulations (including applicable requirements referred to in the assurances and certifications executed in connection with award acceptance).

For additional information on these legal requirements, see the “Administrative, National Policy, and Other Legal Requirements” section in the [OJP Grant Application Resource Guide](#).

### **[Information Technology \(IT\) Security Clauses](#)**

#### **General Information About [Post-Federal Award Reporting Requirements](#)**

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

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

See the [OJP Grant Application Resource Guide](#) for additional information on specific post-award reporting requirements, including performance measures data.

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

For OJP contact(s), see page 2.

For contact information for Grants.gov, see page 2.

## **H. Other Information**

Please see the [OJP Grant Application Resource Guide](#) for information on the following:

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

**[Provide Feedback to OJP](#)**

## Appendix A: Performance Measures Table

Objective	Performance Measure(s)	Data Grantee Provides
<p>Hire personnel (prosecutors and/or support staff) to assist with caseload management and the reduction of violent crime.</p> <p>Identify technology to assist with caseload management and/or data analytics (if project proposes implementation of technology).</p>	<p>Number of personnel hired</p> <p>Number of technology solutions implemented</p> <p>Percent of program objectives completed that are directly linked to grant funding and address a specific problem</p>	<p>List personnel hired and their responsibilities.</p> <p>Report one time only unless the data-sharing technology you plan to implement changes:</p> <ul style="list-style-type: none"> <li>• List the type of technology being implemented as a result of this grant program.</li> <li>• Report each technology solution separately.</li> <li>• Provide a description of how the technology functions will be used.</li> <li>• Explain how this technology will benefit the organization or program.</li> <li>• What general purpose does the technology serve?</li> </ul> <p>Choose from the following:            A. Crime analysis            B. Forensics/investigations            C. Caseload management            D. Evidence tracking            E. Information sharing            F. Improving decisionmaking            G. Data analysis            H. Automating administrative processes            I. Communications systems/hotlines</p> <p>Reported Quarterly:            What is the current status of deploying the technology that is being implemented as a result of the grant?            A. Not yet started            B. In progress            C. Delayed            D. Completed            E. Not applicable</p>

Objective	Performance Measure(s)	Data Grantee Provides
		<p>During the last reporting period, please describe any progress you made or barriers you encountered related to deployment or use of technology as you intended.</p> <p>Number of program tasks that were completed during the reporting period as a result of BJA funding (Task: define grant activity in the application project plan.)</p> <p>Number of total program tasks (complete or incomplete) that are a result of BJA funding during the reporting period</p> <p>Number of new solutions employed during the reporting period</p>

## **Appendix B: Application Checklist**

### **FY 2020 Innovative Prosecution Solutions for Combating Violent Crime**

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

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

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

- Acquire a DUNS Number (see [OJP Grant Application Resource Guide](#))
- Acquire or renew registration with SAM (see [OJP Grant Application Resource Guide](#))

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

- Acquire AOR and Grants.gov username/password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E-Biz POC (see [OJP Grant Application Resource Guide](#))

##### *To Find Funding Opportunity:*

- Search for the Funding Opportunity on Grants.gov (see [OJP Grant Application Resource Guide](#))
- Access Funding Opportunity and Application Package (see [OJP Grant Application Resource Guide](#))
- Sign up for Grants.gov email [notifications](#) (optional) (see [OJP Grant Application Resource Guide](#))
- Read [Important Notice: Applying for Grants in Grants.gov](#)
- Read OJP policy and guidance on conference approval, planning, and reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (see [OJP Grant Application Resource Guide](#))

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

- (1) application has been received
- (2) application has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

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

- Contact BJA regarding experiencing technical difficulties (see [OJP Grant Application Resource Guide](#))

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

- Review the "[Overview of Legal Requirements Generally Applicable to OJP Grants and Cooperative Agreements - FY 2020 Awards](#)" in the [OJP Funding Resource Center](#).

#### **Scope Requirement:**

- The federal amount requested is within the allowable limit(s) of \$340,000.



**Eligibility Requirement:** Eligible applicants are limited to state and local prosecutorial agencies, federally recognized Indian tribal governments that perform prosecution functions (as determined by the Secretary of the Interior), or tribal consortia consisting of two or more federally recognized Indian tribes (including tribal consortia operated as nonprofit organizations) acting as a fiscal agent for one or more prosecutor agencies.

**What an Application Should Include:**

The following items are critical application elements required to pass Basic Minimum Requirements review; Program Narrative and Budget Detail Worksheet including Budget Narrative. An application that OJP determines does not include the application elements that must be included in the application submission in order for the application to meet the basic minimum requirements, will neither proceed to peer review, nor receive further consideration.

Program Narrative (see page 8)

Budget Detail Worksheet including Narrative) (see [OJP Grant Application Resource Guide](#))

- Application for Federal Assistance (SF-424) (see [OJP Grant Application Resource Guide](#))
- Project Abstract (see page 7)
- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Lobbying Activities (SF-LLL) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Pending Applications (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))

**Additional Attachments:**

- Résumés and Curriculum Vitae (see page 10)
- Timeline (see page 10)
- Disclosure of Process Related to Executive Compensation (see [OJP Grant Application Resource Guide](#))

- Request and Justification for Employee Compensation; Waiver (if applicable)  
(see [OJP Grant Application Resource Guide](#))
- Documentation of rural challenges (if applicable) (see page 9)
- Documentation of high-poverty areas or persistent poverty counties (if applicable) (see page 9)
- Documentation of enhanced public safety in federally designated Qualified Opportunity Zones (if applicable) (see page 9)