



The [U.S. Department of Justice's Office of Justice Programs' Bureau of Justice Assistance](#) is pleased to announce that it is seeking applications for funding under the State and Local Prosecutors National Training Program. This program furthers the Department's mission by providing prosecutor training to improve the quality of representation and reliability of verdicts in state and local court criminal cases.

State and Local Prosecutors National Training Program FY 2007 Competitive Grant Announcement

Eligibility

Applicants are limited to for-profit (commercial) and nonprofit organizations, institutions of higher education, and consortiums with demonstrated experience in prosecution of criminal cases and the delivery of training on a national level.

(See "Eligibility," page 1)

Deadline

All applications are due by 8:00 p.m. e.t. on June 5, 2007.

(See "Deadline: Applications," page 1)

Contact Information

For assistance with the requirements of this solicitation, contact: Preeti Puri Menon, Policy Advisor, at 202-353-3511 or preeti.menon@usdoj.gov.

This application must be submitted through Grants.gov. For technical assistance with submitting the application, call the Grants.gov Customer Support Hotline at 1-800-518-4726

Grants.Gov number assigned to announcement: BJA-2007-1629

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State and Local Prosecutors National Training Program CDFA #16.580

Overview of the State and Local Prosecutors National Training Program

The purpose of the State and Local Prosecutors National Training Program is to provide high-quality training to state and local prosecutors on a range of issues related to the prosecution of criminal cases and to improve the quality of representation and reliability of verdicts in state and local court criminal cases. This program is authorized by [Pub. L. No. 110-5](#), embedded secs. 101-104; [Pub. L. No. 109-108](#), 119 Stat. 2290, 2230; and [42 U.S.C. 3760-3762a](#) as in effect on September 30, 2006.

Deadline: Registration

Registering with Grants.gov is a one-time process; however, if you are a first-time registrant, it could take up to several weeks to have your registration validated and confirmed and to receive your user password. It is highly recommended you start the registration process as early as possible to prevent delays in submitting your application package to our agency by the deadline specified. There are three steps that you must complete before you are able to register: 1) register with Central Contractor Registry (CCR), 2) register yourself as an Authorized Organization Representative (AOR), and 3) be authorized as an AOR in your organization. For more information, go to www.grants.gov. **Note: Your CCR registration must be renewed once a year. Failure to renew your CCR registration will prohibit submission of a grant application through Grants.gov.**

Deadline: Applications

The due date for applying for funding under this announcement is 8:00 p.m. e.t. on June 5, 2007.

Eligibility

Applicants are limited to for-profit (commercial) and nonprofit organizations, institutions of higher education, and consortiums with demonstrated experience in prosecution of criminal cases and the delivery of training on a national level. For-profit organizations must agree to waive any profit or fees for services.

State and Local Prosecutors National Training Program-Specific Information

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

The purpose of the State and Local Prosecutors National Training Program is to provide high-quality training to state and local prosecutors on a range of issues related to the prosecution of criminal cases. Proper legal training is essential to help ensure reliable prosecution and sentencing of defendants and minimize post-conviction litigation.

The goals of this initiative are to: 1) provide effective training to prosecutors on core issues related to trial advocacy to enhance skills of state and local prosecutors; 2) provide training on a range of issues and case types that reflect the needs of state and local prosecutors; and 3) provide prosecutors with the most up-to-date and comprehensive information available to aid them in the prosecution of criminal cases.

The successful applicant will be required to work with state and local prosecutors to implement training programs that serve the prosecutors' needs. The training strategy and topics proposed should reflect a collaborative process that considers the specific needs of the field. Examples of training topics that should be addressed include: trial advocacy, jury selection, courtroom technology, media relations, ethics, and forensics. The trainings may also cover specialized issues and case types such as violent crime; crimes against children; sex offenses; identity theft; Internet crimes, including sex offenses; and drug prosecution, including methamphetamine-related crimes. Finally, inclusion of training components on multi-disciplinary collaborations is also encouraged, including the prosecutors' role in offender reentry, gang member prosecution, community prosecution, and problem-solving approaches and partnerships with other court, law enforcement, and corrections agencies. The trainings should be designed to provide limited technical assistance to the sites through written materials and electronic information, e-mails, and telephone support.

Applicants are encouraged to offer strategies that collaborate with state and local organizations that provide training to prosecutors and other criminal justice personnel to market the training; customize the training to regional, state, or local needs (including customization to reflect state law); and leverage in-kind resources for items such as meeting space and support for participant travel.

Deliverables will include, but not be limited to:

- Deliver 25 classroom trainings, based on the development of at least 8 training curricula. Each training will have an average of 50 students, with some more intensive programs using smaller groups (about 25) and larger topical trainings (up to 100).
- Provide limited technical assistance, including electronic information, e-mail, and telephone support.
- Develop eight written curricula, and other publications, newsletters, and/or listservs.
- Provide distance learning tools, including web-based training, DVDs, and CDs. All eight training curricula will be produced using distance-learning approaches.
- Develop and implement a course evaluation strategy.
- Document services provided via quarterly reports.

Examples of items that can be funded under this award include: staff and management, space and logistics, travel and per diem for staff and instructors, consultant fees, supplies, and production of materials. Funds to cover costs associated with participant travel are discouraged and should not reflect a significant proportion of the funding request.

Amount and Length of Awards

One cooperative agreement will be awarded for a period of 18 months.

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 measures the results of their work. Performance measures for this solicitation are as follows:

Objective	Performance Measures	Data Grantee Provides
<p>To enhance the capacity of state and local prosecutors and the reliability of verdicts by providing high-quality training.</p>	<p>The number of prosecutors trained in prosecution procedures and strategies.</p> <p>Percentage of trainees who demonstrate improvement in post-test scores.</p> <p>Percentage of required topic-specific curricula, distance-learning tools, and hard copy/electronic materials developed and disseminated as identified in the application.</p>	<p>During the current reporting period, indicate the:</p> <ul style="list-style-type: none"> • Number of prosecutors trained. • Number of training events. • Number of offsite technical assistance provided via telephone. • Number of offsite technical assistance provided via e-mail. • Number of offsite technical assistance provided via Internet. <p>During the current reporting period, indicate the:</p> <ul style="list-style-type: none"> • Number of trainees given both pre-test and post-test. • Number of trainees with increased post-test score over pre-test score. • Overall percentage increase in post-test score over pre-test score (e.g., 5 percent). <p>During the current reporting period, indicate the:</p> <ul style="list-style-type: none"> • Number of training curricula developed. • Number of distance-learning tools developed. • Number of hard copy/electronic publications (policy briefs, bulletins, monographs, fact sheets, Brochures, newsletters, etc.) developed.

How To Apply

DOJ is participating in the e-Government initiative, one of 25 initiatives included in the President’s Management Agenda. Part of this initiative—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.

Grants.gov Instructions: Complete instructions 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**.

CFDA Number: The Catalog of Federal Domestic Assistance (CFDA) number for this solicitation is 16.580, titled “Edward Byrne Memorial State and Local Law Enforcement Assistance Discretionary Grants Program,” and the funding opportunity number is BJA-2007-1629.

A DUNS number is required: The Office of Management and Budget requires that all businesses and nonprofit applicants for federal funds include a DUNS (Data Universal Numeric System) number in their application for a new award or renewal of an award. Applications without a DUNS number are incomplete. 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. The DUNS number will be used throughout the grant life cycle. Obtaining a DUNS number is a free, simple, one-time activity. Obtain one by calling 1-866-705-5711 or by applying online at <http://www.dunandbradstreet.com>. Individuals are exempt from this requirement.

What an Application Must Include

Standard Form 424

Program Narrative (Attachment 1)

The program narrative must respond to the solicitation and the Selection Criteria (1–3, 5) listed below in the order given. Submissions that do not adhere to the format will be deemed ineligible. The program narrative must be double-spaced, using a standard 12-point font (Times New Roman is preferred) with 1-inch margins, and must not exceed 10 pages. Please number pages “1 of 10,” “2 of 10,” etc.

Budget and Budget Narrative (Attachment 2)

Applicants must provide a budget that is complete and allowable. Applicants must submit a budget worksheet and budget narrative in one file. A fillable budget detail worksheet form is available on OJP’s web site at www.ojp.usdoj.gov/Forms/budget_fillable.pdf.

Project Timeline and Position Descriptions (Attachment 3)

Attach a *Project Timeline* with each project goal, related objective, activity, expected completion date, and responsible person or organization; and *Position Descriptions* for key positions.

Selection Criteria

1. Statement of the Problem (20 points)

Provide a summary of the current capacity of state and local prosecutors to effectively investigate, assess, and prosecute criminal cases. Define critical training needs facing state and local prosecutors in the United States, as well as existing partnerships and collaborations that can support training strategies.

2. Program Design and Implementation (40 points)

Describe your strategy to address the needs identified in the Statement of the Problem. Identify what trainings will be developed. Define the strategies for the development and execution of training and technical assistance strategies. Describe how technical assistance will be provided and your strategies for use of distance learning. Describe who you will serve

and the location where the trainings will be delivered. If there is an existing training infrastructure, describe how you will integrate this training into existing training.

3. Capabilities/Competencies (15 points)

Describe the management structure for implementation of the strategy. Identify proposed key staff, including a training coordinator. Define critical partnerships that will support the training strategy, and list organizations that will support the training. Describe how this structure will be tied to the strategy identified in the Program Design and Implementation section. Discuss your capability to successfully implement this initiative, including expertise in the prosecution of criminal cases and trial advocacy, as well as expert knowledge of the topics to be covered, and experience in the delivery of training and technical assistance. Clearly relate your capabilities to the position descriptions outlining the roles and responsibilities of key positions and résumés for current staff. Include a project timeline (see Attachment 3).

4. Budget (10 points)

Provide a proposed budget that is complete, allowable, cost-effective, and clearly tied to the program strategy. The strategy should leverage resources from partners to support critical needs such as participant travel and meeting space and food (see Attachment 2).

5. Impact/Outcomes, Evaluation, and Sustainment (15 points)

Explain how you will know if the training works, and assess the impact of the initiative's efforts. Identify who will be responsible for performance measures, and how the information will be used. Outline a strategy for sustaining the project when the federal grant ends, discussing how the key partner agencies will be leveraged to sustain the project.

Review Process

All applications will be peer reviewed. The BJA Director will then make award recommendations to OJP's Assistant Attorney General, who will make final determinations.

Additional Requirements

- Civil Rights compliance.
- Confidentiality and Human Subjects Protections regulations.
- Anti-Lobbying Act.
- Financial and Government Audit requirements.
- National Environmental Policy Act (NEPA) compliance.
- DOJ Information Technology Standards.
- Single Point of Contact Review.
- Non-Supplanting of State or Local Funds.
- Criminal Penalty for False Statements.

- Compliance with Office of the Comptroller *Financial Guide*.
- Suspension or Termination of Funding.

We strongly encourage you to review the information pertaining to these additional requirements prior to submitting your application. Additional information for each can be found at www.ojp.usdoj.gov/funding/otherrequirements.htm.