

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



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## BJA FY 22 Collaborative Crisis Response and Intervention Training Program

**Assistance Listing Number #** 16.475  
**Grants.gov Opportunity Number:** O-BJA-2022-171099  
**Solicitation Release Date:** April 05, 2022 5:00 PM  
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**Application JustGrants Deadline:** June 07, 2022 8:59 PM

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### Overview

The [U.S. Department of Justice](#) (DOJ), [Office of Justice Programs](#) (OJP), [Bureau of Justice Assistance](#) (BJA) is seeking applications for the Collaborative Crisis Response and Intervention Training Program. This program furthers the DOJ's mission by providing support to law enforcement on how to effectively partner with mental health, substance use disorder, and community service agencies to promote public safety and ensure appropriate responses to individuals who have behavioral health conditions, intellectual disabilities, developmental disabilities, or physical disabilities (disabilities). Note: BJA uses the term "behavioral health" to include mental health, substance use disorder, and co-occurring mental health and substance use disorders.

This solicitation incorporates the [OJP Grant Application Resource Guide](#) by reference. The OJP Grant Application Resource Guide 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.**

### Solicitation Categories

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00084-PROD	Category 1: Training Program for Law Enforcement Officers, Law Enforcement Agencies, and Sheriff's Departments (Deputies)	10	\$250,000.00	10/1/22 12:00 AM	36
C-BJA-2022-00085-PROD	Category 2: Training Program for Correctional Officers, Probation and Parole, and Sheriff's Departments(jails)	10	\$250,000.00	10/1/22 12:00 AM	36

### Eligible Applicants:

City or township governments, County governments, Native American tribal governments (Federally recognized), State governments, Other

### Other

For purposes of this solicitation, "state" means any state of the United States, the District of Columbia, the Commonwealth

of Puerto Rico, the Virgin Islands, Guam, American Samoa, and the Commonwealth of the Northern Mariana Islands.

To advance Executive Order 13929 Safe Policing for Safe Communities, the Attorney General determined that all state, local, and university or college law enforcement agencies must be certified by an approved independent credentialing body or have started the certification process to be eligible for FY 2022 DOJ discretionary grant funding. To become certified, the law enforcement agency must meet two mandatory conditions: (1) the agency's use-of-force policies adhere to all applicable federal, state, and local laws and (2) the agency's use-of-force policies prohibit chokeholds except in situations where use of deadly force is allowed by law. The certification requirement also applies to law enforcement agencies receiving DOJ discretionary grant funding through a subaward. For detailed information on this certification requirement, please visit <https://cops.usdoj.gov/SafePolicingEO> to access the Standards for Certification on Safe Policing for Safe Communities, the Implementation Fact Sheet, and the List of Designated Independent Credentialing Bodies.

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

### Contact Information

For technical assistance with submitting the Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities form (SF-LLL) in Grants.gov, contact the Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, at [Grants.gov customer support](#), or email 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.

For technical assistance with submitting the **full application** in DOJ's Justice Grants System (JustGrants), contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or at 833-872-5175. The JustGrants Service Desk operates 5 a.m. to 9 p.m. eastern time (ET) Monday - Friday and 9 a.m. to 5 p.m. Saturday, Sunday, and federal holidays.

For assistance with any other requirements of this solicitation, contact the OJP Response Center by telephone at 800-851-3420 or TTY: 301-240-6310 (hearing impaired only) or by email at [grants@ncjrs.gov](mailto:grants@ncjrs.gov). The OJP Response Center hours of operation are 10 a.m. to 6 p.m. ET Monday - Friday, and 10 a.m. to 8 p.m. ET on the solicitation close date.

### Submission Information

Applications will be submitted to DOJ in two steps.

**Step 1:** The applicant must submit by the Grants.gov deadline the required Application for Federal Assistance standard form (SF)-424 and a Disclosure of Lobbying Activities (SF-LLL) form when they register in Grants.gov at <https://www.grants.gov/web/grants/register.html>. To register in Grants.gov, the applicant will need to ensure that its System for Award Management (SAM) registration is current.

**Step 2:** The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://JustGrants.usdoj.gov).

To be considered timely, the full application must be submitted in JustGrants by the JustGrants application deadline. OJP encourages applicants to review the "How to Apply" section in the [OJP Grant Application Resource Guide](#) and the [JustGrants website](#) for more information, resources, and training.

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## Program Description

### Overview

OJP is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects the public from crime and evolving threats, and builds trust between law enforcement and the community. This initiative seeks to implement transdisciplinary crisis response training to educate and prepare law enforcement, community corrections, and correctional officers so that they are equipped to appropriately interact with people who have behavioral health conditions or intellectual, developmental, or physical disabilities (“disabilities”) in the course of completing their job responsibilities.

### Statutory Authority

Any awards under this solicitation would be made under the Department of Justice Appropriations Act, 2022 (Pub. L. No. 117-103).

### Specific Information

This program supports the development of model responses that incorporate BJA's Crisis Response and Intervention Training Program Curriculum and additional best practices designed to increase understanding of behavioral health conditions and disabilities, develop empathy, navigate and refer to community resources, and increase de-escalation skills within the applicant organization and among staff, and include the community. Applicants are encouraged to use BJA's curriculum as the foundation of their training efforts. For information about the curriculum—including a brief description and the curriculum matrix—visit [Training | Academic Training \(informedpoliceresponses.com\)](https://www.informedpoliceresponses.com).

### Goals, Objectives, Deliverables, and Timeline

#### Goals:

This program seeks applications from states, local governments, and Indian tribes to:

1. Plan, develop, and deploy a best practice crisis response and intervention training program for officers that includes participation and input from their community, behavioral health, and other social service providers, as appropriate.
2. Develop a strategy for deploying officers trained in delivering appropriate responses during interactions with individuals experiencing a behavioral health crisis or interactions with individuals who have disabilities.
3. Evaluate, improve, and sustain community engagement and a best practice program.

#### Objectives:

Category 1: Training Program for Law Enforcement Officers, Law Enforcement Agencies, and Sheriff's Departments (Deputies)

Activities Include:

- Perform a problem analysis of training and deployment policies and practices, in collaboration with local stakeholders and agency leadership, using relevant data. Applicants will use this analysis to understand the training, partnership, resource, and deployment needs of both it and the community.
- Develop a comprehensive training plan to deploy a best practice training that anticipates the applicant's future training needs.
- Create, design, and implement a training program. BJA encourages using [BJA's Crisis Response and Intervention Training Program Curriculum](#), based on the Memphis Model Crisis Intervention Team's training that includes disability response. A matrix of the modules can be found by visiting [AT Training Matrix.pdf \(theiacp.org\)](#).
- Other best practice response models such as Co-Responder, Behavioral Health Mobile Response, Case Management, and 911 dispatch models may be planned and implemented using BJA's curriculum.
- Seek and deploy other best practice training for officers to educate them on behavioral health conditions and disabilities.
- Define and track process measures as well as short-term and long-term program outcome measures. Program measures may include increased knowledge, skills, improved responses, and safer encounters.
- Use the [Police Mental Health Collaboration Toolkit](#) to employ data-driven practices (e.g., report program performance to stakeholders) to improve the program's implementation.
  - Build long-term sustainment through other, nonfederal funding mechanisms and a train-the-trainer component.
  - Determine who are the best qualified officers to train and recruit their fellow officers.
  - Improve officer and citizen safety through increased community collaboration, communication, and deployment strategies.
  - Build positive community relations and trust through increased outreach to citizens, families, advocates, and stakeholders.
  - Enhance officer knowledge of behavioral health, reentry and wraparound services, disability resources, and diversion opportunities through the delivery of crisis response training which includes service partners and associated community agencies as co-trainers.As needed, provide information to and actively collaborate with BJA and BJA's partners on program

process and outcome evaluation efforts.

Category 2: Training Program for Correctional Officers, Probation and Parole, and Sheriff's Departments (Jails)  
Activities include:

- Perform a problem analysis of training and deployment policies and practices, in collaboration with local stakeholders and agency leadership, using relevant data. The applicant will use this analysis to understand the training, partnership, resource, and deployment needs of both it and its community.
- Develop a comprehensive training plan that anticipates future deployment models which will determine the training needs of the applicant entity.
- Create, design, and implement a training program. BJA encourages using [BJA's Crisis Response and Intervention Training Program Curriculum](#) which includes best practices from the Memphis Model Crisis Intervention Teams training, Disability Response, Co-Responder, Behavioral Health Mobile Response, Case Management, and other response models. A matrix of the modules can be found by visiting [AT Training Matrix.pdf \(theiacp.org\)](#). A source for community supervision models is [Forensic Assertive Community Treatment \(FACT\)](#) and other service model approaches.
- Seek and deploy other best practice training, such as management of withdrawal for individuals with substance use disorders, for officers to educate them on behavioral health conditions and disabilities, pharmacotherapy in corrections, recognizing and mitigating trauma, and impacts of confinement on behavioral health. To learn more, visit [Managing Substance Withdrawal in Jails: A Legal Brief \(ojp.gov\)](#).
- Define and track process measures as well as short-term and long-term program outcome measures. Program measures may include increased knowledge, skills, improved responses, and safer encounters.
- Build long-term sustainment through other, nonfederal funding mechanisms and a train-the-trainer component.
- Determine who are the best qualified officers to train and recruit them.
- Improve officer and detainee/inmate safety through increased collaboration, communication, and deployment strategies and reduced cell extractions and crises resulting in restrictive housing.
- Build positive community relations and trust through increased outreach to citizens, families, advocates, and stakeholders.
- As needed, provide information to and actively collaborate with BJA and BJA's partners on program process and outcome evaluation efforts.

#### **Deliverables for Categories 1 and 2:**

Applicants must submit applications that propose both a planning process and an implementation phase for the training program.

The planning phase is up to 12 months long to design the training program within the applicant entity in coordination

1. with community partners. At the conclusion of the planning phase, grantees will submit their implementation plan to BJA's training and technical assistance provider. Specifically, grantees will develop a coordinated and documented training approach and deployment strategy with BJA's designated TTA provider, as needed.
2. Deliver crisis response training (preferably BJA's Collaborative Crisis Response curriculum) as outlined in the implementation plan. Grantees can expect to begin implementation once the planning phase is complete and the implementation plan has been reviewed and accepted by BJA's TTA provider.
3. Deliverables should correspond to the program's objectives.
4. Provide BJA with regular ongoing data pertaining to the number of officers trained, activities, and the outcome of the trainings.
5. Outline a plan for obtaining the necessary support to administrate and sustain the training and continue the proposed collaboration program following the conclusion of federal support. The [PMHC Self-Assessment tool](#) can help agencies assess their progress in order to develop the plan.
6. For technical assistance to plan a crisis response program in a confinement setting, visit <https://nicic.gov/how-can-we-help>.

The Goals, Objectives, and Deliverables are directly related to the performance measures that show the completed work's results, as discussed under the Application and Submission Information section.

#### **Evidence-Based Programs or Practices**

OJP strongly encourages the use of data and evidence in policymaking and program development for 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**

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 entitled "Information Regarding Potential Evaluation of Programs and Activities."

#### **OJP Priority Areas**

The Department of Justice is committed to advancing work that promotes civil rights and racial equity, increases access to justice, supports crime victims and individuals impacted by the justice system, strengthens community safety and protects

the public from crime and evolving threats, and builds trust between law enforcement and the community.

1. Priority Considerations Supporting Executive Order 13985, *Advancing Racial Equity and Support for Underserved Communities Through the Federal Government*

Consistent with this Executive Order, the term “underserved community” refers to a population sharing a particular characteristic, as well as a geographic community, that has been systematically denied a full opportunity to participate in aspects of economic, social, and civic life or whose members have been historically underserved, marginalized, and adversely affected by inequality. Such communities include, among others, Black people, Hispanics and Latino/a/e people, Native American and other Indigenous peoples of North America (including Alaska Natives, Eskimos, and Aleuts), Asian Americans, Native Hawaiians, and Pacific Islanders.

In support of Executive Order 13985, OJP will:

A. Give priority consideration to applications that include project(s) that will promote racial equity and the removal of barriers to access and opportunity for communities that have been historically underserved, marginalized, and adversely affected by inequality, when making award decisions.

To receive this consideration, the applicant must describe how the proposed project(s) will address potential inequities and barriers to equal opportunity, and/or contribute to greater access to services for underserved and historically marginalized populations.

Note: Addressing these priority areas is one of many factors that OJP considers in making funding decisions. Receiving priority consideration for one or more priority areas is not a guarantee of an award.

**Federal Award Information**

**Solicitation Categories**

Competition ID	Category *	Number of Awards	Dollar Amount for Award	Performance Start Date	Performance Duration (Months)
C-BJA-2022-00084-PROD	Category 1: Training Program for Law Enforcement Officers, Law Enforcement Agencies, and Sheriff’s Departments (Deputies)	10	\$250,000.00	10/1/22 12:00 AM	36
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**Awards, Amounts and Durations**

**Anticipated Number of Awards**

20

**Anticipated Maximum Dollar Amount of Awards**

\$250,000.00

**Period of Performance Start Date**

10/1/22 12:00 AM

**Period of Performance Duration (Months)**

36

**Anticipated Total Amount to be Awarded Under Solicitation**

\$5,000,000.00

**Continuation Funding Intent**

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 the award funded work's progress, when making continuation award decisions.

#### **Availability of Funds**

This solicitation, and awards (if any are made) under this solicitation, are subject to the availability of appropriated funds and to any modifications or additional requirements that may be imposed by the agency or by law. In addition, nothing in this solicitation is intended to, and does not, create any right or benefit, substantive or procedural, enforceable at law or in equity by any party against the United States, its departments, agencies, or entities, its officers, employees, or agents, or any other person.

#### **Types of Awards**

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 a brief discussion of important statutes, regulations, and award conditions that apply to many (or in some cases, all) OJP grants.

#### **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 as set out at 2 C.F.R. 200.303, comply with standards for financial and program management. See [OJP Grant Application Resource Guide](#) for additional information.

#### **Budget Information**

While applicants are required to submit a budget for the entire 36-month project at the time of application, they may have the opportunity to revise their budgets based on any outcomes resulting from the planning phase. In coordination with BJA's training and technical assistance (TTA) provider, grantees must receive budget approval to complete the planning phase before the training implementation can take place.

- 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 program.
- It is recommended that the budget clearly identify activities proposed in the planning and implementation phases.
- The budget should include costs associated with travel for two persons to one BJA TTA-related event.

The use of BJA grant funds for unmanned aircraft systems (UAS), including unmanned aircraft vehicles (UAV), and all accompanying accessories to support UAS or UAV, is unallowable.

#### **Cost Sharing or Matching Requirement**

This solicitation does not require a match.

#### **Pre-agreement Costs (also known as Pre-award Costs)**

See the [OJP Grant Application Resource Guide](#) information on Pre-agreement Costs (also known as Pre-award Costs).

#### **Limitation on Use of Award Funds for Employee Compensation: Waiver**

See the [OJP Grant Application Resource Guide](#) information on the Limitation on Use of Award Funds for Employee Compensation; Waiver.

#### **Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs**

See the [OJP Grant Application Resource Guide](#) for information on Prior Approval, Planning, and Reporting of Conference/Meeting/Training Costs.

#### **Costs Associated with Language Assistance (if applicable)**

See the [OJP Grant Application Resource Guide](#) for information on Costs Associated with Language Assistance.

#### **Eligibility Information**



For eligibility information, see the cover page.

For information on cost sharing or match requirements, see the Federal Award Information section.

## Application and Submission Information

The following application elements **must** be included in the application to meet the basic minimum requirements to advance to peer review and receive consideration for funding:

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative (web-based form)

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 the specified elements or is nonresponsive to the scope of the solicitation.

### Information to Complete the Application for Federal Assistance (SF-424)

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

In Section 8F of the SF-424, please include the name and contact information of the individual **who will complete the application in JustGrants**. JustGrants will use this information (*email address*) to assign the application to this user in JustGrants.

**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.”

### Standard Applicant Information (JustGrants 424 and General Agency Information)

The Standard Applicant Information section of the JustGrants application is pre-populated with the SF-424 data submitted in Grants.gov. The applicant will need to review the Standard Applicant Information in JustGrants and make edits as needed. Within this section, the applicant will need to: add zip codes for areas affected by the project; confirm its Authorized Representative; and verify and confirm the organization’s unique entity identifier, legal name, and address.

### Proposal Abstract

A proposal abstract (no more than 400 words) summarizing the proposed project, including the purpose of the project, primary activities, expected outcomes, the service area, intended beneficiaries and subrecipients (if known), will be completed in the JustGrants web-based form. This abstract should be written in the third person and will be made publicly available on the OJP website if the project is awarded.

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

In addition, the abstract must:

1. In one sentence, identify if a program-specific priority area will be addressed in the application (as addressed in the prior Program-specific Priority Areas section).
2. Include the names of the lead applicant and the partner applicant (justice/law enforcement and behavioral health agency); the target population and the proposed number of individuals the applicant plans to serve; the jurisdiction’s population and demographic characteristics; a brief description of how the applicant plans to address the problem; and the amount of federal funding requested.
3. Indicate whether the applicant is a previous recipient of Crisis Response Intervention Training grant funds and include the award number.
4. Include a list of proposed subcontractors, if applicable.

### Proposal Narrative

The proposal narrative should be submitted as an attachment in JustGrants. The attached document should be double-spaced, using a standard 12-point font; have no less than 1-inch margins; and should not exceed 15 pages. Pages should be numbered and submitted as an attachment. If the proposal narrative fails to comply with these length restrictions, BJA may consider such noncompliance in peer review and in final award decision.

The following sections must be included as part of the proposal narrative:

Description of the Issue:

- Identify or introduce the issue to be addressed by the grant and why this project/these proposed activities are necessary (significance/value).
- Describe and demonstrate understanding of the nature and scope of the problem to be addressed, using data and research as support.
- Describe successful efforts to date, such as initial steps taken and data collected, to address the needs identified.
- Describe the need for assistance and resources to address the problem, and briefly introduce how the applicant proposes to address the problem.

Project Design and Implementation:

- Describe in detail how the applicant proposes to undertake and accomplish the objectives and deliverables in both the planning and implementation phases.
- Describe the strategy to address the needs identified in the Description of the Issue.
- Include a timeline/project task plan that identifies the major tasks and deliverables of the proposed project and who is responsible for each activity.
- Describe whether any of the program-specific priority areas will be met.
- Specify how the federal support will be used to supplement, and not supplant, state, local, Indian tribe, or tribal organization sources of funding that would otherwise be available, including billing third-party resources for services already covered under programs such as Medicaid, Medicare, and the State Children's Insurance Program.

If the applicant is seeking priority consideration for Priority 1(A), it should address in this section how the proposed project (s) will promote racial equity and/or the removal of barriers to access and opportunity, and/or contribute to greater access to services, for communities that have been historically underserved, marginalized, and adversely affected by inequality.

Capabilities and Competencies:

- Describe the capabilities and competencies of the applicant to manage the award.
- Provide a detailed description of the capacity of the partners and the key personnel to deliver the training and perform the key tasks described under Project Design and Implementation.
- Include a letter of support from the applicant's agency executives demonstrating agency commitment to the project. Demonstration of agency commitment will contribute to scoring under this criterion.
- Describe how the proposed management structure and staffing of the project will facilitate the training delivery. The management and organizational structure described should match the staffing needs necessary to accomplish the tasks outlined in the timeline. Information regarding personnel assigned to these tasks and whether their résumés and role descriptions are included will contribute to the assignment of points relative to this criterion.

Plan for Collecting the Data:

- Describe the manner in which the data required for this solicitation's performance measures will be collected, including the system(s) used and the person(s) responsible.
- Describe the process to accurately report data.
- Describe the process for measuring project performance. Identify who will collect the data, who is responsible for performance measurements, and how the information will be used to guide and evaluate the project's impact.
- Describe whether and how other relevant performance measures will be documented, monitored, and evaluated.

Note: Applicants are not required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified under the "Goals, Objectives, and Deliverables" section. Applicants can 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 will require award recipients to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at [Collaborative Crisis Response Training Program Performance Measures \(ojp.gov\)](https://www.justgrants.gov/BJA/PerformanceMeasures). BJA will provide further guidance on the post-award submission process, if selected for award.

### **Goals, Objectives, Deliverables, and Timeline**

Applicants will submit the programs goals, objectives, and deliverables in the JustGrants web-based form.

### **Budget and Associated Documentation**

#### **Budget Worksheet and Budget Narrative (Web-based Form)**

The applicant will complete the JustGrants web-based budget form. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Indirect Cost Rate Agreement (if applicable)**

The applicant will submit its indirect cost rate agreement by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Financial Management Questionnaire (including applicant disclosure of high-risk status)**

The applicant will download the questionnaire, complete it, and submit it by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information and the link to the questionnaire.

#### **Disclosure of Process Related to Executive Compensation**

If applicable, the applicant will submit a description of the process used to determine executive compensation by uploading the document as an attachment in JustGrants. See the "Application Attachments" section of the [OJP Grant Application Resource Guide](#) for information.

### **Additional Application Components**

Applicants will attach the additional requested documentation in JustGrants.

#### **Tribal Authorizing Resolution**

An application in response to this solicitation may require inclusion of tribal authorizing documentation as an attachment. If applicable, the applicant will submit the tribal authorizing documentation by uploading it as an attachment in JustGrants. See the [OJP Grant Application Resource Guide](#) for information on tribal authorizing resolutions.

#### **Research and Evaluation Independence and Integrity Statement**

If an application proposes research (including research and development) and/or evaluation, the applicant must demonstrate research/evaluation independence and integrity, including appropriate safeguards, before it may receive award funds. The applicant will submit documentation of its research and evaluation independence and integrity by uploading it as an attachment in JustGrants. For additional information, see the [OJP Grant Application Resource Guide](#).

### **Disclosures and Assurances**

The applicant will address the following disclosures and assurances.

#### **Disclosure of Lobbying Activities**

Complete and submit the SF-LLL in Grants.gov. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **DOJ Certified Standard Assurances**

Review and accept the DOJ Certified Standard Assurances in JustGrants. See the [OJP Grant Application Resource Guide](#) for additional information.

#### **Applicant Disclosure of Duplication in Cost Items**

Complete the JustGrants web-based Applicant Disclosure of Duplication in Cost Items form. See the [OJP Grant Application Resource Guide](#) for additional information.

## DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements

Applicants will review and accept the DOJ Certified Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; Drug-Free Workplace Requirements; Law Enforcement and Community Policing in JustGrants. See [OJP Grant Application Resource Guide](#) for additional information.

### Applicant Disclosure and Justification – DOJ High Risk Grantees (if applicable)

If applicable, submit the DOJ High Risk Disclosure and Justification as an attachment in JustGrants. A DOJ High Risk Grantee is an award 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. See the [OJP Grant Application Resource Guide](#) for additional information.

### How to Apply

Step 1: The applicant must submit the **SF-424** and an **SF-LLL** in Grants.gov at <https://www.grants.gov/web/grants/register.html>.

Step 2: The applicant must then submit the **full application**, including attachments, in JustGrants at [JustGrants.usdoj.gov](https://www.justgrants.usdoj.gov).

For additional information, see the “How to Apply” section in the [OJP Grant Application Resource Guide](#) and the [DOJ Application Submission Checklist](#).

### Submission Dates and Time

The **SF-424** and the **SF-LLL** must be submitted in Grants.gov by 8:59 pm ET on June 1, 2022.

The **full application** must be submitted in JustGrants by 8:59 pm ET on June 7, 2022.

OJP urges applicants to submit their Grants.gov and JustGrants submissions prior to the due dates to allow sufficient time to correct errors and resubmit by the submission deadlines if a rejection notification is received. To be considered timely, the **full application** must be submitted in JustGrants by the JustGrants application deadline.

### Experiencing Unforeseen Technical Issues

An applicant that experiences unforeseen SAM.gov, Grants.gov, or JustGrants technical issues beyond its control that prevent application submission by the deadline, must demonstrate all efforts in requesting technical support in order to submit an application by the deadline. Technical support is available via phone and email to the applicable SAM.gov, Grants.gov, or JustGrants support centers or service desks in which an applicant received a ticket number for resolution. If an applicant misses a deadline due to unforeseen technical difficulties, the applicant may request a waiver to submit an application after the deadline. *Note: If an applicant does not submit all the required Grants.gov forms by the Grants.gov deadline, the applicant will not be able to proceed to the JustGrants portion of the application process.*

An applicant experiencing technical difficulties with the following systems must contact the associated support desk indicated below to report the technical issue and receive a tracking number:

- Grants.gov - contact the [Grants.gov Customer Support Hotline](#)
- SAM.gov - contact the [SAM Help Desk \(Federal Service Desk\)](#)
- JustGrants - contact the JustGrants Support Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175

An applicant requesting a waiver to submit a late application must document their request for technical assistance in an email to the OJP Response Center at [grants@ncjrs.gov](mailto:grants@ncjrs.gov) **within 24 hours after the application deadline** to request approval to submit its application after the deadline. If an applicant has technical issues with Grants.gov, the applicant must contact the Grants.gov Customer Support Hotline within 24 hours of the Grants.gov deadline to request approval to submit after the deadline. However, waiver requests will not be reviewed until after the JustGrants deadline to allow time for all waivers to be submitted. Waiver requests to submit after the submission deadline must:

- Describe the technical difficulties experienced;  
Include a timeline of the applicant's submission efforts (e.g., what date and time did the error occur, what date and

time was action taken to resolve the issue and resubmit; and what date and time did support representatives respond)

- Include an attachment(s) of the complete grant application and all required documentation and material; and
- Include the applicant's Unique Entity Identifier (UEI), any applicable SAM.gov tracking number(s), Grants.gov Help Desk, and JustGrants Support Desk Ticket Numbers.

OJP will review each request for late submission and required supporting documentation and notify the applicant whether the request has been approved or denied. For more details on the waiver process, OJP encourages applicants to review the "Experiencing Unforeseen Technical Issues" section in the [OJP Grant Application Resource Guide](#).

## Application Review Information

### Review Criteria

#### a. Merit Review Criteria

Applications that meet the basic minimum requirements will be evaluated by peer reviewers on how the proposed project/program addresses the following criteria:

1. Statement of the Problem/Description of the Issue (15%) - evaluate the applicant's understanding of the program/issue to be addressed.
2. Project Design and Implementation (40%) - evaluate the adequacy of the proposal, including the goals, objectives, timelines, milestones, and deliverables.
3. Capabilities and Competencies (30%) - evaluate the administrative and technical capacity of the applicant to successfully accomplish the goals and objectives.
4. Plan for Collecting the Data Required for this Solicitation's Performance Measures (5%) - evaluate the applicant's understanding of the performance data reporting requirements and the plan for collecting the required data.
5. Budget (10%) - evaluate for completeness, cost effectiveness, and allowability (e.g., reasonable, allocable, and necessary for project activities).

#### b. Other Review Criteria/Factors

Other important considerations for BJA include geographic diversity, strategic priorities (specifically including, but not limited to, those mentioned above relating to priority areas), available funding, past performance, plan for sustaining the program after the grant has ended and the extent to which the Budget Worksheet and Budget Narrative (Web-based form) accurately explain project costs that are reasonable, necessary, and otherwise allowable under federal law and applicable federal cost principles.

### Review Process

Applications submitted under this solicitation that meet the basic minimum requirements will be evaluated for technical merit by a peer review panel(s) in accordance with OJP peer review policy and procedures using the review criteria listed above.

OJP screens applications to ensure they meet the basic minimum requirements prior to conducting the peer review. Although specific requirements may vary, the following are common requirements applicable to all OJP solicitations:

- 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.

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 with 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 non-public 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, 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 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, all final award decisions will be made by the Assistant Attorney General, who may consider not only peer review ratings and BJA's recommendations, but also other factors as indicated in this section.

## Federal Award Administration Information

## **Federal Award Notices**

See the [OJP Grant Application Resource Guide](#) for information on award notifications and instructions.

## **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**

An application in response to this solicitation may require inclusion of information related to information technology security. See the [OJP Grant Application Resource Guide](#) for information on information technology security.

## **General Information about Post-Federal Award Reporting Requirements**

In addition to the deliverables described in the Program Description section, all award recipients under this solicitation will be required to submit certain reports and data.

Required reports. Award recipients typically must submit quarterly financial reports, performance reports, final financial and performance reports, programmatic certifications, 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 measure data.

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

For OJP contact(s), see the solicitation cover page.  
For contact information for Grants.gov, see the solicitation cover page.  
For contact information for JustGrants, see the solicitation cover page.

## **Other Information**

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

See the [OJP Grant Application Resource Guide](#) for information on the Freedom of Information and Privacy Act (5 U.S.C. 552 and 5 U.S.C. 552a).

### **Provide Feedback to OJP**

See the [OJP Grant Application Resource Guide](#) for information on how to provide feedback to OJP.

## **Performance Measures**

Note: Applicants are not required to submit performance data with the application. Rather, performance measure information is included as an alert that successful applicants will be required to submit performance data as part of each award's reporting requirements.

OJP will require each successful applicant to submit regular performance data that show the completed work's results. The performance data directly relate to the goals, objectives, and deliverables identified under the “Goals, Objectives, and Deliverables” section. Applicants can 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 will require award recipients to submit performance measure data and performance reports in JustGrants. Examples of the performance measures questionnaire can be found at [Collaborative Crisis Response Training Program Performance Measures \(ojp.gov\)](#). BJA will provide further guidance on the post-award submission process, if selected for award.

## Application Checklist

*BJA FY 22 Collaborative Crisis Response and Intervention Training Program*

This application checklist has been created as an aid in developing an application. The [DOJ Application Submission Checklist](#) is another resource.

What an Applicant Must Do:

*Prior to registering in Grants.gov:*

- Confirm your Entity's [System Award Management \(SAM\) Registration Information](#) (see [OJP Grant Application Resource Guide](#))

*To register in Grants.gov:*

- Acquire an Authorized Organization Representative (AOR) and a Grants.gov username and password (see [OJP Grant Application Resource Guide](#))
- Acquire AOR confirmation from the E- Business Point of Contact (E-Biz POC) (see [OJP Grant Application Resource Guide](#))

*To find the Funding Opportunity:*

- Search for the Funding Opportunity in Grants.gov using the opportunity number, Assistance Listing or keyword(s)
- Select the correct Competition ID
- Access the Funding Opportunity and Application Package (see step 7 in the [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, reporting available at [ojp.gov/financialguide/DOJ/PostawardRequirements/chapter3.10a.htm](#) (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 2022 Awards](#)" in the [OJP Funding Resource Center](#).

*Review Scope Requirement:*

- The federal amount requested is within the allowable limit(s) of \$250,000

*Review Eligibility Requirement:*

- State governments\*
- City or township governments
- County governments
- Native American tribal governments (Federally recognized)

## **Prepare to submit the Application for Federal Assistance standard form (SF)-424 and Disclosure of Lobbying Activities form (SF-LLL)**

- Review Information to complete the Application for Federal Assistance (SF-424) in Grants.gov
- Complete Standard Applicant Information (SF-424 information from Grants.gov)
- Submit the **SF-424** and **SF-LLL** in Grants.gov

*After the SF-424 and SF-LLL submission in Grants.gov, receive Grants.gov email notifications that:*

- Submission has been received in Grants.gov
- Submission has either been successfully validated or rejected with errors (see [OJP Grant Application Resource Guide](#))

*If no Grants.gov receipt validation, or if error notifications are received:*

- Contact Grants.gov Customer Support Hotline at 800-518-4726, 606-545-5035, [Grants.gov customer support](#), or [support@grants.gov](mailto:support@grants.gov) regarding technical difficulties (see [OJP Grant Application Resource Guide](#))

*Receive email notification to complete application in JustGrants:*

- Proceed to complete application in JustGrants

Content of Application Submission: Critical Application Elements

The following items are critical application elements required to pass the basic minimum requirements review. If OJP determines that an application does not include the following elements, it will neither proceed to peer review, nor receive further consideration.

- Proposal Abstract
- Proposal Narrative
- Budget Worksheet and Budget Narrative

#### **Budget and Associated Documentation:**

- Indirect Cost Rate Agreement (if applicable) (see [OJP Grant Application Resource Guide](#))
- Financial Management and System of Internal Controls Questionnaire (see [OJP Grant Application Resource Guide](#))
- Disclosure of Process related to Executive Compensation Additional Application Additional Application Components

#### **Additional Application Components:**

- Tribal Authorizing Resolution (if applicable) (see [OJP Grant Application Resource Guide](#))
- Research and Evaluation Independence and Integrity (see [OJP Grant Application Resource Guide](#))
- Request and Justification for Employee Compensation; Waiver (if applicable) (see [OJP Grant Application Resource Guide](#))

#### **Disclosures and Assurances:**

- [Disclosure of Lobbying Activities \(SF-LLL\)](#) (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure of Duplication in Cost Items (Pending Applications) (see [OJP Grant Application Resource Guide](#))
- DOJ Certified Standard Assurance (see [OJP Grant Application Resource Guide](#))
- DOJ Certifications Regarding Lobbying; Debarment, Suspension and Other Responsibility Matters; and Drug-Free Workplace Requirements (see [OJP Grant Application Resource Guide](#))
- Applicant Disclosure and Justification - DOJ High Risk Grantees (if applicable) (see [OJP Grant Application Resource Guide](#))



*Submit application in JustGrants:*

- Application has been successfully submitted in JustGrants

*If no JustGrants application submission, validation, or if error notifications are received:*

- Contact the JustGrants Service Desk at [JustGrants.Support@usdoj.gov](mailto:JustGrants.Support@usdoj.gov) or 833-872-5175 regarding technical difficulties